

**Guilford Fire Department**  
**Standard Operating Guideline**

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**Title: CHAIN OF COMMAND GUIDELINES**

<i>Approved By:</i>	<i>Replacing:</i> All Previous	<i>Number of Pages:</i> 12
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**Purpose:**

To establish a well-defined Chain of Command within the organizational structure of The Guilford Fire Department that encompasses all personnel.

**Scope:**

This SOG outlines the chain of command for department personnel. Every effort should be made to follow this chain of command in order to keep all levels of management and personnel informed on their particular job function. In addition, this guide describes delegation of authority within the Department.

**Procedure:**

An organizational chart is provided which clearly illustrates each position in relation to the established chain of command. The following definitions outline the responsibilities of each position within the Guilford Fire Department.

## **CHIEF OF DEPARTMENT**

Chief of Department: Reports to the Board of Fire Commissioners

The following are the responsibilities of the Chief of Department:

The Fire Chief shall be the chief executive of the department and the final departmental authority in carrying out all matters of policy, operations, budget preparation and budget management and discipline.

The Fire Chief may assume command of all incidents that he responds to and shall provide the highest quality of fire protection, fire prevention, and emergency care to the citizens and businesses of Guilford and its visitors.

The Fire Chief shall be responsible for the day to day operation of the Guilford Fire Department.

The Fire Chief shall be responsible for the efficient operation of the department, and shall exercise all lawful powers of his office and shall issue such directive and procedure and guidelines and orders as are necessary to assure the effective performance of the Department.

The Fire Chief shall be considered as being on duty at all times, but when necessary to be absent shall inform the next ranking officer of his absence, to whom the Chief shall give all instruction necessary to perform the duties of the Chief.

This position works under the direction of the Board of Fire Commissioners

## **ASSISTANT CHIEF OF OPERATIONS**

Assistant Chief of Operations: works under the direction of the Chief of Department

The following is the responsibilities of the Assistant Chief of Operations:

1. To assume overall charge of the Department in the absence of the Chief.
2. May assumes responsibility of Incident Commander of all incidents the Guilford Fire Department responds to until relieved by an officer of higher rank.
3. Assisting in the directing the activities of both career and volunteer Firefighters.
4. Evaluate the training needs for the volunteers and career Firefighters and coordinate the training needs of the Department.
5. Assumes other duties as assigned by the Chief of Department.
6. Oversees and manages the training and record-keeping of the Guilford Fire Department as established by the Chief of the Department.
7. Preparation of the annual training plan for the Department and submission to the Chief of the Department.
8. Acts as Training Coordinator for the Company Officers.
9. Oversees the establishment and updating of individual training records for all Department personnel.
10. Oversees Department certification programs.
11. Oversees annual mandatory re-certification for OSHA Compliance
12. Both Assistant Chiefs will be responsible for overseeing the established Training Program for the Department.

## **1<sup>st</sup> ASSISTANT CHIEF**

1<sup>st</sup> Assistant Chief: Reports to the Chief of Department

The following is the responsibilities of the 1<sup>st</sup> Assistant Chief:

1. To assume overall charge of the Volunteer Fire Department in the absence of the Chief and Assistant Chief of Operations.
2. Assumes responsibility of Incident Commander of all incidents the Guilford Fire Department responds to until relieved by an officer of higher rank.
3. Supervises subordinate officers.
4. Supervises sectors as assigned by the Incident Commander.
5. Assumes other duties as assigned by the Chief of Department.
6. Oversees and manages the training and record-keeping of the Guilford Volunteer Fire Department as established by the Chief of the Department.
7. Preparation of the annual training plan for the Department and submission to the Chief of the Department.
8. Acts as Training Coordinator for the Company Officers.
9. Both Assistant Chiefs will be responsible for overseeing the established Training Program for the Department.

## **DEPUTY CHIEF**

Deputy Chief: Reports to the Chief of Department

The following are the roles and responsibilities of the Deputy Chief:

1. Acts as a liaison between their respective companies and the Chief of Department.
2. Assumes the responsibility of the Incident Commander of all incidents that the Guilford Fire Department responds to until relieved by an Officer of higher rank.
3. Assumes overall charge of Department in the absence of the Chief and the Assistant Chiefs.
4. Supervises subordinate officers on the fire ground.
5. Supervises sectors as assigned by the Incident Commander.
6. It is the responsibility of the Deputy Chief to assure that the Company Captain is implementing and maintaining all Departmental regulations and procedures as established by the Chief of Department and the Board of Fire Commissioners.
7. Assures that their respective Company Captains are providing appropriate training to levels as required in accordance with Guilford Fire Department, State, OSHA and Federal regulations.
8. Assists Company Captains in preparing the Company budget and assure that the budget is submitted to the Chief of Department.
9. Any other duties as assigned by the Chief of Department.
10. All Deputy Chiefs are of the same rank.

