

TERMS OF REFERENCE (TOR) – DUTY OFFICER (Duty O)

GENERAL

1. The duty officer (Duty O) shall be responsible to the deputy commanding officer (DCO) and shall exercise general supervision over all weekly duty operations and general conduct and security of cadets and associated assets during LHQ parade nights.

RESPONSIBILITIES

2. Under the direction of the DCO or his/her delegated officer, responsibilities of the Duty O include, but are not limited to:

- a. reporting to the administration officer (AdmO) NLT 1830h to retrieve duty log and attendance rolls;
- b. ensuring all duty staff are clearly identified through the applicable red duty staff badge;
- c. conducting a briefing with all duty staff at the beginning of every parade night in addition to a debrief, if warranted, at the conclusion of every parade night;
- d. ensuring that all duty cadets, as identified through the monthly ROs, have reported for their taskings or determining alternates in the event a duty cadet is absent/excused;
- e. assessing the uniform of the duty cadets and ensuring their dress is IAW applicable dress regulations;
- f. ensuring that all applicable duty staff adhere to an complete all tasking as listed on the duty log;
- g. ensuring that all facilities are inspected prior to and after use by personnel and recording significant incidents on the duty log and immediately to the school custodian, if applicable;
- h. ensuring security checks of LHQ facilities are completed IAW the duty log;
- i. ensuring timings of the training schedule are being adhered to;
- j. ensuring number of cadets present on the attendance forms match with the physical count of cadets in the LHQ on any given parade night;

- k. ensuring the duty log is signed by the CO at the end of the parade night and any significant issues of concern are addressed during this time;
- l. ensure that all cadets have departed the training facilities at the end of the night prior to departing for home;
- m. ensure that all medical, emergency, evacuation procedures, and any related incidents are dealt with in conjunction with applicable local, regional, and national regulations inclusive of but not limited to CATOs and SSOs;
- n. ensuring that the total number of personnel in the facilities (cadets, staff, SSC, parents, visitors, etc.) is known at all times;
- o. ensuring any visitors have signed in and out of the appropriate log, are adorning applicable visitors badges if necessary, and have been escorted to their intended destination;
- p. ensuring any cadets departing the premise early or arriving late are recorded on the applicable log and attendance rolls amended;
- q. ensuring that any cadets not excused are contact at home and verified of their status;
- r. ensuring that SOS procedures are initiated for any cadets intending to quit;
- s. being the initial point of contact (POC) for any visitors, recruits, parents, etc. and/or directing them to the applicable person if the matter cannot be addressed by him/herself;
- t. ensuring that any safety hazards or behaviour that is in violation of the cadet code of conduct is reported to the DCO and/or CO immediately; and,
- u. any other tasks as assigned by the DCO and/or his/her delegate.

Name of Duty O: _____ Signature of Duty O: _____ Date: _____

Name of CO: _____ Signature of CO: _____ Date: _____

Copy 1 – Pers. file

Copy 2 – Duty O