

Medford Fire Department / Fire District 3

Regional Policy



Duty Officer



Guideline #: 2-2

Updated: 3/15/21

Effective: 2/19/15

PURPOSE

- A. To provide continuity of emergency response for both Medford Fire Department and Jackson County Fire District 3.
- B. To provide administrative support during unusual and/or extreme circumstances.

SCOPE

The provisions of this policy shall apply to any Department member assigned Duty Officer (DO) or Incident Commander responsibilities.

AUTHORITY

The Fire Chief from each organization shall identify qualified personnel and scheduling of the DO rotation.

STANDARDS

- A. The DO assignment will rotate on Tuesdays at 0800 unless as otherwise arranged. Emergency Communications of Southern Oregon (ECSO) will be notified by the on-coming Duty Officer of any changes in the DO staffing regardless of the duration. ECSO will place the assigned DO into the 77DO or 81DO Computer Aided Dispatch (CAD) position. This allows CAD to recommend the DO anytime the Battalion Chief is listed as unavailable.
- B. The DO shall be accessible by phone and/or pager. The DO shall utilize the DO Phone Number (541-831-2750) and have it forwarded to their phone.
- C. When work and personal conflicts occur, the DO shall arrange for another authorized DO to fill the vacancy.
- D. The DO shall be immediately notified of:
 - 1. 2nd alarm or greater incident
 - 2. Hazardous Material Team Activation (Medford)
 - 3. Technical Rescue Team Activation (Fire District 3)
 - 4. RVFCA Task Force Deployment

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- E. The jurisdictional Fire Chief shall be notified of:
 - 1. 3rd Alarm Incidents
 - 2. Significant Injury or death of a Department member
 - 3. Citizen fire fatality
 - 4. Significant Department property damage
 - 5. Significant Department vehicle damage
 - 6. Significant dispute between member and any other organization/citizen complaint that may result in future action.
- F. The DO may drive an assigned Department vehicle to and from home and/or during the assigned duty officer schedule as long as response capability is maintained. During off hours, the DO is not expected to be with their staff vehicle at all times, however, it is expected that a radio and phone will be on hand.
 - 1. In all cases, discretion must be exhibited in the use of Department vehicles to avoid the appearance of abuse or misuse and operation must be in compliance with state ethics laws.
- G. The DO shall assume responsibility of the affected District(s) at the request of the 2nd responding Battalion Chief.

PROCEDURE

- A. The standard procedure for requesting the duty officer to assume responsibility for the response and resource management of the two Districts is to advise ECSO "**Activate the Duty Officer**" This should occur any time the Battalion Chiefs are unable to manage the resources or response in the two Districts.
- B. The DO may receive preliminary knowledge of the Battalion Chief's commitment via the Department's radio tone alert page or open monitoring of the primary frequency.
- C. The primary default notification of the DO is by activation of the DO radio tone alert.
 - 1. Any time that the Battalion Chief or Incident Commander requests that the DO be notified, ECSO will initiate this tone alert on the North County Fire or Medford Fire Primary frequencies followed by a brief announcement explaining why the DO has been activated.
- D. The DO who has assumed the duties of the Battalion Chief will retain his/her individual radio identification number (7751, 8151, etc.) and the move-up Battalion Chief's will use their last name. The DO will announce over the radio (Medford Primary and North County) that "**815X has the District.**"

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- E. Upon assuming responsibility for the District, the DO will:
1. Obtain a resource briefing from fire dispatch or the Battalion Chief as appropriate.
 2. Ensure continuity of coverage for the service area including, recommended move-ups, special calling resources or activation of emergency callback of volunteer or Career personnel as needed.
 3. Attempt to maintain a minimum of 4 engines (3-4 person) within the D3/Medford system. When 6 or fewer engines are available, the following guideline should be utilized:

Engines in the system	Stations to Staff
1	FS5's area (Medford City Center)
2	FS2/3, TR
3	FS2/3, FS4/5, WC
4	FS2/3, FS4/5, CP/SC, WC/EP
5	FS2, FS3, FS5, CP/SC, WC/EP
6	FS2, FS3, FS5, CP/SC, WC, EP

4. Remain in a position to respond and act as the Battalion Chief for all matters pertaining to service area coverage including response to other incidents where the regularly assigned Battalion Chief (Bat 2/Bat 3) would have been dispatched.
5. If the Incident Commander determines that the incident does not require a 2nd Battalion Chief, they will normally return to their District and coordinate with the Duty Officer to manage resources in both Districts.
6. Volunteer engine companies with Fire District 3 are considered supplemental to the staffing system outlined above.

By the Order of:


Deputy Chief Operations – FD3


Deputy Chief Operations – MFD