

 <p style="text-align: center;">MANUAL OF PROCEDURE POLICY</p>	SECTION	ADMINISTRATION
	SUBJECT	CHIEF OFFICERS- DUTY RESPONSE

CHIEF OF FIRE DEPARTMENT

The regular duty hours of the Chief of Fire Department will be from 0800 hours to 1600 hours Monday through Friday, excluding holidays. The Chief will be on duty at other times, as the Chief considers necessary for departmental efficiency.

The Chief of Fire Department will respond to any incident at which in the Chief's judgement he should be present.

Assistant Chiefs when designated "Acting Chief of Fire Department" will perform in the same manner as above.

ASSISTANT CHIEFS - RESPONSE

The Assistant Chief-Operations will respond to all **fourth** alarms. Assistant Chiefs will respond to any incident at which, in the Assistant Chief's judgment, their presence is warranted.

DEPUTY CHIEF - OPERATIONS

The on-duty Deputy Chief-Operations will be referred to as the Shift Commander and will assume command of Fire Department operations at the beginning of each tour of duty. The Shift Commander will have the following information transmitted by Fire Communications Bureau on the departmental radio system at 0700 hours. The announcement will also be made over the departmental radio system whenever another officer assumes command.

**"Attention all units, Shift Commander, Mr./Ms. _____
assuming charge of operations."**

SHIFT COMMANDER - RESPONSE

The on-duty Shift Commander will respond to all working fires, second alarms, fatal fires, mass casualty incidents, serious hazardous materials incidents and any incident at which, in the Shift Commander's judgment, their presence is warranted.

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ON-CALL DEPUTY CHIEF

At all times, a member of the command staff will be designated as the on-call chief officer and Fire Communications Bureau will be notified in advance which member has call duty. In the event that the on-duty Shift Commander takes command of an incident that will likely result in extended operations, the on-call command staff member may return to duty and assume command of department operations.

OFF SHIFT DEPUTY CHIEF

In the event of a third alarm or when requested by the Assistant Chief-Operations, all off shift Deputy Chiefs will be required to report as directed.

BATTALION CHIEF - RESPONSE

Battalion Chiefs will be dispatched to incidents per assignments, when more than three (3) suppression units have been dispatched on an incident, and as determined by the Captain of Fire Communications. When a Battalion Chief is out of service, the next assigned Battalion Chief will be dispatched as fill-in.

If Fire Communications Bureau cannot establish confirmation of response of a Chief within a period of two (2) minutes after the alarm assignment is dispatched by three (3) calls over departmental radio or by other means, the next nearest Battalion Chief will be dispatched to the incident. Battalion Chiefs on duty will respond to any incident in respective response district which in the Battalion Chief's judgment they should be present; such as, but not limited to, silent alarms, hazardous materials incidents, etc.

STAFF RESPONSES

Per [MOP 515-11].