



MASON COUNTY FIRE DISTRICT #4

TITLE: DUTY OFFICER

CHAPTER: 2000 NUMBER: 2140 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

1. PURPOSE: The purpose of This Guideline is to provide for Duty Officer coverage.
2. POLICY: It is the policy of the Mason County Fire District #4 to utilize a Duty Officer.
3. SCOPE: This Guideline applies to all members of Mason County Fire District #4.
4. RESPONSIBILITIES: It is the responsibility of the Fire Chief to enforce this guideline. The Duty Officer (DO) shall be an officer in the District. The DO shall be capable of being contacted by pager at all times, and shall have a cell phone and radio provided by the fire District. The DO shall be within a 30 minutes response time to the Mason County Fire District #4 service area at all times, except if he/she is responding to a mutual aid incident. The DO shall be provided with an appropriate emergency vehicle by the fire District in order to facilitate priority response.
5. PROCEDURE:
 - A. Requirements
Participation in the Duty Officer program by an individual is governed by the following requirements:
 - 1) Rank
 - a. The DO shall be an officer or acting officer of Mason County Fire District #4.
 - B. The DO shall hold the following qualifications:
 - 1) An understanding of the District's Policies and Standard Operating Guidelines.
 - 2) An understanding of the lines of authority and reporting requirements for levels both above and below that of the Duty Officer.
 - 3) An understanding of the response criteria for the District
 - C. Services provided by the Duty Officer:
 - 1) Function as a resource for the Incident Commander
 - 2) Assume Incident Command if required
 - 3) Assure the establishment of an Incident Safety Officer



MASON COUNTY FIRE DISTRICT #4

- 4) Assure the establishment of any staff or command position necessary at the incident
- D. Duty Officer shall respond to or confirm adequate response is being provided to:
- 1) First alarm fires
 - 2) Water rescue
 - 3) Hazardous Materials incidents
 - 4) Medical incidents
- E. Duty Officer shall be notified upon:
- 1) Any request for mutual aid
 - 2) All alarms the District is responding to
 - 3) Activation of the District chaplain
 - 4) A significant public relations issue arises
 - 5) Any accident involving fire apparatus
 - 6) An injury or illness to an on-duty firefighter
- F. Duty Officer shall notify the Fire Chief or his/her designee when:
- 1) A fire death or injury occurs
 - 2) A significant public relations issue arises
 - 3) An accident involving fire apparatus occurs
 - 4) An injury or illness to any on-duty firefighter
- H. Upon arrival at an incident, the Duty Officer shall be the highest authority on scene unless or until relieved by higher authority.