10/02 Staff Collateral Duties

In accordance with unit needs, staff members will be assigned areas of collateral responsibility. These areas will be sub-divided and each person will be assigned one or more specific functions to oversee under supervision.

Although the assignment of these collateral duties will serve as a guide for unit personnel who have inquiries pertaining to specific areas or problems, they do not alter the chain of command nor do they relieve a supervisor from responsibility for those activities on his/her shift.

Collateral duties will be shifted periodically and specific staff assignments will be indicated in a staff meeting.