

CHAIN OF COMMAND

Purpose:

To establish a well-defined Chain of Command within the organizational structure of the District that will encompass all Divisions and all personnel.

Scope:

This procedure is designed to outline for all personnel the direct chain of command they are to follow when addressing District issues. Every effort should be made to follow this chain of command in order to keep all levels of management and personnel informed and instructed on their particular job function.

General Statement:

It is important to utilize the proper chain of command in dealing with any type of situation. Breaking the chain of command creates communication, follow-up and other management problems. Therefore, District personnel are directed to utilize the chain of command in all applicable situations.

Process:

Official communications both up and down the chain of command must not skip any rank. Any assignment given to any person, must pass through all the appropriate ranks. Any request, comment, suggestion, complaint, etc. forwarded up the chain of command must start with the person's immediate supervisor. No communication from firefighter to chief or from chief to firefighter (through the appropriate ranks) may be stopped without the sender's permission.

Assignments/Special Projects:

- A. From time to time special assignments or projects may arise on which people of more than one rank are working; communications pertinent to that project between these individuals will not constitute chain of command jumping.
- B. Not all conversations, planning, and ideas discussed in special projects need to be reported through the chain of command. However, anything that could possibly affect shift operations, supplies, equipment, scheduling of man-hours, etc., must be completely reported through the chain either up or down, depending on the situation at hand.
- C. COMMON SENSE AND A LITTLE COOPERATION should easily settle which situations dictate chain of command communication, and what is necessary to accomplish the task at hand.

E-Mail Communications:

When e-mail communications take place across the ranks, everyone in the proper chain of command between the sender and recipient of the e-mail must be copied (CC'd). This holds true for e-mail communication both up and down the chain of command.

Meetings:

Requests for meetings that cross ranks must be forwarded through the proper channels.

Acting Officers:

Those individuals acting “out-of-capacity” or “stepping up” are considered of full rank for chain of command purposes. These individuals will have full authority and responsibility of the rank for the period of time they are assigned to “out-of-capacity” status.

Firefighters:

Firefighters must at times assume the responsibilities of the officer. It is the responsibility of the officer to develop the assigned firefighter to be able to assume the station officer duties when necessary. Therefore, the officer is expected to utilize the firefighter in ways that provide the training necessary to be able to perform station officer duties.

