**Purpose:** *There shall be a Duty Officer system to allow for proper command and control at incidents so as to promote operational efficiency. The Procedure also addresses the number of command cars that respond to calls for service.*

**Procedure:**

1. There shall be one (1) Duty Officer for the district.

2. The Duty Officer shall be the command officer authorized to act in department command authority when other higher rank persons are off duty, or unavailable. The designated call number for the Duty Officer shall be 8009.

3. When a Chief Officer is the Duty Officer, he/she shall use the 8009 call number and the designated 8009 vehicle. In the absence of an on duty Chief Officer, the senior Company Officer that has completed a minimum of 24 months in rank shall fulfill the role of Duty Officer and will also use the 8009 call number. ~~The Company Officer shall use the command car number of the vehicle they are using. If a service vehicle has to be used, then the 8009 call number shall be used.~~

4. In the event there is not a Shift Chief or eligible Company Officer to fulfill the Duty Officer role Monday through Friday between 08:00 and 16:00, attempts should be made to fulfill this position utilizing the administrative Major/Assistant Chief, or Chief. If an administrative Chief Officer or Volunteer Chief Officer is acting as the Duty Officer, they shall use their individual call number. The remaining 16 hours will be filled with overtime. If this occurs on either Saturday or Sunday or Holiday, the full 24 hours shall be filled with overtime. Overtime shall be extended to shift persons that meet the requirements to cover the Duty Officer position utilizing the overtime list and will use the call number of 8009 using the designated 8009 vehicle. ~~When a company officer is the Duty Officer, he shall use the call number “8009”. (Should someone call for “8009”, the Duty Officer shall answer, using his assigned call number.)~~

~~Company officers who are the Duty Officer and would be responding in command vehicle,~~ ~~should re-configure~~ ~~the Mobile Data Terminals as unit 8009 so as to receive incident information.~~

5. The Duty Officer is normally the on duty career shift chief. There shall be a   
Back-up Duty Officer listed on the morning report that identifies who the officer is ~~calendar that schedules chief~~ ~~officers to~~ filling the Duty Officer role when a career shift chief is not present for duty. ~~This calendar is maintained by the scheduling officer.~~

6. When the career shift chief anticipates being absent (such as on vacation, away at education) it is his responsibility to notify the ~~Back-up Duty Officer~~ Senior Shift Captain of the anticipated absence via e-mail as soon as practical for staff planning purposes.

7. ~~The tour of duty for the day Duty Officer shall be from 0800 to 19:59. For the night duty officer, the hours are from 20:00 to 07:59.~~

7. The Duty Officer shall be responsible for attending to those incidents that occur during his scheduled shift. The Duty Officer may temporarily arrange for another command car to respond in his place.

8. Chief Officers, who may be in close proximity to an incident, though not the scheduled Duty Officer, may respond to the scene. When the Duty Officer signals responding, the closer chief officer should inform the Duty Officer, in which case the Duty Officer may cancel his response. (This applies to those incidents to which a single command car responds.)

9. When acting as the Incident Commander, that person shall have full authority to cause and take the actions necessary to bring an incident to a successful conclusion. *(As a reminder, the person in charge of the first arriving fire department vehicle is automatically the Incident Commander until that responsibility has been transferred to someone else.)*

10. At an incident scene involving multiple command car response, the first arriving command car should assume Incident Command, regardless of him/her being the Duty Officer.

11. The Incident Commander shall make assignments to command cars arriving at the scene. For guidance purposes, the Incident Commander should retain the Operations Officer assignment for fires on the scale of single family dwelling structure fires. The following is the suggested order of preference for chief officer assignments: Accountability, Safety, Division Leader(s) and Operations. The actual assignment, however, is a judgment call for the Incident Commander.

12. The Duty Officer shall have the discretion regarding whether to respond to low priority runs, or ***monitor*** the incident via radio. Low priority runs are: any single station dispatch incident, car fires, trees/brush/grass/trash fires, steam ruptures, power lines down, smoke scare/odor, unauthorized burning, mitigations, controlled burning, carbon monoxide detector sounding and other alarm activations. If the Duty Officer is not responding, he should call “On the air”[[1]](#footnote-1). The officer of the first arriving apparatus may request the Duty Officer to respond to the scene if deemed appropriate.

13. The table below shows the number of command cars that typically respond to calls for service within the Okolona Fire District. This is a guideline and actual conditions may lead to variation.

**Number of Command Cars Responding to an Incident**

|  |  |
| --- | --- |
| **Nature of Incident** | **Number of Command Cars ( Recommended )** |
| Mutual Aid to other Districts | One |
| Structure Fires Initial Report  (Not alarm sounding or smoke in area) | Two |
| Confirmed Working Structure Fires | Three  (Fire Prevention, Fire Chief & Training Officer additional) |
| Multiple Alarm Incidents | All |
| Level 3 Hazardous Materials Incidents | All |
| Auto Accidents with rescue | Three |
| Incidents on Interstate roads | Three |
| All other incidents | One |

14. For calls for service to other districts, one command car (Typically the Duty Officer) should initially respond. Additional command cars may respond as the incident develops.

13. Command cars should be cognizant of the location of other command cars who are also responding to incidents so that travel distances can be minimized to the extent practical.

1. “Responding” means the officer is responding to the incident. “On The Air” means the officer is not responding, rather he is monitoring the incident on the radio and can be called if necessary.

   [↑](#footnote-ref-1)