



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1140 – Full Time Lieutenant Protocols
Revision Date:	12/18/2008 revised 6/17/16, 7/22/2016
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

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

POLICY

The role of the full time Lieutenant is a working supervisory position reporting directly to the full time Operations Captain. These are department lieutenant positions with responsibility for supervising on-duty suppression and EMS crews. The Lieutenants 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 Lieutenant is Car 8.
- B. The Lieutenants shall respond to emergency incidents within the district of the station they are assigned to, or to other districts when the apparatus they are assigned to is dispatched. Upon arrival the Lieutenant shall assume command or work with the current Incident Commander as assigned until relieved by a superior officer.
- C. The Lieutenant's role at emergency scenes is to provide supervision, coordination, and EMS or suppression assistance as necessary.
- D. The Lieutenant shall serve as the primary EMS care provider on Ambulance 3, or assure Ambulance 3 is properly staffed, when activated for multiple victims or when both of the primary ambulances are already in service on other calls.
- E. The Lieutenants 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.

ADMINISTRATIVE DUTIES

- A. Promotes and fosters harmony, morale, good working conditions, and a positive attitude within the department.
- B. Maintain a close working relationship and open communications with the fire administration including attendance at full time scheduled staff and Board of Engineer meetings.
- C. Coordinates daily activities, projects, and assignments with the Operations Captain.
- D. Assists the Operations Captain with filling full time and per-diem shifts as requested.
- E. Acts as the Station Leader of those on-duty personnel assigned to their station.
- F. Responsible for daily interaction with on-duty personnel assigned to their station to maintain open lines of communication, sharing of information, assigning and assuring completion of daily tasks, projects, inspections, and training sessions.
- G. Participates in training exercises, classroom lectures, and prepares and conducts trainings for the department as assigned.
- H. 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.
- I. Assists with scheduling and rotating apparatus for preventive maintenance and repairs.
- J. Conducts fire inspections, supervises shift inspections, assigns work projects to the crew and approves completed work.
- K. Ensures compliance with department SOPs.
- L. Primary responsibility for quality improvement/control and timely completion of all electronic NFIRS & PCR reports generated during each of their duty shifts.
- M. Maintains an administrative log of the day's activities so the other lieutenants and 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