



Scotts Valley Fire Protection District	
POLICY: 506 DATE APPROVED: 02/13/2008 BOARD CHAIR: <i>J. Armstrong</i>	SUBJECT: Company Officer Duty Statement FIRE CHIEF: <i>Michael Murray</i>


Policy 506: Company Officer Duty Statement

1. Company officers who are assigned duty as company or on-duty supervisors, are the only officers whose subordinates are at all times under their immediate supervision and control. Consequently, their positions are of the utmost importance in the development of discipline and promotion and maintenance of efficiency. They will consider it their indispensable duty to be constantly vigilant, and while setting an especially good example, require that their subordinates measure up to the standards of district requirements.
2. Company officers shall, during the time their subordinates are on duty, supervise the application of the policy, rules and regulations, practices and procedures of the district, and shall be responsible for the condition and efficiency of personnel within their respective activities.
3. Company officers shall respond to alarms of fires and other emergencies where called and shall assume command until the arrival of a superior officer, they shall deploy apparatus and personnel in the most advantageous manner for the control and extinguishment of fire and preservation of life and property.
4. Company officers shall make inspection of the district buildings and grounds daily to determine that proper maintenance and care is being given to all district property, members uniforms and matters appurtenant thereto.
5. Company officers shall have authority to condemn uniforms or parts thereof, and prohibit the use of any tool, appliance, implement or equipment which, in their estimation, is unfit for service. When apparatus requires emergency repairs or replacement, they shall immediately notify the person assigned to maintenance of equipment and responsible chief officer.
6. Company officers shall witness drills, and make such investigations and observations as are necessary to keep themselves fully informed of the condition of their subordinates, heed all evidence of neglect or inefficiency and take the necessary actions to correct any deficiency found. When a subordinate under the command of a company officer commits a minor infraction of the policies or rules and regulations, not

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considered a flagrant offense, a company officer shall make corrections and may assign extra duty, loss of privileges, or take other actions not unusual or excessive for the offense committed. The company officer shall thereupon forward a report containing all details of the case to his/her supervisor.

7. Company officers shall familiarize themselves with the Scotts Valley Fire Protection District and the general duties of their commands, to enable themselves to assume their responsibilities and effectively discharge the duties of a company officer.
8. Company officers shall use good judgment in the performance of their duties, and at fires, they shall be particularly judicious in laying lines of correct size, placing ladders, spotting equipment, calling for assistance, and in other operations necessary to the preservation of life and property.
9. Company officers shall train and instruct the members of their crews and by regularly conducted drills, determine that the efficiency and coordination of their subordinates are maintained at a high standard.
10. In the absence of regular apparatus operators, or other members assigned duties requiring particular skills, company officers shall designate available members who, in their judgment, are best qualified to act in such positions.
11. Company officers shall not permit intoxicated or otherwise undesirable persons to remain in or about quarters at any time. Children will not be permitted in quarters unless accompanied by an adult, except as may otherwise be permitted by the fire chief.
12. Company officers shall not permit members to go off duty until proper relief has been provided, except in the case of serious illness or injury.
13. At the 0700 hour roll call, company officers shall apprise their command of all orders and district communications received during the previous shift, and shall impart any additional information or instructions deemed necessary for the operation of their shifts.
14. Company officers shall see that all apparatus and equipment assigned to or stored in quarters are properly cared for and protected.
15. It shall be the responsibility of the company officer to see that the daily journal is maintained.
16. Company officers shall prepare reports regarding all incidents.

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17. Company officers may maintain their paramedic certification and status as outlined in the current MOU.

18. Company officers should avoid being the primary paramedic on an engine company except in extreme circumstances.