



CENTRAL JOINT FIRE DISTRICT

Standard Operating Procedure

SUBJECT: Officers

SOP Number: 131
Effective Date: 1/8/92
Revised Date: 12/22/04
Approved:

PURPOSE: The purpose of this standard is to provide guidelines into the duties of the Command Officers of this department.

SCOPE: This standard applies to all personnel in the department.

DEFINITION: Officer – Shall be a non-probationary member from Fire or Rescue division with minimum seniority of one year.

APPLICATION:

131.1 FIRE CHIEF

Authority: The Fire Chief is the head of the Fire Department and is the final authority in all matters of policy, operations, and administration within the Department, subject to the laws of the State of Ohio, the Central Joint Fire District, and the directives of the Central Joint Fire District Board of Trustees.

Responsibilities: The Fire Chief shall be responsible for planning, directing, and supervising the activities, operations, and personnel of the Fire Department, including fire suppression, hazardous material incidents, mass casualty incidents, and related training. The Fire Chief shall be directly responsible to the Central Joint Fire District Board of Trustees for the same and perform other duties as may be assigned by the Board of Trustees.

Assignments: The Fire Chief shall make all necessary assignments and delegate authority to those assigned to assure the proper operation of all Department functions.

Records and Reports: The Fire Chief shall maintain or cause to be maintained all required records in compliance with federal, state, county, or local laws. The Fire Chief shall submit a monthly report to the Board of Trustees covering the activities, runs, and other matters of importance or interest for the preceding month.

131.2 ASSISTANT CHIEF

Authority: The Assistant Chief is second in command to the Fire Chief in all matters pertaining to any emergency which requires the response of the Fire Department. The Assistant Chief shall operate under the authority of the Fire Chief and in accordance with the Standard Operating

Procedures established. In the absence of the Fire Chief the Assistant Chief shall assume full authority of such emergencies.

Responsibilities:

Station - He/She shall carry out such assignments given him/her by the Fire Chief.

Emergency Scene - In the absence of the Fire Chief or at the direction of the Fire Chief, the Assistant Chief shall take command of the emergency.

Assignment: The Assistant Chief may assign any properly trained member such duties and/or tasks as necessary to accomplish his/her assigned objectives and duties.

Records and Reports: The Assistant Chief shall assist the Fire Chief in maintaining the Standard Operating Procedures in a current status.

131.3 CAPTAIN SAFETY/TRAINING OFFICER

Authority: The Captain/Safety Officer, through the authority of the Fire Chief, and in accordance with the Standard Operating Procedures, shall be in full command of his/her assigned area, assuming full authority to enforce the rules, regulations, procedures, and policies that may be necessary to assure the effective operation of his/her area. The Captain is third in command to the Fire Chief in all matters pertaining to fire suppression or any other fire emergency which requires the response of the Department. In the absence of a Chief officer or at the direction of a Chief officer, the Captain shall assume full responsibility in such emergency.

Responsibilities:

Station - The Captain shall be responsible for the supervision of the personnel under his/her command. Shall be responsible to carry out such assignments as may be given by the Fire Chief.

Emergency Scene - The Captain shall be responsible for the supervision and safety of all personnel under his/her command and to carry out such duties as may be assigned to hi/her by a Chief officer to assure expedient control of the emergency situation. In the absence of or at the direction of a Chief officer, the Captain shall take command of the fire emergency until relieved by a Chief officer.

Assignment: the Captain may assign any properly trained member such duties as are necessary to assure the proper operation and cleanliness of the vehicles and equipment under his/her command. The Captain shall perform or cause to be performed such tasks and duties as may be necessary to accomplish assigned objectives at the scene of any emergency.

Records and Reports: The Captain shall maintain or cause to be maintained all necessary records that may be required for the vehicles and equipment under his command or requested by the Fire Chief. Any report required shall be submitted to the proper authority within the time limit of said report.

131.4 CAPTAIN RESCUE OFFICER

Authority: The Captain/Training Officer, through the authority of the Fire Chief and in accordance with the Standard Operating Procedures, shall be in full command of his/her assigned area, assuming full authority to enforce the rules, regulations, procedures, and policies that may be necessary to

assure the effective operation of his/her area. The Captain is third in command to the Fire Chief in all matters pertaining to fire suppression or any other emergency which requires the response of the Department. In the absence of a Chief officer or at the direction of a Chief officer, the Captain shall assume full responsibility in such emergency.

