



Scarborough Fire Department

Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1141 – FT Operations Captain Protocols
Revision Date:	6/17/16
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish roles, responsibilities, and expectations for the position of full time Operations Captain.

POLICY

The role of the full time Operations Captain is a working supervisory position reporting directly to the full time Deputy Chiefs of Suppression and EMS. These are department Captain positions with responsibility for supervising both suppression and EMS crews. The Captains are expected to lead and earn respect by setting a positive example and operating within the responsibilities and expectations as outlined in this protocol.

EMERGENCY DUTIES

- A. The radio call sign for the on duty Operations Captain is Car 7.
- B. The Captain shall respond to emergency incidents which may require a supervisory presence or additional EMS manpower. Upon arrival the Captain shall assume command or work with the current Incident Commander as assigned until relieved by a superior officer.
- C. The Captain’s role at emergency scenes is to provide supervision, coordination, and EMS or suppression assistance as necessary.
- D. The Captains shall respond to disasters and multiple casualty incidents to supervise the activities which may include functioning as the EMS Group Commander until relieved by the EMS Deputy Chief.
- E. Captains are expected to respond to all full box alarms; incidents on the turnpike or I295; EMS calls as identified through the EMD process; and when they are requested by dispatch or other responding crew members.
- F. Captains will assure on duty staff responds out of district, even when not initially dispatched, to assure prompt response to districts that aren’t staffed at night.

ADMINISTRATIVE DUTIES

- A. Promotes and fosters harmony, morale, good working conditions, and a positive attitude within the department.
- B. Assures full time lieutenants and all on-duty personnel perform their job functions each shift.
- C. Maintain a close working relationship and open communications with the fire administration including attendance at scheduled staff meetings.
- D. Coordinates daily activities, projects, and assignments with the Deputy Chiefs such as but not limited to areas of personnel, equipment, stations, scheduling, and training/education.
- E. Responsible for assuring all full time and per-diem shifts are filled each day. Includes maintaining records of who was is scheduled to work, filling shifts, and administering the forced overtime provision of the SPA contract as necessary.
- F. Acts as the department's Duty Officer 24/7 as well as the Station Leader of those on-duty personnel assigned to their station.
- G. Responsible for daily interaction with on-duty personnel to maintain open lines of communication, sharing of information, assigning and assuring completion of daily tasks, projects, inspections, public fire education & prevention activities, and training sessions.
- H. Responsible for working with the training division to develop and implement a daily training program for on-duty personnel.
- I. Serves as the primary supervisor and mentor for a designated team of full-time and per-diem employees. This responsibility includes assuring compliance with annual mandatory training requirements and assisting with personnel evaluations of their team members.
- J. Frequent attendance at call company meetings and participation in evening call company training sessions.
- K. Assists with scheduling and rotating apparatus for preventive maintenance and repairs.
- L. Ensuring compliance with department SOPs.
- M. Maintains an administrative log of the day's activities so the administration and other Operation Captains are aware of any decisions made or items that require follow-up.
- N. Other duties and projects as assigned by the Fire Chief or his designee.

REFERENCES

- A. SPA Contract