

# DUTY OFFICER / DISTRICT 60

## A. Objective:

To provide an approved senior member/officer on a fixed schedule 7pm to 7am to supervise and represent the PFD on emergency responses.

## B. Definitions:

1. Approved – The Command Staff will approve program individuals
2. Senior member/officer – An approved list of members who will participate in the program
3. Fixed schedule – a running schedule that may be modified as necessary to assure an approved member is scheduled. This schedule is dynamic and flexible.
4. Supervise and represent – A duty officer is the individual who will respond to emergencies and represent the PFD during emergency operations
5. Emergency responses – all responses that occur during the shift schedule

## C. Program Coordinator – Station 61 Captain

The program coordinator will develop and maintain a running schedule to assure a senior/member is available for the respective shifts. A shift may be modified upon the agreement of the scheduled duty officer, the program coordinator, and the replacement duty officer. Specific hours are flexible.

## D. Emergency response responsibilities- The duty officer:

1. Will utilize Squad 60 / District 60 during each shift.
2. Must return Squad 60 / District 60 no later than 9 am the following morning
3. Will be expected to respond to all emergencies during each shift
4. EMS responses are optional but should be considered for response
5. Will be encouraged but not required to stay at HQ during each shift
6. Will not consume alcohol and/or prescription drugs that may impair his/her capabilities prior to 4 hours before and during each shift

## E. A duty officer pager is provided and must be passed from shift to shift. The pager and charger are to be stored at station 61 when not in use. The Duty Officer /District 60 are expected to assure that vehicles supplies are current and to maintain cleanliness.