

Crew Expectations Worksheet

Put your day-one expectations in writing before you say them out loud

Your crew will figure out what you expect whether you tell them or not. Better they hear it from you, on day one, in plain words. Fill this out before your first line-up and keep it in your officer's notebook.

STEP 1 OF 5

My day-one expectations

Three to five. If you need more than five, you haven't decided what matters yet.

Before you write

- **Keep them short.** One line each. Something you can say at line-up without reading it.
- **Make them enforceable.** If you won't correct it at 0700 on a bad day, don't say it.
- **Apply them to yourself first.** The crew will check, and they should.
- **Leave policy to policy.** Safety, discipline, and leave live in your department's policies and SOPs/SOGs. This list is how *this* crew works on *your* shift.

EXAMPLES

"Rig and SCBA checks are done and written up before coffee. Mine get done first."

"If you're going to be late or need a trade, tell me before the shift, not after."

"Ask if you don't know. Nobody gets in trouble for asking."

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

STEP 2 OF 5

What you can expect from me

You're asking something of them, so tell them what they get back, at the same line-up. Write how you'll show it.

Fairness

Same standard for everybody, my friends included.

Straight answers

Including "I don't know. I'll find out."

Backing you up the chain

What I'll take to the BC for you, and how.

Training worth your time

Short, hands-on, and on the calendar.

STEP 3 OF 5

What I won't change yet

Unless it's a safety or policy problem, it can wait until you've seen how the shift runs.

| Leaving alone for now

| Watching. If it changes, I'll say so first

STEP 4 OF 5

How I'll make decisions

The crew wants to know when they get a say and when they don't. Tell them before it matters.

| On a call or on the fireground

| Around the station

| When I'll ask for your input first

Example: "Before I change how we split station duties."

| When you disagree with me

Example: "Tell me in the office, not on the apparatus floor."

STEP 5 OF 5

Revisit at 30, 60, and 90 days

Read your list to yourself first, then talk it over with the crew at line-up. Own what you missed.

| Day 30

HOLDING UP

ADJUSTING

MISSED OR NEED TO OWN

☐ Covered at line-up on _____

| Day 60

HOLDING UP

ADJUSTING

MISSED OR NEED TO OWN

☐ Covered at line-up on _____

| Day 90

HOLDING UP

ADJUSTING

MISSED OR NEED TO OWN

☐ Covered at line-up on _____



Say it, then live it

The list only works if the crew sees you hold yourself to it first. More free tools are at companyofficerforge.com.

Where company officers are made.

General guidance, not policy. Follow your department's policies, SOPs/SOGs, and chain of command. Not affiliated with any fire department.