



CHARLOTTESVILLE-ALBEMARLE RESCUE SQUAD

STANDARD OPERATING GUIDELINE

TOPIC: Deputy Chief of Day or Night Operations	S.O.G. # 1.3b
Approved by: L. Dayton Haugh, Chief	Revised: 04/05/2008 BWS Approved:

I. Purpose

To provide a uniform description of the expectations and responsibilities set forth for the Deputy Chiefs of Day and Night Operations.

II. Responsibilities

- A. The Deputy Chief of Day or Night Operations is responsible for overseeing the operations of their respective crews.
- B. Staffing of Crews
 1. Ensure all crews under his/her command are staffed such that a minimum of a Duty Officer, two ALS (at least one staffed with a released EMT-I or EMT-P) and one BLS ambulances and a squad truck can be deployed. If assigned staffing is insufficient, the Deputy Chief shall request assistance from associate members and regular members to assure that minimum staffing is met.
 2. Work with Captains, Training Officer and Assistant Chief of Operations to insure that crews have adequate medical and driver preceptors assigned to each crew.
 3. Obtain information on pre-probationary members from the membership committee and assign these individuals to crews. The Deputy Chief shall make every effort to insure that all pre-probationary members are assigned to at least two crews prior to becoming a probationary member.
 4. Maintain a roster of all personnel under their command, to include: crew assignment, membership status, level of medical provider release, level of state medical certification, level of driver release and status of Special Operations capabilities.
- B. Management of personnel:
 1. The appropriate Deputy Chief shall have authority over all situations pertaining to a crew and its personnel, including the Captain.
 2. Issues pertaining to personnel on a crew shall be dealt with by the Crew Captain who may seek assistance from the Deputy Chief or, if necessary, from the Shift Duty Officer should the situation require immediate action. Situations deemed significant by anyone involved shall generate a Special Incident Report. It is the responsibility of the Deputy Chief to follow up and insure that all issues involving C-ARS personnel are brought to an appropriate conclusion.
 3. Assist Crew Captains with mitigating personnel issues pertaining to members on a crew.
 4. Insure that all Crew Captains and Members under his/her command are compliant with the requirements of their position and job description.
 5. It is the responsibility of the Deputy Chief to affect the transfer of personnel between crews to promote an environment where the mission of the department can be achieved.

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6. Speak with each Crew Captain at least every two weeks to determine if there are any issues with which the Deputy Chief's assistance is needed.
 7. Insure that all Captains appropriately disseminate departmental information to their personnel.
 8. Participate in quarterly Officer meetings.
 9. Meet with each Captain yearly in order to perform a performance review.
 10. Review all Special Incident Reports and response time statistics weekly to insure that crews do not have ongoing or chronic issues.
 11. Regularly speak with Duty Officers to insure that if crews have consistent issues that they are mitigated by the Deputy Chief and Crew Captain.
 12. Work with Crew Captains and the Training Officer to create solutions to crew skill deficiencies when they are discovered.
 13. Participate as a voting member of any Report Board convened, as specified in the By Laws of the Corporation.
- C. Be a knowledgeable resource
1. SOGs and by-laws
 2. Incident command system
 3. Radio frequencies
 4. TJEMS Guidelines
 5. CRAT and membership committee operations
 6. Important contact people
 - a. Assistant Chief of Operations
 - b. Duty Officers
 - c. Training Officer
 - d. Membership chair
 - e. Infection Control Officer

Comment:

III. Authority

- A. To effect the responsibilities set out herein the Deputy Chief of Day or Night Operations shall have the authority to suspend an on-duty member for the remainder of the shift, and direct that member to leave the squad property. The Crew Captain and the Shift Duty Officer should be involved in this decision. The authority of the Deputy Chief shall supercede that of the Captain and the Shift Duty Officer.
- B. The Deputy Chief shall recommend new Crew Captains to the Assistant Chief of Operations. The Chief shall have final authority over promotion of all operational officers with the exception of the Line Officers who shall be approved by the Board of Directors. The Deputy Chief shall notify the Assistant Chief of Operations should a situation arise where it is the opinion of the Deputy Chief that an officer needs to be permanently relieved of his/her duties.

IV. Qualifications

- A. Approval by the Board of Directors, per the By Laws of the Corporation
- B. Member of the department for two years.
- C. A release ALS provider for one year.
- B. IS-700: NIMS, An Introduction
- C. IS-800: National Response Plan, An Introduction
- D. ICS-100: Introduction to ICS or equivalent

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- E. ICS-200: Basic ICS or equivalent
- F. ICS-300: Intermediate ICS or equivalent
- G. Hazardous Materials Awareness
- H. Vehicle Extrication
- I. Technical Rescue Awareness
- J. Fire Scene Awareness