
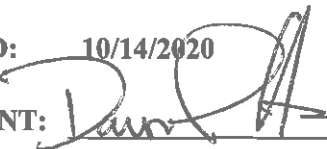



<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 504</b>	<b>SUBJECT: Duty Chief Statement</b>
<b>DATE APPROVED:</b> 10/14/2020	
<b>BOARD PRESIDENT:</b> 	<b>FIRE CHIEF:</b> 

## **Policy 504: Duty Chief Duty Statement**


The duty chief is a chief officer or acting chief officer who is available for 24-hour emergency response. Normally, the three assigned chiefs will rotate duty coverage on a 24-hour shift basis. This policy addresses the parameters for duty chief coverage.

### *Availability*

1. The duty chief will be available for incident responses on an initial attack basis for the duration of the coverage period. The typical coverage will be from within the District, but a 15-minute radius will be acceptable.
2. The duty chief will respond to all structure and wildland fires, any large-scale incident, and upon request of the company officer. He/she will also be available to offer guidance to company officers.
3. Communication and coordination with the company officers will be an integral part of duty chief coverage.
4. Under unique circumstances due to unusual episodes of long term coverage with limited relief, the fire chief may approve coverage from home by a qualified duty chief.
5. Response out of the District based on a mutual aid request is allowed as long as there is an assurance of duty chief coverage for the District.

### *Time Off for Chief Officers*

1. Vacation time will be accrued as per the applicable employment agreement. Requests for vacation must be approved by the fire chief.
2. When a chief officer takes vacation time, it will be with the understanding that he/she will not have responsibility for duty coverage.
3. Coordination of time off will be essential to assure that there is adequate duty chief officer coverage with some level of backup to be determined as acceptable by the fire chief.

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Selection of a duty chief to cover for absences will be done consistent with policies and procedures regarding call back.

Incident responses by chief officers outside of normal work hours are compensated at time and one half consistent with the current labor agreement.

*Acting Battalion Chief-Out of Class*


Scotts Valley Fire Protection District encourages all non-probationary Captains to become certified as an Acting Battalion Chief. The District is obligated to prepare its supervisors for the responsibilities of the position, and the Acting Battalion Chief Certification Program is the official means by which this will be accomplished. Benefits for the successful Acting Battalion Chief candidate are the ability to act *Out Of Class* as an Acting Battalion Chief and to assist in preparation for future career possibilities. Benefits for the District are that it will provide career track training for our future leaders, and have a certified group of Acting Battalion Chiefs with which to fill needed slots in the future. Only an Acting Battalion Chief qualified individual will be able to fill short-term *out of class* slots in the daily staffing schedule.

An Acting Battalion Chief Task Book has been developed to guide the prospective Acting Battalion Chief through the certification process. Qualified Captains can initiate the Task Book by consulting with their Battalion Chief and the Training Chief. The process is intended to be a self-paced program with a one-year completion requirement. Depending upon the category and their own qualifications, the candidate's Battalion Chief, the Training Chief, or the Fire Chief may sign off in the task book.

Every effort will be made by the Fire District, including the individual's Battalion Chief, to provide training, instruction, and practice sessions necessary to successfully meet the District's requirements for certification as an Acting Battalion Chief. Training opportunities (simulations, classroom instruction, drills, and scenarios) will be provided to facilitate the necessary skills and knowledge to provide competency.

The Acting Battalion Chief Task book is intended to prepare candidates with the knowledge and ability to supervise Captains and their companies in emergency and non-emergency situations. The Task book is a compilation of numerous manipulative tests (e.g. simulations and actual incidents), written exams, etc. The Acting Battalion Chief Task book will be maintained and updated as necessary by the District Training Officer.

The candidate's shift Battalion Chief will provide most of the training, instruction, and practice sessions necessary for successful completion of the task book and testing process. Upon successful completion of the Acting Battalion Chief Task Book, the staffing program

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profile of the candidate will be amended to include Acting Battalion Chief certification, and the candidate will be able to act as a Battalion Chief when necessary.

Upon successful completion of Acting Battalion Chief certification, the qualified Acting Battalion Chief must occasionally re-train in the various areas covered in order to maintain competency in those areas. Working in *Out of Class* assignments as an Acting Battalion Chief is the best way to do this, but may not always be available. Examples include “trading seats”, similar practice, or reviewing current Acting Battalion Chief Task Book Skills.

Captains who meet the basic requirements may be an Acting Duty Chief:

- Completion of a minimum of two years’ experience as a Captain (Line/Shift) in the Scotts Valley Fire Protection District.
- Meet educational requirements for Captain Step 3 specified in Policy 1705
- Successful completion of a District administered test.
- Successful completion of 5 or more shifts of performance in the role of a Battalion Chief under the oversight of the shift battalion.
- Completed and signed Acting Battalion Chief Task Book
- Meet above outlined requirements

Selection of acting duty chiefs will be made by the fire chief.

*Compensation*

Acting duty chiefs who are filling in during periods not normally assigned to cover vacation, sick leave, industrial disability leave or other absences will be compensated using the following formula:

(Battalion Chief 1 hourly rate minus Captain 2 hourly rate = differential paid.)

The acting battalion chief trainee will only do ride-along hours while on duty, performed without additional compensation, and is voluntary.