

Scotts Valley Fire Protection District	Policy: 501
Subject: Operations Chief Duty Statement	Dated: April 9, 2003

Policy 501: Operations Chief Duty Statement

1. The operations chief shall be directly subordinate to the fire chief. The operations chief may serve in the absence or disability of the fire chief, and perform the duties and exercise the powers incidental to the office of the fire chief.
2. The operations chief shall see that all laws, ordinances, rules, regulations, orders or direction for the government of the department are promptly and implicitly enforced and obeyed; that all dereliction or transgressions that may come to his knowledge are promptly investigated and reported to the fire chief.
3. The operations chief shall examine all communications forwarded through his office, and when necessary, make investigations and reports as directed by the fire chief.
4. The operations chief shall respond to alarms and special calls as prescribed, and assume command subordinate to the fire chief.
5. The hours of service of the operations chief shall be determined by, and be subject to, directions of the fire chief as the needs of the district may require.
6. The operations chief shall attend such meetings as may be required or desirable.
7. The operations chief shall visit the different district units and make such observations and investigations as may be necessary to thoroughly familiarize him with the condition of the district.
8. The operations chief shall be in command of the operations division of the district as identified in these policies.
9. The operations chief shall be responsible for the supervision of the company officers, training, standard operating procedures dealing with fireground tactics and strategy, response procedures and equipment types for efficient emergency response activities and shall submit monthly reports to the fire chief concerning the same.

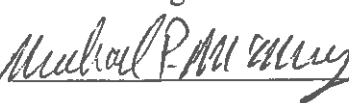
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Board Chairperson:



Fire Chief:



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10. The operations chief shall cause to be formulated such drills and evaluations as may be necessary to promote and maintain efficiency in operations of the department, subject to the approval of the fire chief.
12. The operations chief shall, on all shifts, cause the equal and effective application of the established policy, rules and regulations, and practices and standard operating procedures of the district.
13. The operations chief shall attend fires and other emergencies, assume command if on duty, and direct operations until the arrival of superior officer, and shall turn over command with full explanation of any special orders or commitments of personnel or equipment in relation to the emergency.
14. In order to accomplish these objectives, the operations chief shall call meetings of the company officers, when deemed necessary. He shall notify chief officers of the date, time and purpose of any such meetings.
15. The operations chief shall report any evidence of neglect, carelessness or improper attention to duty and cause the correction of any deficiency found in both paid and paid call personnel.
16. The operations chief shall be responsible for the maintenance of all district vehicles, apparatus and equipment. He/She will comply with all applicable requirements and laws related to apparatus and equipment to assure safe operation.
17. The operations chief shall be responsible for the recommendation of vehicle, apparatus and equipment purchases in conjunction with the the fire chief.
18. The operations chief shall maintain adequate appropriate records to assure compliance with sound maintenance and purchasing practices. He/She shall utilize appropriate processes for purchasing as required by law.
19. The operations chief shall be responsible for all district facilities, their maintenance and recommended upgrades or additions.

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20. The operations chief shall prepare budget recommendations for the division and areas of responsibility.
21. The operations chief shall make such inspection, observations and investigations as may be necessary to keep him thoroughly informed of conditions of the district under his command.
22. The operations chief shall rotate "on call" duty chief coverage with the other chief officers.

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Fire Chief:

