

DUTY OFFICER PROGRAM

March 21, 2008

A. Objective:

To assign an approved Member/Officer to a fixed schedule to supervise and represent the Ponderosa Fire Department on emergency responses.

B. Definitions:

1. District 60 – radio designation assigned to the Duty Officer position.
2. Duty Officer – an approved Member/Officer who has met the qualifications set forth by this guideline and has been approved by the Command Staff.
3. Duty Officer Roster – an approved list of members who have been approved by the Command Staff to participate in the program.
4. Duty Officer Schedule – a running schedule that may be modified as necessary to assure an approved member is scheduled. This schedule is dynamic and flexible.
5. Duty Shift – nightly from 7 pm to 7 am.
6. Emergency Responses – all responses that occur during a Duty Shift.
7. Program Coordinator – individual assigned by the Command Staff to oversee and manage the Duty Officer program.
8. Represent – the Duty Officer will be the assigned representative of PFD during the assigned Duty Shift unless a more senior PFD officer accepts the transfer of responsibilities.
9. Stipend – The Duty Officer will receive \$30 per Duty Shift.
10. Supervise – The Duty Officer will supervise PFD Members and assigned tasks during emergency operations.

C. Qualifications:

1. Held the position of Lieutenant or higher in the PFD within the previous 5 years or has at least 3 years of fire service management experience.
2. Met all NIMS requirements set forth by the PFD.
3. Active PFD member for a minimum of 3 years.

D. Program Coordinator Responsibilities:

1. Develop and maintain a monthly Duty Officer schedule to assure an approved Member/Officer is available for each respective Duty Shift.
2. Modify existing monthly schedule upon agreement between the scheduled Duty Officer and Program Coordinator.
3. Maintain accurate records.
4. Provide bi-monthly reports to the Fire Chief for payment of stipends.

E. Duty Officer Responsibilities:

1. Utilize the provided PFD vehicle during each Duty Shift.
 - a) Assure that radio contact is made with the Comcenter and acknowledged that District 60 is in service and vice versa each shift
 - b) Must return the PFD vehicle to Station 61 no later than 9am after a Duty Shift.
2. Utilize the provided Duty Officer voice pager. This pager will be stored and charged at Station 61 and must be returned with the PFD vehicle.
3. Conduct a check-out of the provided PFD vehicle prior to leaving Station 61 to ensure operational readiness, to include the following. Contact the Program Coordinator if any problems are found and cannot be corrected.
 - a) Vehicle and emergency lighting
 - b) Siren
 - c) Fuel
 - d) Medical supplies
 - e) Oxygen
 - f) Computer
4. Communicate with the on-duty full time personnel prior to leaving Station 61 and assist with any needs that they may have throughout the Duty shift.
5. Use the provided shoreline when the PFD vehicle parked at the Duty Officer's residence to ensure vehicle is response ready.
6. Will not consume alcohol and/or prescription drugs 4 hours before and during each shift that may impair his or her abilities.

F. Response Requirements:

1. Respond to all mutual-aid incidents that a PFD apparatus is dispatched to.
 - a) Primary Functions
 - Account for the safety and actions of PFD members and equipment
 - Assist in a Command role as requested by the mutual aid department
 - b) Secondary Functions
 - Tactical operations
2. Respond to all in-district and rescue box assignments.
3. Medical incidents are optional, but consideration and judgment should be used.
4. Still alarms in district are optional but radio traffic should be monitored to assure unusual conditions are being properly addressed.
5. Non-routine incidents shall be communicated while in progress to the senior PFD officer available.