

Cape Elizabeth Fire Department

Policy & Procedure Manual

Policy:	Duty Officer		
Section:	Operations		
Policy #	7.107	Date Effective:	06-01-2014

Purpose:

Ensure continued daily supervision of Fire-Rescue operations and department personnel in the absence of the Chief of the Department and/or other supervisory personnel.

Role:

While the Chief of the Department ultimately has the final decision in matters regarding the department and its successful operation, it is expected that he/she will not always be available for all department issues. During these situations, a duty officer will be assigned to cover the time frame when the Chief of the Department is unavailable. It is expected that those in leadership positions (Deputy Chiefs and Company Captains) have the ability to make informed and educated decisions regarding department operations during this time.

The position of duty officer will be assigned by the Chief of Department. The Chief of Department will select qualified chief and company officers to fill the role of duty officer (*See Addendum A*). The leadership officers are encouraged to share the responsibility of this position and split up the coverage time when possible.

The Chief of the Department will prepare the Duty Officer Schedule for the month. The schedule will be posted by the 20th of the month prior. The Chief of Department will determine the method of scheduling and assignment. The schedule will be posted at all stations on www.iamrepsponding.com.

Duties:

Listed below are among some of the duties of the duty officer. This list is not all-inclusive and is subject to change based on the situation at hand.

- Responds on large-scale incidents (multiple company responses).
- Serves as the contact person for the Communications Center & Police Department clerk.
 - Authorizes assignment of special requests for apparatus and personnel not specified in the Dispatch CAD system.
 - Notified of burn permit site inspections.
 - Contact person for special events and details.
 - Notified of specialized emergencies (bomb threats, civil disorder, etc.)
- Notified of building and vehicle maintenance issues that require immediate attention:
 - Damage to department property
 - Utility problems in department buildings
 - Vehicles that need to go out-of-service
 - Vehicles that require immediate service or towing
- Notified of accidents or injuries to Department staff

- Vehicle accidents involving department vehicles or department personnel responding to emergencies
- Notified of personnel injury or blood borne pathogen exposures of personnel.
- Determines need for and assigns additional station staffing for major emergencies, special events and/or emergency management incidents.
- Notifies appropriate Town & Department personnel of necessary communications.
- Receives “sick calls” during duty shifts and makes emergency notifications and pages.
- Ensures that the oncoming Duty Officer or Chief of Department is aware of the activities that occurred during the Duty Officer’s “shift”.

UPDATED & REVIEWED: June 6, 14

Addendum A
Approved Duty Officers

Last Updated: June 6, 2014

Chief of Department: Peter Gleeson

The following personnel are authorized by the Chief of Department to fill the role of duty officer:

- Chief of Department Peter Gleeson
- Deputy Chief Steve Young
- Deputy Chief/EMS Coordinator Eric Wellman
- Captain Jeff Kennedy
- Captain Richard Miller