


SOG# 505-7	Standard Operating Guideline	Administrative								
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p> <p style="text-align: center;">Duty Officer</p>	<table border="1" style="width: 100%;"> <tr> <td colspan="2" data-bbox="1027 136 1424 147">Approved By</td> </tr> <tr> <td colspan="2" data-bbox="1027 147 1424 178">Steven W. Parrish, Fire Chief</td> </tr> <tr> <td data-bbox="1027 199 1230 210">Effective Date</td> <td data-bbox="1230 199 1424 210">Revised Date</td> </tr> <tr> <td data-bbox="1027 210 1230 241">March 1, 2018</td> <td data-bbox="1230 210 1424 241"></td> </tr> </table>	Approved By		Steven W. Parrish, Fire Chief		Effective Date	Revised Date	March 1, 2018	
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Purpose:

The Duty Officer is a rotating position assigned to all Chief Officers who are required to serve as the Duty Officer for a twenty-four-hour operational period, based on the department’s current rotating shift schedule. The Duty Officer position is to ensure that a Chief Officer is available twenty-four hours, seven days a week throughout the calendar year. The Duty Officer Position is designed to give Line Officers, Shift Captains and other personnel a mechanism to utilize and call on in the event of an emergency or unique circumstance where a Chief Officer’s discretion and direction is required. This standard also allows for a mechanism of putting a Chief Officer on the scene of all critical incidents within the fire district.

Scope:

This standard shall apply to all Chief Officers of the Cumberland Road Fire Department and shall be adhered to.

Procedure:

- Schedule:

The Duty Officer operational period begins at 0800 hours on the given shift and ends at 0800 the next day.

Currently, the department uses a rotating A-shift, B-shift, and C-shift schedule and the following Chief’s are assigned as follows:


- Fire Chief - B-shifts Duty Officer.
- Deputy Fire Chief - A-shifts Duty Officer.
- Assistant Fire Chief - C-shifts Duty Officer.

The Duty Officer is expected to be available during their assigned operational periods that are not associated with their primary employment. Holidays and special events are not excluded from any operational period. Therefore the assigned Duty Officer is expected to comply with this Standard Operating Guideline.

Responsibilities:

- Incident Response:

The Duty Officer shall respond to all CRITICAL incident scenes within fire district. Critical incidents include but not limited to:

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Structure Fires – Commercial and Residential to include Lightning Strikes
Hazardous Materials Incident – Fuel Spills – Gas Leaks
Motor Vehicle Accidents – High Mechanism
Explosions
Technical Rescues

The Duty Officer should make every effort to respond to the station any time where multiple or simultaneous calls (Medical Calls or Automatic Aid) are on-going to ensure proper staffing and coverage for potential in district calls.

During major weather related incidents, the Duty Officer will coordinate from the station response and only respond to critical incidents.

The Duty Officer may respond with outside agencies or automatic aid calls at their discretion. However, they must monitor radio traffic and make themselves immediately available for an in district call, where the Duty Officer is required to respond.

Chief Officers that are not the Duty Officer are still expected to respond to all critical or significant incidents, in district. The Fire Chief prefers these Chiefs to respond to the station for either stand-by or respond with apparatus to the incident scene.

- Non-Incident:

The Duty Officer shall have the following non-incident responsibilities, to include but not limited to:


The Duty Officer shall physically visit the fire station and check in with the on duty Shift Captain. The Shift Captain shall brief the Duty Officer of both completed or on-going daily activities and any significant events.

The Duty Officer shall ensure that all required daily duties are either completed or are on-going to be completed.

The Duty Officer shall respond to any Cumberland Road Fire Department owned vehicle involved accident and ensure the responsibilities of each person are completed as per Standard Operating Guideline 505-10, Reporting Vehicle Accidents.

The Duty Officer shall respond to any Cumberland Road Fire Department member reporting accident, injuries, exposures or illnesses and ensure the responsibilities of each person are completed are per Standard Operating Guideline 502-4, Reporting Accidents and Injuries.

The Duty Officer shall be responsible for opening the weekly business meeting / training session. The Duty Officer shall ensure the meeting is opened with a Prayer and lead those in attendance with the Pledge of Allegiance, and ensure roll call or attendance is conducted.

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The Duty Officer may from time to time perform other related duties and tasks as needed or assigned by the Fire Chief.

It shall be the responsibility of each Chief Officer to coordinate coverage if the scheduled Duty Officers operational period conflicts due to an unforeseen emergency or other temporary situation that would prevent response or availability.

If in the event NO Chief Officer is available for the Duty Officer position, the Fire Chief shall assign a Line Officer to temporarily fill the position.

It shall be the responsibility of each Chief Officer of the department to ensure that the provisions of this standard are followed.