

**Yakima County Fire District 12– Standard Operating Guidelines
SOG 2-12 – Duty Officer**

1. General

1.1 Purpose: The purpose of this standard operating guideline is to provide guidelines for the District Duty Chief and Duty Officer.

1.2 Scope: This standard operating guideline applies to all duty personnel of Yakima County Fire District 12.

1.3 Enforcement. Enforcement of this standard operating guideline is the responsibility of the District's Chief Officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the Chief's, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

2. Definitions

2.1 "Duty Chief": The Duty Chief is assigned from a rotation between the Chief, Deputy Chief, Captains and Lieutenants on the Captain's list. Duty Chief coverage is 365 days/year.

2.2 "Duty Officer": The Duty Officer is assigned from the ranks of Station Captains, Lieutenants and Firefighters on the Lieutenant's list. The Duty Officer is a first come first serve basis. Duty Officers sign up for available weekends through the Chief or Deputy Chief utilizing the master calendar available at Admin. When two or more Members select the same dates, the Chief or Deputy Chief will select the duty officer. No Member on light duty or medical leave is allowed to schedule a duty weekend. Duty Officer must meet duty officer qualifications. Duty Officer is a weekend position and special circumstances.

3. Duty Chief Responsibilities Each Week

3.1 Obtain a pass-a-long from outgoing Duty Chief regarding equipment status, schedules, events etc.

3.2 Be available by cell phone.

3.3 Send Duty Sheet to Valley Fire or ensure it has been completed by staff.

3.4 E-mail "Weekend Update" to all personnel or ensure it has been completed by staff.

3.5 Contact Duty Officer (if there is one signed up) for weekend schedule.

3.6 Assure the duty truck is available and full of fuel in good working order for the Duty Officer.

3.7 Be available 24 hours a day in District unless a Duty Officer is covering with you, or you make arrangements with another officer for coverage. When

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doing duty with a weekend Duty Officer the Duty Chief must be available by telephone 24 hours a day and remain within thirty minutes response of the District.

- 3.8 Check with Training Officer for which Wednesday night drill your attendance is needed at.
- 3.9 Monitor WV incident radio traffic until completion of incident.

4. Duty Chief & Officer Responsibilities Each Week

- 4.1 Perform command car check, check medical equipment, SCBA, PASS, place accountability tags on passport and helmet shield on helmets, test on board equipment and radios.
- 4.2 Read e-mail daily.
- 4.3 Keep Pager and duty cell phone on 24 hours a day. (pager in alert mode)
- 4.4 If you are driving by a station pull in and do a security check (doors locked, lights off etc). Pick up riders and equipment from the hospital.
- 4.5 **Duty Officer:** Be available in District 24 hours a day unless you make arrangements with the Duty Chief for coverage.

5. Alarm Response

- 5.1 Duty Officer Respond to all alarms in District.
- 5.2 Respond at the appropriate level (code II, or III) for the alarm you are responding to.
- 5.3 Duty Officer responds as “Duty Fifty”, Duty Chief responds with “Battalion 50”, Administrative Staff responds with their assigned designator.
- 5.4 The Duty Officer is responsible to respond first out in the District.
- 5.5 The Duty Chief is responsible to respond first out for command response requests while the Duty Officer remains first out for the District. Depending on the incident, the Duty Officer and other factors the Duty Chief may release the Duty Officer to respond mutual aid on a case-by-case basis (make phone contact), in that instance the Duty Chief remains in District to be first out for District calls.
- 5.6 After an alarm assure all equipment is placed back in service and all paperwork is properly completed.

6. Events

- 6.1 Check the schedule of events and attend events (pub-ed, community events) when available, the Duty Officer/Chief whenever possible should be “signed up” to help for events occurring during their duty.

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7. Compensation

Compensation Duty Officer:

- 7.1 Duty Officers will be compensated a stipend of \$144 per weekend, plus their regular rate for each alarm/event attended.
- 7.2 Duty Officers shifts are Friday 18:00 to Sunday 18:00. Arrangements may be made with the Thursday or Sunday night responder regarding pickup and return of the duty vehicle otherwise 18:30 the vehicle is available.
- 7.3 Duty Officers are responsible to document all activities on the “Duty Officer Log” and make every effort to be on each call roster. Duty Logs must be turned in either to Admin or the gray Station Report Box the week following duty.
- 7.4 Holidays: There is no extra compensation for doing duty on a holiday.
- 7.5 At the discretion of the Duty Chief when we are short handed on personnel the Duty Chief may elect to bring on a Duty Officer during the regular work week, on a case-by-case basis, the Duty Officer will be compensated \$3/hour standby stipend while on duty.

Compensation Duty Chief:

- 7.6 A normal duty shift for the Duty Chief is Thursday 17:00 to the next Thursday 17:00. On-Call Members may serve as Duty Chief for a shorter duration.
- 7.7 Administrative Duty Chiefs will be compensated with the first regular workday following their duty shift as a day off (Friday). Administrative Duty Chiefs may end up with mixed days in a week of duty, once they accumulate 7 nights of duty, they receive one day off. At the end of the duty shift Thursday at 17:00 the Duty Chief is relieved by the on-coming Duty Chief after a face-to-face meeting.
 - A. Use it or lose it: The Admin Duty Chief cannot bank duty days for future use, the day they get off duty is the day they can take off with exception: If for unforeseen reasons (meetings, apparatus issues, operational issues, something out of the Duty Chiefs control) the day can be traded for the next available day. Duty Chiefs should wherever possible make every attempt to use their duty day on the assigned day off or as much of that day off as possible.
 - B. Holidays: Duty Chiefs do not receive any further days off due to being on duty over a holiday, the regular duty Friday will be the day off for any given week. If a holiday day off occurs on your duty day off, you may take that

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holiday at your next available convenience (you get your duty day and a holiday day off).

- 7.8** Officers serving as Duty Chief are compensated a stipend of \$608.16 per week of coverage plus their regular rate for each alarm/event attended. Stipends are paid by clocking in and out on your Duty Sheet, alarms and events also must be documented on your duty sheet for compensation.
- A. Officers serving as Duty Chief for shorter periods of time than a full week will be compensated \$3.62/hour standby stipend while on duty.
 - B. Holidays: There is no extra compensation for doing duty on a holiday.

8. Policy 2405 “Command Vehicle Use”:

- 8.1** Personnel may use vehicles for incidental personal trips and business when necessary to maintain a state of readiness to enable such personnel to provide emergency response 24/7.
- 8.2** Passengers: When responding to emergencies in code 3 mode, vehicles shall be occupied by District personnel only. When responding in non-emergency mode, code 1 or 2, the vehicle may be used to carry non- District personnel as passengers when incidental to the trip or when required by the needs of the driver when on stand-by status (only to happen when they were already riding with you for an incidental trip, do not pick them up or bring them from home to a call).
- 8.3** Return Duty Vehicle to Admin full of fuel in clean working order and report any deficiencies to the Duty Chief and submit a work request for deficiency.