



# GREATER NAPLES FIRE RESCUE DISTRICT MEMORANDUM

24-013

**DATE:** February 14, 2024  
**TO:** Non-Shift Personnel  
**FROM:** Forrest Campbell, District Chief  
**SUBJECT:** Non-Shift Attendance

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Attendance for non-shift personnel will be tracked solely in CrewSense effective February 19, 2024. The attendance history in Filemaker will be maintained, but access to enter information will be removed.

We will continue to use comp time and on-call forms. These forms should be submitted through the normal chain. Overtime will be entered into CrewSense by the employee's supervisor.

All personnel are responsible for ensuring their attendance records are accurate and shall immediately report any discrepancies to their supervisor. Please take time to review your records for accuracy.

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