
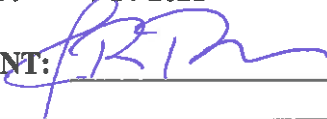



Scotts Valley Fire Protection District	
POLICY: 504	SUBJECT: Duty Chief Statement
DATE APPROVED: 4-14-2021	
BOARD PRESIDENT: 	FIRE CHIEF: 

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

Captains who meet the minimum requirements may be an Acting Battalion Chief:

- Completion of a minimum of two years' experience as a Captain (Line/Shift) with Scotts Valley Fire Protection District.
- Meet educational requirements up to and including *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

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 3 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.