## CAPTAIN (Career)

Captain: Reports to the Assistant Chief of Operations

The following are the roles and responsibilities of a Career Captain:

1. In the absence of a higher ranking officer, the Captain shall assume the responsibility of the Incident Commander of all incidents that the Guilford Fire Department responds to until relieved by an Officer of higher rank.
2. Assumes overall charge of Department in the absence of the Chief, Assistant Chiefs and Deputy Chiefs.
3. Supervises subordinates on the fire ground.
4. Supervises sectors as assigned by the Incident Commander.
5. Responsible for implementing and maintaining Shift reports and records.
6. Responsible to assure that their Shift is ready to operate at any emergency that it may be called to.
7. Responsible for enforcement of all Department regulations and procedures.
8. Responsible for all equipment assigned to Guilford Fire Headquarters and to assure that it is in a state of readiness at all times.
9. Responsible for assignment of duties to their subordinates.
10. Shall be responsible for their Shifts training and assure that all training is in accordance with Guilford Fire Department policies as well as, State, Federal and OSHA regulations.
11. Responsible for training of Drivers and submitting an annual Driver's list to the Assistant Chief of Operations.
14. Responsible for all actions of their respective Shift.
15. Any other duties as assigned by a departmental Chief Officer.
16. A Career Captain will supersede a volunteer Captain.

**NOTE: In the absence of a career Captain an Acting Captain will fulfill the same job responsibilities as outlined in the above job description.**

**CAPTAIN** (Volunteer Firefighting Companies)

Captain: Reports to the Company's Deputy Chief

The following are the roles and responsibilities of a Captain of a firefighting company:

1. In the absence of a higher ranking officer, the Captain shall assume the responsibility of the Incident Commander of all incidents that the Guilford Fire Department responds to until relieved by an Officer of higher rank.
2. Assumes overall charge of Department in the absence of the Chief, Assistant Chiefs and Deputy Chiefs.
3. Supervises subordinates on the fire ground.
4. Supervises sectors as assigned by the Incident Commander.
5. Responsible for implementing and maintaining Company reports and records.
6. Responsible to assure that their Company is ready to operate at any emergency that it may be called to.
7. Responsible for enforcement of all Department and Company regulations and procedures.
8. Responsible for development, preparation and presentation of an operating budget for their respective company and submitting the same to their Company's Deputy Chief for review submission to the Chief's Office.
9. Responsible for all equipment assigned to their company and to assure same is in a state of readiness at all times.
10. Responsible for assignment of duties to their Company's lieutenants.
11. Shall assume the responsibilities of their Company's Deputy Chief in his absence.
12. Shall be responsible for their Company's training and assure that all training is in accordance with Guilford Fire Department policies and Training Committee standards as well as, State, Federal and OSHA regulations.
13. Responsible for training of Drivers and submitting an annual Driver's list to the Chief of Department.
14. Responsible for all actions of their respective Company.
15. Any other duties as assigned by a departmental Chief Officer.
16. All Volunteer Captains are of the same rank

## **CAPTAIN** (EMS Division)

Captains: Reports to the Chief of Department

The following are the roles and responsibilities of a Captain of the EMS Division.

1. Supervises subordinates at incident scenes.
2. Supervises sectors as assigned by the Incident Commander.
3. Responsible for implementing and maintaining Company reports and records.
4. Responsible to assure that their company is ready to operate at any emergency that it may respond to.
5. Responsible for enforcement of all Department and Company regulations and procedures.
6. Responsible for developing an operating budget for their respective unit and submitting same to the Chief of Department.
7. Responsible for all equipment assigned to their Unit and to assure the same is in a state of readiness at all times.
8. Responsible for assignment of duties to their respective Unit's Lieutenants.
9. Shall be responsible for their Unit's training and assure that all training is in accordance with Guilford Fire Department policies and Training Committee standards, State, Federal and OSHA regulations.
10. Responsible for all actions of their respective unit.
11. Any other duties as assigned by a Department Chief Officer.
12. EMS Division Captains are of the same rank.
13. Responsible for the training of drivers and submission of drivers list to the Chief of Department.



**LIEUTENANT** (Firefighting Company)

Lieutenant: Reports to their respective Company Captain.

The following are the roles and responsibilities of a Lieutenant of a firefighting company:

1. In the absence of any higher ranking officer, the Lieutenant shall assume the responsibilities of all incidents that the Guilford Fire Department responds to until relieved by an officer of higher rank.
2. Assumes the duties of their respective Company Captain in their absence.
3. Supervises subordinates on the fire ground.
4. Supervises sectors as assigned by the Incident Commander.
5. Conducts Company training at the direction of the Company Captain.
6. Any other duties as assigned by the Company Captain.

**LIEUTENANT** (EMS Division)

Lieutenant: Reports to their respective Company Captain.

The following are the roles and responsibilities of a Lieutenant of EMS Division:

1. In the absence of a higher ranking officer, the Lieutenant shall assume the responsibility of the Incident Commander until relieved by a higher ranking officer.
2. Assumes the duties of their respective Unit's Captain in their absence.
3. Supervises subordinates on the scenes of incidents.
4. Supervises sectors as assigned by the Incident Commander.
5. Conducts Unit training at the direction of their Unit Captain.
6. Any other duties as assigned by the Unit Captain.

## **DRIVERS**

Driver: Reports to their Company officers

1. In the absence of a higher ranking officer, the driver shall assume the responsibility of the Incident Commander of all incidents that the Guilford Fire Department responds to until relieved by an officer of higher rank.
2. Assumes the responsibility of a Lieutenant.

Guilford Fire Department  
Operations Division  
Organization Chart

