



General Order Number: 06-12	Effective Date: January 2010
Division: Emergency Operations	
Chapter: Emergency Operation Command Officer Coverage	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order shall provide guidelines and procedures that will ensure timely response of approved command officers at emergency incidents, as well as the administration and management of non-emergency responsibilities.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

1. Battalion Chief General Guidelines

To ensure a command officer response during all hours, a career battalion chief will be on-duty in Battalions 801, 803, and 805 from 0700 to 0700 hours.

Battalions 802, 804, 806 and 807 will operate with the assignment of a combination of career and volunteer battalion chiefs. A career battalion chief shall be assigned between the hours of 0700 to 1500 hours Monday thru Friday, except holidays. A volunteer battalion chief shall be on-duty from 1500 to 0700 on weekdays, and 0700 to 0700 on weekends and holidays. If a volunteer battalion chief is not available and on-duty, the other on-duty career battalion chiefs shall cover those assigned duties.

2. Battalion Chief Procedures

The procedures that follow shall ensure a consistent program for battalion chief coverage. On-duty career battalion chiefs shall track their coverage in Telestaff, ensure they are listed in service on the Public Safety Communication's (PSC) Computer Aided Dispatch (CAD) system and ensure they are entered on the Command Officer's Log.

For volunteer battalion chief coverage in Battalion 802, 804, 806 and 807, the volunteer battalion chief coming on-duty shall notify the career battalion chief 802, 804, 806 or 807 Monday thru Friday, by 1500 hours, that they are on-duty and covering. On Saturdays, Sundays, and holidays volunteer Battalion Chief 802, 804 and 806 shall notify Duty Chief 800, and Volunteer Battalion Chief 807 shall notify Duty Chief 801 that they are on-duty and covering, by 0700 hours.

When notified, Battalion Chief 802, 804, 806 or 807 shall remain in-service on the PSC CAD and the career Battalion Chief shall, as applicable, make the proper entry on the Command Officer's Log.



If timely notification of volunteer battalion chief coverage is not made, the applicable career battalion chief shall notify PSC to place Battalion Chief 802, 804, 806 or 807 out-of-service on the PSC CAD and make the appropriate entry on the Command Officer's Log. PSC shall dispatch other battalion chiefs to calls in Battalion 806 or 807 in accordance with current established dispatch procedures. If subsequent notification of volunteer battalion chief coverage is made, the applicable career battalion chief shall notify PSC to place Battalion Chief 802, 804, 806 or 807 back in-service on the PSC CAD, and shall make the proper entry on the Command Officer's Log.

3. Safety Officer General Guidelines

To ensure a Safety Officer response during all hours, a career safety officer shall be assigned to be on-duty between 0700 and 1500 hours Monday thru Friday, except holidays. Two volunteer safety officers will be responsible to be on-duty from 1500 to 0700 hours on weekdays, and 0700 to 0700 hours on weekends and holidays. If a safety officer is not available and on-duty, the other on-duty safety officer or a battalion chief shall be dispatched to cover those assigned duties.

4. Safety Officer Procedures

The procedures outlined below shall be followed to ensure a consistent program for safety officer coverage.

The on-duty career safety officer shall track their coverage in Telestaff, ensure they are listed as in-service on the Public Safety Communication's (PSC) Computer Aided Dispatch (CAD) system, and ensure they are entered on the Command Officer's Log.

The volunteer safety officer coming on-duty shall notify Duty Chief 800 or 801, Monday thru Friday, except holidays, by 1500 hours that they are on-duty and covering. On Saturdays, Sundays and holidays, Safety Officer 801 shall notify Duty Chief 800 or 801 by 0700 hours that they are on-duty and covering.

When notified, Safety Officer 801 or 802 shall remain in-service on the PSC CAD and Duty Chief 800 or 801 shall make the proper entry on the Command Officer's Log.

If timely notification of Volunteer Safety Officer coverage is not made, Duty Chief 800 or 801 shall notify PSC to place Safety Officer 801 or 802 out-of-service on the PSC CAD and make the appropriate entry on the Command Officer's Log. PSC shall dispatch the other on-duty Safety Officer or a Battalion Chief in accordance with current established dispatch procedures. If subsequent notification of Volunteer Safety Officer coverage is made, Duty Chief 800 or 801 shall notify PSC to place Safety Officer 801 or 802 back in-service on the PSC CAD and shall make the proper entry on the Command Officer's Log.



REFERENCES

N/A

FORMS / ATTACHMENTS

N/A