**Section 100 – Management & Administration**

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| General Rules & Administration - 100 | | | |
| S.O.P # 100.03 | **Chain of Command** | | Page: 1 of 2 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**100.03.01 Purpose**

The purpose of this SOP is to establish a policy concerning authority, direction, supervision and reporting structures within the district.

**100.03.02 Policy**

The district shall utilize a single rank structure in the execution of duties and responsibilities. Authorities as established by rank apply throughout the department for both operational and administrative duties and job functions.

**100.03.03 Board of Directors**

The Board of Directors, an elected body, is the absolute governing body of the District. The Board consists of five members with terms ranging from one to five years. Board Members shall not be an employee of the District.

**100.03.04 Rank Structure**

1. Chief
2. Assistant Chief
3. Captains
4. Paramedics, EMTIs, AEMTs, EMTs

**100.03.05 Executive Command Staff**

The Chief is the executive officer who answers directly to the Board of Directors. The Chief’s responsibilities are the day to day operation of the District, focusing on administration. The position of the Chief will be filled with a Paramedic. The position of the Chief is appointed by the Board of Directors.

The Assistant Chief (Asst. Chief) assumes all of the responsibilities of the Chief in the absence of the Chief. The Asst. Chief focus is on department operations. The position of Asst. Chief is appointed by the Board of Directors.

**100.03.06 Officers**

The District will have three Captain Positions. The Captains shall assume all of the responsibilities of the Chief or the Asst. Chief in their absence. Other responsibilities will be assigned to each Officer by the Chief. Each officer position will be appointed by the Chief.

**100.03.07 General Policy**

1. The chain of command shall be adhered to at all times.
2. Unauthorized deviation from this policy may result in disciplinary action.
3. At no time shall anyone issue a standing order that is contradictory to the orders and procedures established by the Chief.
4. Unless otherwise specified, personnel shall address all issues through the proper chain of command by first notifying their immediate supervisor.
5. If an employee is carrying out a direct order and they are unclear of their direction, they should contact their immediate supervisor. If the immediate supervisor does not have clarity or is unable to determine the propriety of the order, the issue shall proceed through the command chain until the clarity or the question of the propriety is settled.
6. If an employee takes an issue through the proper chain of command and it is not settled by their immediate supervisor, then the employee go to the next higher level in the chain of command.
7. If an employee is unable to reach or make contact with their immediate supervisor and the situation warrants immediate action, then the employee may reach out to the next highest-level officer in the chain of command.

**100.03.09 Operations Policy**

On-scene operations shall comply with the chain of command as established by the on-scene Incident Commander.