

BODEGA BAY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINES

WRITTEN BY: Elson

APPROVED BY: 

NUMBER: 103

SUBJECT: Expectations of Fire Officers

DATE: 18JAN08

1. Fire Officer's standards shall be higher than any other employee. You are the leader and supervisor. You are expected to lead and supervise.
2. Officers should have more Initiative, Pride, Teamwork and Respect than Firefighters, set the example.
3. As suppression employees, our mission is simple: Serve the public. Focus on this mission. Spend time with your people and equipment. Train everyday.
4. Fire Officer Ethics shall mirror that of the State Instructor Code of Ethics. Paperwork, forms, reports and other written correspondence will be factual. If your shift trains for 30 minutes, you declare 30 minutes of training. If one of your crew members does not complete the training, they do not get credit for the training.
5. Fire Officers shall wear their uniforms with pride, everyday from 0900-1700. A dress down period (sweats, shorts, slippers) at 1700 will not be allowed by any employee (especially for probationary employees). We represent the District at all hours while we are on duty, we should look like it. We will wear our uniforms while in the public and while attending public meetings. Most of the public impressions of us are based on how we look and act. We will all wear the same uniform with proper insignias as per the SOG.
6. Our work day does not stop at 1700 hours. Our work day stops when all the projects, assignments and training are completed.
7. If all the projects and daily duties are complete, then train or clean the station and equipment. There is always something to do. The Fire Officer is the leader, find it and do it or assign it.
8. The Fire Officer is responsible for their shift, crew, and equipment. Make sure they are clean and ready for response.
9. Laziness, complaints, and excuses are not permitted. Solutions and praises are mandatory.
10. Each fire apparatus operator is responsible for their own apparatus. Fire Officers will not talk on the radio for another unit. Example: 8880 and 811 responding. This is counter productive and developing poor muscle memory.
11. The Fire Officer sets the example. You are a role model for the next generation.