

## **STANDARD OPERATING GUIDELINE - 3.2.1**

### **TOPIC - WEEK-END DUTY OFFICER**

#### **PURPOSE:**

To promote and maintain effective administrative decision making, and the performance of incident command functions on a continuous basis.

#### **GENERAL:**

The obligation to maintain the efficient operation of this fire department is not dependant upon the presence of a Chief Officer, but rather is a responsibility apportioned throughout the officer staff through effective use of a concept identified as "Week-end Duty Officer". This does not mean that there is any temporary change in the rank of an individual officer, nor that there is any alteration in the normal chain of command, only that during an officer's "Week-end Duty Officer" rotation there may be incidents which will require decisive action in the same vein as a Chief Officer. These acts may include, but are not limited to: providing for incident investigations, policy application decisions, personnel issues, incident command, District representation during mutual aid operations, etc.

#### **GUIDELINE:**

1. There will be two Duty Officers assigned for each week-end, one for Division "B" and one for Division "C".
2. No volunteer holding an officer position will be assigned week-end duty without consultation. In fairness to all volunteer officers it is vital that once a person is entered into the schedule that we follow that schedule to the best of our abilities.
3. No volunteer officer will be assigned week-ends back to back, unless they specifically request such duty or trade with another officer. Care must be exercised to avoid significant disruption of the schedule for duty.
4. The assigned Duty Officers shall be available for all alarms during their assigned duty period.
5. The assigned Duty Officers shall have the full use of a District owned staff vehicle during the assigned duty period.
6. The Duty Officer shall be available and willing to assume incident command as necessary.
7. The Duty Officer will be responsible for routine operations during the term of

the assignment.

8. The assigned Duty Officer shall be responsible for any and all trades of duty periods with other officers.
9. The term of duty shall be from 18:00 hours Friday through 06:00 hours the following Monday. If for any reason an individual is unable to meet this time frame that individual must follow guideline number 8 to cover the excepted times.
10. The Duty Officer will be responsible for reporting activities or situations that need to be processed or followed up by a higher ranking or more experienced officer to that officer.

#### ALARM RESPONSE DUTY:

1. Each Duty Officer shall be available to respond to all alarms within their respective division.
2. "A" Division alarm response will be met by the Duty Officer closest to that division. The "B" Division officer will be the closest in most instances, however it is imperative that both officers formally agree upon who is to be responsible for the "A" Division..
3. All structure fires and/or major incidents in the "A" Division shall be a shared response by both Duty Officers.
4. It is expected that the Duty Officers will work cooperatively to effect a smooth efficient operation during all alarm responses in all divisions.
5. Each Duty Officer is responsible to assure that alarms in their area are properly entered into the department log book.