Responsibilities:

Station - The Captain shall be responsible for the supervision of the personnel under his/her command. He/she shall conduct or cause to be conducted such training sessions as may be required. He/she shall maintain or cause to be maintained assigned vehicles and equipment and to assure their cleanliness and proper operation. Maintenance and repairs beyond the abilities of the members shall be reported to the Chief with recommendations. He/she shall be responsible to carry out such assignments as may be given by the Fire Chief.

Emergency Scene - The Captain shall be responsible for the supervision and safety of all personnel under his/her command and to carry out such duties as may be assigned to hi/her by a Chief officer to assure expedient control of the emergency situation. In the absence of or at the direction of a Chief officer, the Captain shall take command of the emergency until relieved by a Chief officer.

Records and Reports: The Captain shall maintain or cause to be maintained all necessary records that may be required for the vehicles and equipment under his command or requested by the Fire Chief. Any report required shall be submitted to the proper authority within the time limit of said report.

131.5 LIEUTENANT/APPARATUS OFFICER

Authority: In the absence of their immediate superior officers, the Lieutenants shall take command of their superior officer's assigned area, assuming full command of his/her duties, and the authority of the absent superior shall rest in them. The Lieutenants shall conduct themselves in accordance with the Standard Operating Procedures of the Department.

Responsibilities:

Station - The Lieutenant shall be responsible for the supervision of all personnel assigned to him/her by the Fire Chief, Assistant Fire Chief, or Captain. He/she shall maintain or cause to be maintained assigned vehicles and equipment and to assure their cleanliness and proper operation. Maintenance and repairs beyond the abilities of the members shall be reported to the Chief with recommendations. He/she shall oversee such tasks and duties assigned to him/her to assure proper completion of those tasks or duties.

Emergency Scene - The Lieutenants primary duty shall be to complete such tasks as assigned to him/her by leading, supervising and ensuring the safety of all personnel and/or equipment assigned to him/her by a superior officer to assure expedient control of the emergency situation. In the absence of or at the direction of a Superior Officer, the Senior Lieutenant shall take command of the emergency, assuming the responsibilities of the absent superior officers.

Assignment: The Lieutenant may assign to any properly trained member such duties as are necessary to maintain the proper operation and cleanliness of the vehicles and equipment assigned to him/her by the Captain.

Record and Reports: The Lieutenant shall maintain such records as may be assigned to him/her by the Captain. Any reports required of the Lieutenant shall be submitted to the proper authority within the time limit of said report.

131.6 LIEUTENANT/LOGISTICS-SUPPORT OFFICER

Authority: In the absence of their immediate superior officers, the Lieutenants shall take command of their superior officer's assigned area, assuming full command of his/her duties, and the authority of the absent superior shall rest in them. The Lieutenants shall conduct themselves in accordance with the Standard Operating Procedures of the Department.

Responsibilities:

Station - The Lieutenant shall be responsible for the supervision of all personnel assigned to him/her by the Fire Chief, Assistant Fire Chief, or Captain. He/she shall maintain or cause to be maintained such support functions as are necessary for the day to day operation of the department. Maintenance and repairs beyond the abilities of the members shall be reported to the Chief with recommendations. He/she shall oversee such tasks and duties assigned to him/her to assure proper completion of those tasks or duties.

Emergency Scene - The Lieutenants primary duty shall be to complete such tasks as assigned to him/her by leading, supervising and ensuring the safety of all personnel and/or equipment assigned to him/her by a superior officer to assure expedient control of the emergency situation. In the absence of or at the direction of a Superior Officer, the Senior Lieutenant shall take command of the emergency, assuming the responsibilities of the absent superior officers.

Assignment: The Lieutenant may assign to any properly trained member such duties as are necessary to maintain the proper operation and cleanliness of the vehicles and equipment assigned to him/her by the Captain.

Record and Reports: The Lieutenant shall maintain such records as may be assigned to him/her by the Captain. Any reports required of the Lieutenant shall be submitted to the proper authority within the time limit of said report.

131.7 LIEUTENANT/MAINTENANCE EQUIPMENT OFFICER

Authority: In the absence of their immediate superior officers, the Lieutenants shall take command of their superior officer's assigned area, assuming full command of his/her duties, and the authority of the absent superior shall rest in them. The Lieutenants shall conduct themselves in accordance with the Standard Operating Procedures of the Department.

