



# LAKE ELMO FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES



<b>TITLE:</b>	<b>DUTY OFFICER</b>	
<b>ORIGINATOR/DATE</b>	<b>CHIEF SIGNATURE</b>	
Chief Officers	10/1/2008	

The purpose of this SOG is to ensure response of a Chief Officer and/or Duty Officer, (hereafter referred to as CO/DO) on all calls possible.

- The Chief shall be available to respond whenever possible.
- Assistant Chief and Captains shall rotate a department duty vehicle per schedule.

### CO/DO Response:

- CO/DO, when available, will respond directly to scenes in duty vehicles for all calls.

### Duty Officer Shifts:

Duty Officer shifts shall be as follows:

- Monday through Thursday shifts will begin at 2200 hrs on your scheduled day and run until 0500 of the following day.
- Friday evening through Sunday evening will be covered by the Officers on an availability basis.

In the event an officer is unable to cover his/her shift or a portion of his/her shift, it shall be his/her responsibility to contact another officer for coverage.

### Call Response:

Medical/Rescue:

- To avoid unnecessary response, only the assigned DO for that particular shift shall respond to medicals and rescues. If the circumstances of a call are such that the "off-duty" officer feels that his/her response is required and beneficial, he/she shall respond.

Structure Fires:

- CO/DO, whether on or off duty, shall respond to structure fires, if available.

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Mutual Aid:

- Whenever possible a CO shall respond to the Mutual Aid request, whether they are the on call DO or not. When this occurs, the remaining CO/DO shall report to his/her respective station.