

	Standard Operating Guideline – West Fargo Fire Department		01.011
	Subject: Duty Officer		
	Section: Deployment and Safety		
	Date Authorized: 11/1/2017	Authorized by:	
Date Reviewed: 10/1/2020	Chief Daniel Fuller		

Intent

The intent of this guideline is to establish standard procedures for the duty officer

References

Definitions

Duty Officer – a member of the department who is responsible for fire department operations during an operational period

Battalion 70 – the call sign of the truck used for both the daytime Battalion Chief and the duty officer after hours

Guideline

1. The department should assign a chief or command level officer to the Duty Officer Position for operational periods where a Battalion Chief is not on duty; after 4:00pm – 7:30am weekdays and all day on weekends and holidays.
2. The Fire Chief, Deputy Fire Chiefs and Battalion Chiefs should rotate the operational period for duty officer. Captains and senior firefighters of the department can fill the duty officer position on a case by case basis, with approval from a chief officer, but will not be regularly scheduled.
3. The assigned Duty Officer has the option to take a department vehicle home (Battalion 70) for quicker response to incidents. The Duty Officer shall also respond to citizen complaints, and service calls at their discretion.
4. The Deputy Chief of Operations should maintain the Duty Officer schedule each month.

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