Responsibilities:

Station - The Lieutenant shall be responsible for the supervision of all personnel assigned to him/her by the Fire Chief, Assistant Fire Chief, or Captain. He/she shall maintain or cause to be maintained such equipment not constituting a vehicle. Such equipment shall include but not be limited to: SCBA, Pressurized tanks, Ladders, Hose, Water Appliances, Nozzles and fittings. Maintenance and repairs beyond the abilities of the members shall be reported to the Chief with recommendations. He/she shall oversee such tasks and duties assigned to him/her to assure proper completion of those tasks or duties.

Emergency Scene - The Lieutenant's primary duty shall be to complete such tasks as assigned to him/her by leading, supervising and ensuring the safety of all personnel and/or equipment assigned to him/her by a superior officer to assure expedient control of the emergency situation. In the absence of or at the direction of a Superior Officer, the Senior Lieutenant shall take command of the emergency, assuming the responsibilities of the absent superior officers.

Assignment: the Lieutenant may assign to any properly trained member such duties as are necessary to maintain the proper operation and cleanliness of the vehicles and equipment assigned to him/her by the Captain.

Record and Reports: The Lieutenant shall maintain such records as may be assigned to him/her by the Captain. Any reports required of the Lieutenant shall be submitted to the proper authority within the time limit of said report.

131.8 LIEUTENANT/PERSONAL EQUIPMENT OFFICER

Authority: In the absence of their immediate superior officers, the Lieutenants shall take command of their superior officer's assigned area, assuming full command of his/her duties, and the authority of the absent superior shall rest in them. The Lieutenants shall conduct themselves in accordance with the Standard Operating Procedures of the Department.

Responsibilities:

Station - The Lieutenant shall be responsible for the supervision of all personnel assigned to him/her by the Fire Chief, Assistant Fire Chief, or Captain. He/she shall maintain or cause to be maintained assigned vehicles and equipment, and to assure their cleanliness and proper operation. The Lieutenant shall be responsible for the inspection maintenance and replacement of all personal equipment. Maintenance and repairs beyond the abilities of the member shall be reported to the Chief with recommendations. He/she shall oversee such tasks and duties assigned to him/her to assure proper completion of those task or duties.

Emergency Scene - The Lieutenant's primary duty shall be to complete such tasks as assigned to him/her by leading, supervising and ensuring the safety of all personnel and/or equipment assigned to him/her by a superior officer to assure expedient control of the emergency situation. In the absence of or at the direction of a Superior Officer, the Senior Lieutenant shall take command of the emergency, assuming the responsibilities of the absent superior officers.

Assignment: The Lieutenant may assign to any properly trained member such duties as are necessary to maintain the proper operation and cleanliness of the vehicles and equipment assigned to him/her by the Captain.

Record and Reports: The Lieutenant shall maintain such records as may be assigned to him/her by the Captain. Any reports required of the Lieutenant shall be submitted to the proper authority within the time limit of said report.

131.9 LIEUTENANT/BUILDING AND GROUNDS OFFICER

Authority: In the absence of their immediate superior officers, the Lieutenants shall take command of their superior officer's assigned area, assuming full command of his/her duties, and the authority

of the absent superior shall rest in them. The Lieutenants shall conduct themselves in accordance with the Standard Operating Procedures of the Department.

Responsibilities:

Station - The Lieutenant shall be responsible for the supervision of all personnel assigned to him/her by the Fire Chief, Assistant Fire Chief, or Captain. He/she shall maintain or cause to be maintained assigned vehicles and equipment, and to assure their cleanliness and proper operation. The Lieutenant shall be responsible for the inspection maintenance building and grounds. Maintenance and repairs beyond the abilities of the member shall be reported to the Chief with recommendations. He/she shall oversee such tasks and duties assigned to him/her to assure proper completion of those task or duties.

Emergency Scene - The Lieutenant's primary duty shall be to complete such tasks as assigned to him/her by leading, supervising and ensuring the safety of all personnel and/or equipment assigned to him/her by a superior officer to assure expedient control of the emergency situation. In the absence of or at the direction of a Superior Officer, the Senior Lieutenant shall take command of the emergency, assuming the responsibilities of the absent superior officers.

Assignment: The Lieutenant may assign to any properly trained member such duties as are necessary to maintain the proper operation and cleanliness of the vehicles and equipment assigned to him/her by the Captain.

Record and Reports: The Lieutenant shall maintain such records as may be assigned to him/her by the Captain. Any reports required of the Lieutenant shall be submitted to the proper authority within the time limit of said report.