



VALENCIA COUNTY FIRE DEPARTMENT OPERATIONS STANDARDS

Effective Date: 03/01/2017

Article #: 1.10

Revised Date:

DUTY CHIEF
 POLICY GUIDELINE DIRECTIVE

- A. PURPOSE:** The purpose of this policy is to identify how and when to contact the On-Duty Chief.
- B. POLICY:** It is the goal of the Valencia County Fire Department to have an on-call Duty Chief that can be contacted if concerns or problems occur within the department or may need fire department assistance.
- C. GENERAL INFORMATION:**
- The Duty Chief will primarily be one of the Assistant Chiefs of the Department, but could be the County Fire Chief or Captains.
 - The Duty Chief will have the “Duty Phone” forwarded to their cell phone.
 - Pager and cell phone will be on 24 hours a day when on duty. (pager in alert mode)
 - Obtain a verbal or written report from the outgoing Duty Chief regarding equipment status, schedules and events, etc.
- D. ALARM RESPONSE:**
- Respond to alarms at your discretion; multiple apparatus response requires a duty response, single apparatus responses are at your discretion. Respond anytime you are dispatched and anytime requested by on-scene units.
 - The Duty Chief will be called by VRECC first for all mutual-aid requests outside of the county. The Duty Chief will determine which county units will be dispatched.
 - The Duty Chief is responsible to respond to mutual aid calls when Districts are called out of the county, depending on the incident.
- E. EVENTS:**
- Check the schedule of events and attend events (pub-ed, community events) when available, the Duty Chief whenever possible should be “signed up” to help out for events occurring during their duty.
 - Call out of the Duty Chief is mandatory whenever any department personnel are injured while on duty or if any department apparatus or stations are damaged.



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F. COMMAND VEHICLE USE:

- Duty Chief may use vehicles for incidental personal trips and business when necessary to maintain a state of readiness to enable such personnel to provide emergency response 24/7.
- Passengers: When responding to emergencies in code 3 mode, vehicles shall be occupied by department personnel only. When responding in non-emergency mode, the vehicle may be used to carry non-department personnel as passengers when incidental to the trip or when required by the needs of the driver when on stand-by status (only to happen when they were already riding with you for an incidental trip, do not pick them up or bring them from home to a call).