

**JEFFERSON COUNTY FIRE DISTRICT #1
STANDARD OPERATING GUIDELINES**

SOG 102

ADMINISTRATION

I. PURPOSE

- A. To maintain a continuous administrative command.
- B. To provide an officer immediately available for:
 - 1. District wide coordination of emergency response.
 - 2. Check on all possible illegal burning.
 - 3. Issue Notice of Violation when in their discretion it is appropriate.
 - 4. Ensure that special weekend event needs are met.

II. SCOPE

- A. These standards apply to all Officers of the District.

III. AUTHORITY AND RESPONSIBILITY

- A. The Fire Chief shall establish and maintain a Duty Officer schedule.
- B. Individuals assigned Duty Officer responsibilities shall comply with the standards listed in this guideline.

IV. STANDARDS

- A. The designated Duty Officer shall act as the emergency coordinator.
- B. The scheduled Duty Officer shall remain in their response area and be available by telephone and/or pager. The Duty Officer shall find a competent replacement whenever they are not able to fulfill their duty shift.
- C. When appropriate, the scheduled Duty Officer shall have the duty vehicle when on duty and shall abide by the guidelines as established for use of District vehicles.

APPROVED:

DATE 3-01-2001

Earl Cordes
Fire Chief