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| <b>Campbell County Fire Department<br/>Standard Operating Procedure</b> |                        |   |
| Incident Command  | Duty Chief Replacement |  <i>501.02</i> |



**I. PURPOSE:** The purpose of this procedure is to establish an order of personnel to be used when the scheduled Duty Chief cannot cover part or parts of his/her assigned shift.

**II. SCOPE:** All Command Officers within the Campbell County Fire Department.

**III. PROCEDURE:**

1. When a scheduled Duty Chief needs to find coverage for any part of his/her assigned duty shift, all attempts will be made by that Officer to find a replacement. When an Officer knows in advance that coverage for part or parts of a shift will be needed, he/she will first contact the other Chief Officers of the department through emails, telephone calls, or face-to-face.
2. In the event that no Chief Officer is available, the Volunteer Captains will then be contacted. If a Volunteer Captain is not available, the Fire Chief shall be contacted. Firefighters with known command experience and qualifications may be contacted in the event that none of the above-listed Officers is available.
3. In case of emergency, attempts will be made to contact each of the Officers by telephone. If that fails, the Sheriff's Office Dispatch will be contacted to send out a page for Officers to contact the affected Officer.
4. Secondary calls will be handled by available Officers. This can include an Engine Officer who will assume command until such time that a higher-ranking officer arrives on scene.

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| Initial Approval: April 2010<br>Revision Date: | Page 1 of 1 | Don Huber, Fire Chief<br><br>ORIGINAL SIGNED |
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