

ADOPTED: May 1, 2019

REVISED:

A. Duty Officer (DO)

Holds the rank of Lieutenant or higher with Jefferson Fire District. See Duty Officer Job Description for additional information on qualifications, example of duties, physical job requirements and work environment.

B. Duty Shift

Is an operational period when a person has operational authority of the Fire District. The operational periods are usually weekday nights, Weekends and Holidays. Duty shifts are assigned on a set rotation. Once duty shifts have been assigned it is individuals' responsibility to make sure the duty shift is covered.

C. Acting Duty Officer (ADO)

Hold the rank of Engineer and working on completing the required training for Duty Officer. The purpose of the ADO program is to provide additional personnel to cover duty shifts.

An Engineer who wants to be considered for the ADO list must complete a Fire District application and give it to the Fire Chief. The application will be reviewed at an officers' meeting. The officers will determine if the applicant can be added to the ADO list or needs to obtain more training before being added to the list. Engineers must be certified as an EMR or higher to apply for the ADO list.

Engineers on the ADO list will be given priority to attend classes to meet the Duty Officer training requirements.

1. NFPA Fire Officer I
2. Hazmat ICO
3. S-215 Fire Operations in the Wildland/Urban Interface
4. ICS 300 and 400 (Engineer should already have ICS 100, 200 and IS700)

D. Out of District Responses

Duty Officers and Acting Duty Officers may respond on out of district calls as company officer. If a DO/ADO is responding out of the district notify METCOM to page Jefferson Fire District personnel, the Duty Officer is responding out of the district. Officers, including those on the ADO list, should back fill the Duty Officer position. If multiple fire units from Jefferson Fire District are being requested to respond out of the district moving another fire agency into Jefferson should be considered. It should not be necessary to move an out of district ambulance to Jefferson for coverage. The alarm boxing should dispatch the closes available ambulance.