

**Manasquan Fire Department
Manasquan Fire District #1
Standard Operating Guideline**

100.01

**Title: Chain of Command and Delegation
of Authority**

**Date Issued: December 2006
Date Last Revised: NEW
Revision Number: NEW
Total Pages: 2**

Purpose: To establish a well-defined Chain of Command within the organizational structure of the Fire Department that will encompass all personnel.

Scope: This procedure is designed to outline for all personnel the direct chain of command they are to follow when addressing department 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. In addition, this procedure outlines the procedure for the delegation of authority within the Department.

General: In order for an organization such as a fire department to operate smoothly, there must be a defined chain of command, and it must be adhered to as closely as possible.

100.01.01. Chain of Command:

- An organizational chart has been provided which clearly depicts each position in relation to the established chain of command.
- All personnel should follow this chain of command. Some individuals have been given special responsibilities in addition to their normal duties. At times it will become necessary to have a direct contact with a member of management without following the direct chain of command. The Fire Chief shall be notified of any special responsibilities given to any of their personnel.
- On emergency scenes, the chain, by necessity, may be broken. For example, a company officer and or the Fire Chief may give an order directly to a firefighter and expect the firefighter to report directly back to him.

- There will be times when more than one order will be given at a time. Under absolutely no circumstances is any order to be ignored, or do only as you see fit.
- If you are given one order by an officer, and either before, or during your carrying out of that order, you are given an additional order by another officer, you must inform the other officer of your previous order. The second officer may permit you to carry out his or her order. If you are directed to carry out the second order, the officer who does so accepts the responsibility for the original officer's order.
- Obviously, the Fire Chief is the one person who has ultimate responsibility for the actions of the entire department; however, certain areas of responsibility and authority are delegated to other officers within the operation.
- In the absence of the Fire Chief the senior company officer will be in charge. In their absence the most senior firefighter or the Fire Chief's designee will be in charge of the Fire Department.