

SHAKOPEE FIRE DEPARTMENT

POLICY NO. 6:-

CHAIN OF COMMAND POLICY

Commented [JS1]: Not using policy number, just name

Introduction: This policy outlines the Chain of Command within the Shakopee Fire Department

Purpose: This requirement is to ensure that all fire personnel understand the Chain of Command and how it applies within the Fire Department

Policy: The Chain of Command shall be used by all fire personnel for all Fire Department business

1. The chain of command in order from highest ranking to lowest ranking:

- a) Fire Chief
- b) Assistant Fire Chief
- c) Deputy Fire Chief/ ~~Training, Engineering and~~ Fire Marshal
- d) ~~Station~~ Captain
- e) Lieutenant
- f) Firefighter

Commented [JS2]: Deputy Chief title changes to align with job descriptions

2. ~~Reporting structure:~~

- a) ~~Fire Chief reports to the City Administrator~~
- b) ~~Assistant Fire Chief reports to the Fire Chief~~
- c) ~~Fire Marshal reports to the Fire Chief~~
- d) ~~Deputy Chief reports to the Assistant Fire Chief~~
- e) ~~Station Captain reports to the Deputy Fire Chief~~
- f) ~~Lieutenant reports to the Station Captain~~
- g) ~~Firefighter reports to Lieutenant~~

Commented [JS3]: The chain of command follows the ranking. There is no need for this section.

3.2. The use of the Chain of Command requires all personnel of the Fire Department to work within his/her assigned sphere of authority and responsibility. The Chain of Command is the vehicle used for all orders, grievances, requests, or any other issues and its proper use by all personnel of the Fire Department is both necessary and mandatory.

- a) The Fire Department organization gives every officer a rank, and arranges these ranks in a hierarchical order designed to clearly explain who reports to who.
- b) All personnel of the Fire Department have a supervisor of higher rank. All ranks, except Firefighter, have subordinates whom officers of a higher rank are responsible for. For example, a Captain is responsible for Lieutenants and Firefighters.
- c) Each rank on ~~the~~ Shakopee Fire Department carries with it specific responsibilities. The higher the rank, the more responsibility that is afforded to that employee.
- d) All Firefighters will be assigned to an officer for administrative purposes.
- e) If a firefighter has a problem/issue or need other than on the scene of an emergency, the firefighter will address this to his/her assigned officer first. The firefighter's assigned officer will take such action as is necessary to resolve the problem/issue or need.
- f) If the assigned officer cannot or does not have the authority to resolve the problem/issue or need he/she are required to report it up the Chain of Command.

- g) Assigned officer assignments do not necessarily apply on the scene of an emergency. In these cases, the fire ground SOG shall be followed (National Incident Management System).
- h) All personnel of the Shakopee Fire Department shall work within the Chain of Command for ALL non-emergency situations.
- i) All orders given by higher ranking personnel to lower ranking personnel shall be followed unless they violate legal standards.