

OFFICER ROLES AND RESPONSIBILITIES

Dauphin Island Fire and Rescue

OG-1110.20

PAGE 1 OF 2

PURPOSE

The purpose of the guideline is to define the requirements for being an Officer, the ongoing training and other responsibilities.

SCOPE

All

POLICY

DIFR is an organization that elects its leadership on an annual basis. The officers that are elected are Fire Chief, EMS Chief, Assistant Fire Chief, Assistant EMS Chief and Secretary. Other officers are appointed as needed such as treasurer, fleet officer, etc.

PROCEDURE

Administrative Activities

- Elected officers will perform their duties as outlined in the bylaws.
- Appointed officers shall perform their duties assigned to them upon appointment.

Training

- Appointed officers will receive the training needed for their area of responsibility (AOR).
- Elected officer training will vary depending on their experiences related to their office.
 - Operational training will be determined by the AHJ. The AHJ will look at the officer's education and experiences when determining the operational needs of the officer.
 - Administrative training will be dependent on the officer's AOR. Training will concentrate on the documentation required by DIFR, local governments, grants and other regulatory entities.
 - Peer to peer training shall be developed to provide assistance to member with conflict resolution, CISD, family problems, substance abuse and mentorships.
 - Additional training will be provided as needed.

Provisions to remove an elected officer are outlined in the bylaws.

OFFICER ROLES AND RESPONSIBILITIES

Dauphin Island Fire and Rescue

OG-1110.20

PAGE 2 OF 2

Provisions for removing appointed officers are reserved by the AHJ.

REFERENCES

- DIFR Training Curriculum
- DIFR Bylaws