

Orchard Farm Fire Protection District Standard Operating Procedure

Division: 100 Administration
Section: 103 Personnel
Subject: 103.04 Station Captain



Supersedes: N/A

Approved By: 

Date: 02/25/2013

Date Last Reviewed: N/A

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PURPOSE:

To define the "Station Captain" and their role

RESPONSIBILITY:

All District Personnel

PROCEDURES:

The moniker "Station Captain" will be used as a designation meaning the senior, non-officer, member on duty. The Station Captain will act as an officer's liaison to the on duty personnel. The Station Captain shall oversee all issues relating to the fire station when not superseded by an officer. The Station Captain is not exempt assigned duties, and shall be responsible for overseeing day to day operations, daily training, district responsibilities, cleanliness, safety and any additional duties assigned by higher ranking officers.

The Station Captain is not need when an officer is on duty. When an officer leaves it is their duty to inform the most senior member that they are now the Station Captain and brief them. When the Station Captain leaves it is their duty to inform the next senior person that they are now the Station Captain and brief them.