

**TOWNSHIP FIRE DEPARTMENT**  
**CHAPTER 1: ADMINISTRATIVE OPERATIONS**

Part 3: Job Descriptions

Subject: Duty Officer

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Effective Date: 03-28-16

Section: 1-3-28

Reviewed/Revised Date: 05-22-17

- 28.01 Purpose. Define duties of Duty Officer.
- 28.02 Goal. To describe the position of Duty Officer.
- 28.03 The officers that are eligible for Duty Officer are 2<sup>nd</sup> Lieutenant through Chief. At the Battalion Chief's discretion, a Station Training Instructor may fill the Duty Officer's role.
- 28.04 Duty Officer hours shall be from 1800 hours on Friday to 1800 hours on Saturday (shift 1), and 1800 hours on Saturday to 1800 hours on Sunday (Shift 2).
- 28.05 The Duty Officer shall respond to all dispatches during their assigned hours.
- 28.06 The Duty Officer may disregard at any time during a response when a TFD officer from the township in which the call is in, goes en route or on scene of a call in the township to which they are an officer. The decision to disregard will be that of the Duty Officer.
- 28.07 The Duty Officer will be paid the amount of \$25.00 for their shift. If during the Duty Officer's shift they respond to an incident, the Duty Officer will sign-up and be paid their normal fire pay in addition to the Duty Officer's Pay. The Duty Officer shall note on the sign-up sheet that they were "on duty" for record keeping purposes.
- 28.08 Each station shall be responsible to provide Duty Officer coverage for their assigned month. Station assignments will be available at the end of the calendar year for the following year.
- 28.09 An individual must cover a complete 24 hour shift. Splitting shifts would cause too much of a scheduling and bookkeeping nightmare. If officers need to cover each other's shift, they are responsible for notifying the Dispatcher informing them who will be covering the shift. The officers involved in the shift coverage change will also be responsible to work out the reimbursement issues between themselves.

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28.10 The office manager will be notified before the 15<sup>th</sup> of the previous month indicating who will be covering each shift for the month.

28.11 If, during the officer's shift, there is a need to have a family member in the response vehicle, any dispatched response shall be at Code 1.

28.12 Administrative officers may be the Duty Officer for the station closest to their residence.

28.13 If a station is unable to staff the Duty Officer position from their roster, they may contact another station to find staffing.

28.14 The initial radio response should give the officer's radio designation and the phrase "Duty Officer." Example: "Township 14 responding as Duty Officer."