



# ***Hillsborough County Fire Rescue***

## **POLICIES AND PROCEDURES MANUALS RULES & REGULATIONS**



**SECTION:** Administrative Policies  
**SUB-SECTION:** Administration – General  
**POLICY TITLE:** Organizational Structure  
**POLICY NUMBER:** 100.02  
**AUTHORIZATION:** William L. Nesmith

**EFFECTIVE DATE:** 1 March 2010  
**REVISION DATE:**  
**REVIEW DATE:**  
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William L. Nesmith, Fire Chief

1. The organizational structure for Hillsborough County Fire Rescue was developed, and exists, in order to facilitate and carry out the mission of providing the best service possible to the public, under the direction of the Fire Chief.
2. All members of Hillsborough County Fire Rescue will recognize and adhere to the organizational structure and Chain of Command in the carrying out of the Department's mission.
3. No member will intentionally circumvent the Chain of Command without the permission of their direct supervisor or sound extraordinary reasoning.
4. Operational matters conducted between Headquarters and "Field Personnel" will be handled directly by the Shift Commander (or Battalion Chief when appropriate) unless an exception is specifically authorized by the Shift Commander.
5. Hillsborough County Fire Rescue Executive Staff positions are as follows: (the included descriptions are meant to give a brief and generalized view of staff responsibility but are not meant to be an exhaustive or all inclusive job description).
  - a. Assistant Chief for Operations
    - i. Assumes the capacity of Departmental Head in the absence of the Fire Chief (unless otherwise specifically designated by the Fire Chief).
    - ii. Responsible for ALL daily operational procedures of field personnel.
  - b. Assistant Chief for Administration
    - i. Assumes the capacity of Departmental Head in the absence of the Fire Chief and Assistant Chief for Operations (unless otherwise specifically designated by the Fire Chief).
    - ii. Responsible for all Administrative functions with regard to department infrastructure, budgeting, and finance.
  - c. Rescue Chief (Division Chief)
    - i. The Chief Medical Officer of the Department responsible for working with the Medical Director and Quality Improvement Chief in developing, implementing, and monitoring patient care operations.
  - d. Personnel Chief (Division Chief)
    - i. Responsible for the administrative direction of the departments Human Resources.
  - e. Fire Marshal (Division Chief of Fire Prevention/Investigation Services)
    - i. Responsible for overseeing and directing all Fire Inspections, Fire Investigations, and Public Education/Fire Prevention activities.
  - f. Special Operations Chief (Division Chief)
    - i. Organizes, directs, and oversees all specialized teams within the Department. Areas of responsibility include, but are not limited to, Technical Rescue, Hazardous Materials, Medical Special Operations, and other technical areas as assigned by the Assistant Chief for Operations.
  - g. Shift Commanders (Division Chiefs)
    - i. Responsible for the daily operations of all field personnel (except Fire Prevention) assigned to their designated platoon.
  - h. Fiscal Manager (Civilian position with the assimilated rank equivalent to a Division Chief)
    - i. Chief Financial Officer responsible for the oversight all financial and budgetary accounting for the Department.



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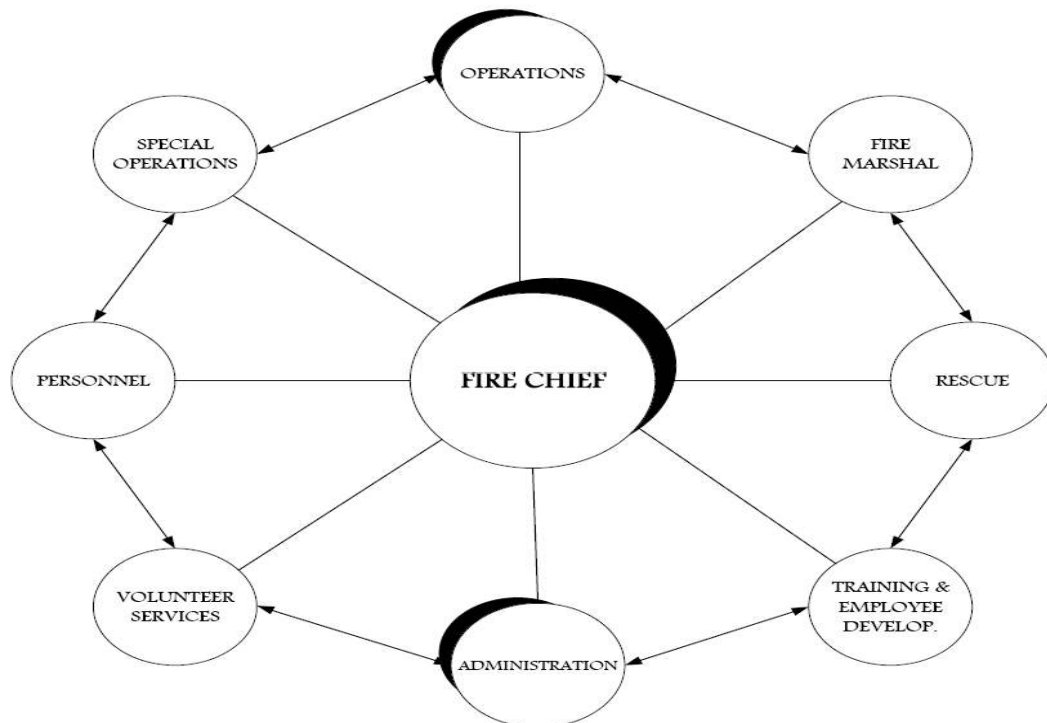
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- i. Chief of Education & Employee Development (Division Chief)
    - i. Oversees the processes involved in developing, distributing, and facilitating the initial and ongoing training, certifying, and testing of Department members to ensure that all members are adequately prepared to fulfill the Departments mission.
  - j. Chief of Volunteer Services (Division Chief)
    - i. Assist in the administrative and operational organization and guidance of all volunteer members of the department.
6. The following are other key Managerial/Supervisory positions involved in the day-to-day success of the Department's mission.
- a. Quality Management Chief (Section Chief)
    - i. Uniformed manager working under the direction of the Rescue Chief responsible for reviewing and assessing the quality of care provided to the public by members of the Department.
  - b. Technology Section Manager (Civilian position with the assimilated rank equivalent to a Section Chief)
    - i. Civilian manager working under the direction of the Assistant Chief of Administration overseeing the processes involved in providing all the logistical support needed by our facilities and members.
  - c. Manager of Facilities and Projects (Civilian position with the assimilated rank equivalent to a Section Chief)
    - i. Civilian manager working under the direction of the Assistant Chief of Administration who develops, supports, and manages the current and future needs of the Department's infrastructure.
7. Hillsborough County Fire Rescue  
Divisional Structure





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