



## Manhattan Fire Protection District

SOP #: 403-1	Effective Date: 12/01/07	Revised Date: 07/06/16
Section: Emergency Response Apparatus		
Subject: Duty Officer		

### **PURPOSE:**

To provide a Chief Officer response with all first responding companies to emergency incidents within the community.

### **SCOPE:**

This procedure shall apply to those that operate as a Duty Officer for the Manhattan Fire Protection District.

### **DEFINITIONS:**

None

### **GUIDELINE:**

The primary purpose of a Duty Officer is to provide officer supervision on all calls within the boundaries of the Manhattan Fire Protection District. The Duty Officer shall respond to all calls for service with the exception of ambulance calls that are single ambulance responses during which time the Duty Officer may use discretion on whether to respond. The responsibility for the position of Duty Officer will be shared among Chief Officer's. The Duty Officer's shift will be from 1800 hours to 0600 hours the next day. Each Duty Officer will be assigned a shift. The Duty Officer should contact station #81 at 1800 hours and get a turnover from the Shift Lieutenant/Acting Officer. It will be the Duty Officers responsibility to ready this vehicle for responses. All flashlights, needed tools, SCBA, and firefighting gear shall be checked at this time. Any problem with the vehicle or components of the vehicle shall be reported immediately to the vehicle maintenance officer and or the Chief. If at any time during the rotation an officer cannot fulfill the duties of the Duty Officer, it is his/her responsibility to find a replacement from the Chief Officer list. It is the assigned Duty Officers responsibility to get coverage.

### **SAFETY CONSIDERATIONS:**

None

### **SPECIAL CONSIDERATIONS:**

None

**Approved By:**

**Signature:** Daniel Forsythe

**Date:** 07/06/16