



**GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**



SOG NUMBER: PER-117 ISSUED DATE: 02-25-09 EFFECTIVE DATE: 02-25-09
REVISION #: 3 REVISED DATE: 07-14-23 EFFECTIVE DATE: 07-14-23
CATEGORY: PERSONNEL
SUB-CATEGORY: JOB DESCRIPTION
SUBJECT: DUTY OFFICER
RELATED GUIDELINE: PER-001

Section I – Introduction

A. Objective

To establish a rotation schedule, in which a Department Officer will be on call during non-administrative business hours and will be responsible to address both administrative and operational situations as they develop.

B. Applicability

This Standard Operating Guidelines will be applicable to the Officers of the Glastonbury Fire Department, which shall include but not limited to the Chief of the Department, the Assistant Chief, the Deputy Chief(s) and any designated Fire Officer as appointed by the Chief of the Department.

C. References

None

Section II – Duty Officer Guideline:

A. Schedule

- The Duty Officer will be scheduled on a rotating weekly basis – Sunday to Sunday.
- The Duty Officer hours will consist of the following:
 - Sunday evening to Friday morning, the Duty Officer will be on call from 18:00 hours to 06:00 hours
 - Friday evening at 18:00 hours until 18:00 hours on the Sunday in which the responsibility will shift to the next Duty Officer based on the rotating schedule.

B. Responsibilities

- The Duty Officer will be designated as the senior Fire Officer accountable for the Department in the absence of the Fire Chief, the Assistant Fire Chief, and/or a higher ranking Fire Officer.
- The only time that the Duty Officer will be relieved from his or her responsibility is when told by a higher ranking fire officer.
- The Duty Officer will be expected to address all administrative and operational situations to the best of his or her ability.
- The Duty Officer will be expected to use good and prudent judgment in making any and all decision(s) within the guidelines of the Glastonbury Fire Department Standard Operating Guidelines, as well as those policies and procedures as established by the Town of Glastonbury.
- At the end of each rotating week, the Duty Officer will be expected to clean the interior of the vehicle and to ensure that its fuel tank is filled.

C. Equipment

- The Duty Officer will be assigned the Department's Incident Command Vehicle.
- The Incident Command Vehicle will serve as the Department's mobile Command Post and will generally be equipped with the following:
 - Mobile radios for communication
 - Capital Region mobile data terminal
 - Department's personal accountability system
 - Meters
 - Area maps, white board and other essential information that might be required at the scene of an incident.


D. Personal Use of the Department Vehicle

- The Duty Officer will be permitted to utilize the Department's Incident Command Vehicle for personal use but limited to the following:
 - Passengers besides fire department personnel will be limited to immediate family, i.e. spouse and/or children. Other family members and/or friends including pets will be prohibited from riding in the vehicle.
 - Not to frequent any establishment that serves or sells alcoholic beverages.
 - This includes supermarkets, restaurants, private functions, etc.
 - The vehicle is not to be operated in any situation when the consumption of alcohol has taken place.
 - Smoking will be PROHIBITED.
 - The vehicle will be prohibited from being taken out of town for personal use.
- To attend fire department related meetings/events outside the Town of Glastonbury.
- If a situation is unclear as whether or not the use of the Department's Incident Command Vehicle is appropriate, then the Duty Officer should use his/her personal vehicle.
- **The Duty Officer will be expected to use good and prudent judgment in the use of the Department's Incident Command Vehicle.**

E. Duty Officer Availability

- The Duty Officer should plan accordingly to ensure that the schedule hours are met.
- In the event the Duty Officer is unavailable at any time during his/her scheduled week then the following provisions should be made:
 - Solicit coverage from another Officer
 - Notify the Fire Dispatch Center the following:
 - The hours that the Duty Officer will be unavailable
 - The Duty Officer that will be covering for the assigned Duty Officer
 - Notify the Dispatch Center when you have resumed your duty

Section III- Approval

Fire Chief 

Date of Approval: 7/14/23

