

	West Fargo Fire & Rescue Standard Operating Guideline			Authorized by: D. Fuller Fire Chief
	Subject: DUTY OFFICER			
	Section: OPERATIONS	Date Authorized:	Date Reviewed:	
	Number: 208	11/1/2017		

**Intent**

The intent of this SOG is to establish procedures for the Duty Officer

**Definitions**

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

*Battalion 7-0* – the call sign of the truck used for both the daytime Battalion Chief and the duty officer after hours

**Guideline**

The department will assign a chief or command level officer to the Duty Officer Position for operational periods where the Battalion Chief is not on duty; after 4:00pm – 7:30am weekdays and all day on weekends and holidays.

All fire department Command Staff (Chief, Assistant Chief, Batt Chiefs, and Captains) can rotate the operational period for duty officer. Senior firefighters of the department can fill the duty officer position on a case by case basis, with approval from a chief officer.

The assigned Duty Officer has the option to take a department vehicle home (Battalion 7-0) for quicker response to incidents. The Duty Officer shall also respond to citizen complaints, and service calls at their discretion.

The department will establish and maintain a schedule for officers to sign up for duty officer shifts, which are evenings and weekends, as well as times when the Fire Chief is out of town.

Upon response to an alarm, the duty officer shall establish incident command in accordance with SOG 205 Incident Management System.