



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to identify the ranks of authority in the Russellville Fire Department and the major responsibilities of those ranks, detailed job descriptions of each rank are found in the fire department job descriptions.

It is the responsibility of all RFD personnel to be familiar with the various ranks of authority in the fire department and the major responsibilities of those ranks.

POLICY

The following is a listing of the ranks of authority in the fire department in decreasing order of authority and the major headings of responsibility of the rank.

- **Fire Chief** – Reports to the Mayor. Has ultimate responsibility for all personnel, their actions and activities, supervises departmental programs, services, facilities and operations, etc. Provides for short, medium and long range planning, coordinates departmental growth, etc. Responds to and Commands major incidents.
- **Division Chief(s)** – Second highest position of authority over all personnel in the department. Reports to the Fire Chief. A Division Chief has responsibility for all departmental activities related to a specific division within the department. Directly supervises area Program Managers. Responds to and fills Command Staff positions as needed on an emergency scene.
- **Battalion Chief(s)** – Second highest position of authority in the fire department. Reports to the Fire Chief. Shift Commanders have responsibility for all personnel assigned to their shift with direct supervisory responsibility over Station Captains assigned to their shift. Has primary Incident Command responsibility for incidents greater than single alarms.
- **Captain(s)** – First position of supervision above Firefighters. Reports to Battalion Chief/Shift Commander. Responsible for all firefighters assigned to Fire Company and or to assigned station with direct supervisory duties over assigned personnel. Responsible for all activities, operations, facilities, etc. of assigned Fire Company and personnel. Acts as initial Incident Commander for incidents responded to until properly relieved by Battalion Chief or higher ranking officer, acts as Incident Commander for small incidents.
- **Engineer(s)** – Drives assigned apparatus to and from fires and other emergencies. Performs duties as a Captain during his absence.
- **Firefighter(s)** – Ranked in order of departmental seniority. Reports to assigned Captain. Performs day to day job functions consistent with firefighting activities, EMS and Rescue activities and other duties.
- **Probationary Firefighter(s)** – Firefighters who have not completed 1 year of service with the Russellville Fire Department. Probationary Firefighters have no position of rank. Reports to assigned Captain. Performs day to day job functions consistent with Firefighter rank as directed by Captain or other Firefighters with delegated authority.

Approved

Fire Chief

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