

Okolona Fire Department
Standard Operating Procedure

AD HOC OFFICERS

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Purpose: *Occasionally incidents occur where regular officers are unavailable to respond. Clear guidance is necessary in order for someone to fill the role of apparatus officer, or be in charge at the fire station in the absence of an officer. This procedure applies to incident response, training and other fire department activities.*

Procedure:

1. An Ad Hoc Officer is a person assuming the role of an officer for a specific situation, when no other officers are available to fill this role.
2. "Officer Qualified" means a person who has been approved by the station chief officer of his/her station to ride in the officers position on fire apparatus. The training bureau shall provide station chief officers with a list of those members who have attended training appropriate to being an Ad Hoc Officer.
3. When considering a person to be Officer Qualified, the station chief officer shall consider the following attributes: decision making ability, composure during emergencies, responsibility and reliability.
4. The following will be the order preference regarding who is to be an Ad Hoc Officer (one is an officer for the specific occasion): Sergeants, (by length of rank if known, otherwise seniority); Officer Qualified Firefighters, by seniority.
5. A list of Officer Qualified members will be posted at each fire station. The list shall be permanently posted. The list shall be in order of rank, by length of rank. This list shall be maintained by the Training Bureau.
6. Officer Qualified members of the fire department may relinquish the riding as officer to another person of lesser rank, or lesser time in the same rank, only if the member is willing to assume the responsibilities and accountabilities of the position. Otherwise the Officer Qualified member with the highest rank, or greater length of time in the same rank, shall retain these responsibilities and accountabilities.
7. This same practice shall govern who is in charge at fire stations, when there is a need for someone to be in charge, and there is no regular officer present.
8. Members who are acting as Ad Hoc Officers shall have the full authority to carry out the duties and responsibilities of that position. All members shall give Ad Hoc Officers persons their cooperation.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.