

# Hauser Lake Fire Protection District

## Standard Operating Guideline OFFICERS DUTIES AND RESPONSIBILITIES

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SOG 020

### OFFICERS DUTIES AND RESPONSIBILITIES

- 20.01** The officers of the Fire Department shall have title as follows, and shall, for administration purposes, rank in order of mention: Chief, Deputy Chief, Captain, Lieutenant, Engineer.
- 20.02** They shall be responsible for the full performance of their duties delegated to them and shall require subordinates under their command to comply with all orders, policies, etc. of the Department.
- 20.03** Officers shall be just, fair and firm in their dealings with subordinates and see that good order and proper discipline is maintained among members of the Department.
- 20.04** When, in their opinion, an offense committed by a member under their command is sufficiently serious to warrant immediate action, Officers in charge shall have the power to summarily relieve such member of his duties. An immediate verbal report of such action shall be made to the Chief, or, in his absence, his Assistant followed by a proper and well-written report of the situation to the Chief. The Chief will then schedule an Officers meeting to hear the complaint.
- 20.05** It shall be their duty to decide promptly any question of doubt on the part of their subordinates relative to the interpretation of any immediate action to be taken.
- 20.06** They shall be responsible for the completeness and accuracy of all reports with which they are concerned.
- 20.07** In conduct of the business of the Department, Officers shall, if possible, personally and directly administer the affairs with which they are concerned.
- 20.08** They shall cause all fires to be extinguished and investigated with the least possible danger to life and prevent unnecessary damage by water or other extinguishing agents. Take proper precautions against rekindle and leave the premises in a reasonable state or normalcy as possible.
- 20.09** Officers shall take precautionary measures to prevent unnecessary risks to other members of the Department.
- 20.10** Whenever a member saves a human life at the risk of his own or performs an especially commendable action, the Officer under whom the act was performed shall make a full report in writing of the action to the Chief.
- 20.11** No Officer shall interfere in the assignment or operations for which another Officer of equal rank is responsible, except when so directed by a Superior Officer.

- 20.12** In the presence of subordinates or the public, no Officer shall criticize Department Policies or actions of other Officers.
- 20.13** When at the scene of a fire or other emergency the Officers will keep the Command Center or Incident Commander informed of all movements and status of the situation.
- 20.14** Officers in charge of an emergency scene will have full powers and authority to direct the operation of extinguishing and investigating the situation. In the course of such operations, they may prohibit approach to any emergency scene by any person, vehicle or vessel. They shall prohibit any interference in the performance of their duties as Officer in Charge.
- 20.15** Officers, in rotation, will be assigned new members to educate and accelerate them through probation.