



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
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Standard Operating Guidelines

SOG NO.: KP-1-0024
SOG TITLE: DUTY OFFICER
ADOPTION DATE: 07/94
REVISION DATE: 07/02
NO. OF PAGES: 3

Purpose: To establish guidelines and responsibilities of the Duty Officer.

A. Guidelines:

1. Management of the Duty Officer program shall be the responsibility of the Deputy Chief.
 - a. The Deputy Chief shall post a sign up sheet monthly in the radio room in the Allendale Road Station.
 - b. The Officers must sign up on the sheet before the following Tuesday of every month. This will allow the other officers a chance to review the weekly schedule.
 - c. If no officer signs the schedule for the week. Then the Duty Officer Vehicle will be given to the highest-ranking officer available to respond to the alarms.
 - d. All Officers will be issued their own personal key for the Duty Officer Vehicle.

2. Officers signing up for Duty Officer shall agree to serve in the capacity of Duty Officer for the time they have selected on the weekly schedule sheet.
3. No Officer shall sign up for more than seventy-two continuous hours (72 hours) for the Duty Officer. This will allow the other officers and equal opportunity to develop their command skills for alarms, as well as take some of the burden off the other officers.
4. While serving the capacity of Duty Officer, the Officer is expected to respond to all calls in their time period.
5. If there is a Duty Officer on call, all other officers shall respond to the one of the fire stations to ensure that the apparatus responds. No other officer shall sign on the air with county if a Duty Officer is on call.
 - a. However, if county issues a "response check". Then another Officer may sign on the air. The other Officer must use their judgement to either respond to the station or directly to the scene.
 - b. The only exception to the intent of this guideline will be if the responding officer must pass in close proximity to the alarm location on his/her way to one of the fire stations.
6. This program will include the following officers: Fire Chief, Deputy Chief, and all Assistant Chiefs.

B. Responsibilities:

1. The Duty Officer will respond directly to the scene for all alarms within 47's first due zone.
2. The Duty Officer is not to respond outside 47's first due zone. If the alarm is outside 47's first due zone, the Duty Officer shall respond to either one of the fire stations to respond on the apparatus.

3. The Duty Officer will be the incident commander for all alarms within his/her time schedule, unless relieved by a higher-ranking officer.
4. The Duty Officer will be responsible for completing the incident report and taking the final attendance.