

**Chapter I Administration**

**Subject 2 Organizational Structure**

**102.01 Purpose**

- A. To describe the duties and responsibilities of the positions within the Cincinnati Fire Department.
- B. To provide members with an understanding of the Cincinnati Fire Department's organizational structure.
- C. To provide members with an understanding of the various relationships and functions of the Fire Department Divisions.

**102.03 Policy**

- A. A list of all Fire Department positions including their duties and responsibilities shall be contained in the Procedure Manual.
- B. The Procedure Manual shall contain a description of the formal organization of the Fire Department.
- C. Fire Department members shall be aware of the Fire Department's formal organizational structure and chain of command.

**102.05 Objective**

- A. To list and define functional positions in the Fire Department thereby promoting a better understanding of the Fire Department's organization and function.

**102.07 Fire Department**

- A. The Fire Department is organized as a Department in the city under authority of the Administrative Code of the City of Cincinnati.

**102.09 Organizational Structure**

- A. The organizational structure of the Cincinnati Fire Department is the traditional pyramid type that is also common to military organizations. The chain of command type structure leaves little doubt as to who is in charge of an incident.
- B. The pyramid type of organization permits the ready exercise of authority at all levels of the organization and maximum effectiveness in the accomplishment of the work. The structure

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of the organization determines the role or function of each supervisor. The supervisor is an integral part of the chain of command and as such transmits authority to the next lower level of the organization.

- C. Members are to use the chain of command upward, downward and laterally in conducting routine Fire Department business and during emergency situations. Members are to strictly adhere to the chain of command reporting to only those supervisors ranking directly above and transmitting orders only to those members ranking directly below.

Communications of ordinary, routine nature, e.g. payroll requests, should be submitted to the Administrative Office on a F-47. Appointments are required for any visit to the Administrative Offices of the Fire Department.

- D. In emergencies, the chain of command may be violated if warranted. Members violating the chain shall be prepared to justify their actions if challenged.
- E. This chain of command structure extends to the City Manager and all other Department Heads under the City Manager. Members shall not violate the chain of command except as permitted in Section 102.09 D.
- F. Routine business requiring information from the Fire Department Administrative Office shall follow the chain of command. Information (leave balance, injury status, etc.) will be requested in writing on a F-47. If it becomes necessary to visit Fire Department Headquarters an appointment is required.

### **102.11 Fire Chief (Car 1)**

- A. The Fire Chief is at the top of the pyramid structure in the Cincinnati Fire Department. Authority is derived from the city charter and is passed to lower levels of the Department by the structure of the Department.
- B. The Fire Chief is the commanding officer of the Fire Department.
- C. The Fire Department is responsible for protection of life and property from fire, explosion and other related incidents. As commander; the Fire Chief must assure the delivery of this service to all within the City of Cincinnati.
- D. The Fire Chief determines and establishes the policies of the department and delegates duties and responsibilities to department members.
- E. The Fire Chief is responsible for:
  - 1. The staffing of the Department.
  - 2. Assigning duties to the Department members in order to accomplish the Department's goals.
  - 3. Maintaining an adequate number of firefighters fully trained and equipped together

with an adequate force of officers.

4. Has the authority to suspend the unit system in an extreme emergency.

5. Inspects or directs inspection of all units to determine their readiness and efficiency.

- F. The Fire Chief is responsible for the enforcement of the Cincinnati Fire Prevention Code and other laws dealing with public safety and is also responsible for the education of the public in fire safety and fire prevention.
- G. The Fire Chief is responsible for the extinguishment of fires throughout the city and when approved by the City Manager, in areas outside the City. Authorizes response to areas outside the City which have valid mutual aid agreements or valid fire protection contracts.
- H. The Fire Chief is responsible for investigation of all fires to determine cause and prosecute those persons who violate laws and ordinances involving carelessness or criminal acts with fire.
- I. The Fire Chief is responsible for the enforcement of discipline throughout the Department and holds subordinate officers responsible for their commands. Has the authority to suspend from duty any member of the Fire Department for violation of laws, ordinances, policies or procedures of the Fire Department. Is responsible for investigation of complaints from citizens involving Fire Department members.
- J. The Fire Chief is responsible for the Fire Department budget, overseeing its preparation, implementation and expenditures. Is responsible for the procurement of equipment and supplies for the entire department.
- K. The Fire Chief must maintain a high level of morale and efficiency in the Fire Department.
- L. The Fire Chief promotes a public relations program to establish and maintain public consciousness of the department.
- M. The Fire Chief reports to the City Manager any member of the Fire Department who by reason of age, disease, accident or other disability, cannot properly perform the duties to which he is assigned.

#### **102.13 Assistant Fire Chief**

There are four divisions in the Cincinnati Fire Department. They are: Administrative Services, Operations, Human Resources and Fire Prevention. Each division is commanded by an Assistant Fire Chief who is subordinate to and answers directly to the Fire Chief.

- A. Administrative Services Division (Car 2) – The activities listed below are assigned to the Assistant Chief in command of the Administrative Services.
  - 1. Establishing specifications for the purchase of goods, insuring compliance with

specifications for items purchased, purchasing and accepting fire apparatus in cooperation with the Municipal Garage.

2. Assignment of apparatus throughout the department.
3. Liaison to City Purchasing on specifications, orders and acceptance of furnishings, equipment and supplies for the department.
4. Supervision of the inspection and record keeping on all buildings, equipment and furnishings of the department.
5. Procurement, record keeping and disbursing of supplies for the department.
6. Supervision of all maintenance and repairs of equipment, buildings and apparatus of the Fire Department
7. Oversight of the Homeland Security Branch.
8. Liaison to the City Architect in the planning and construction of Fire Stations for the Fire Department.
9. Liaison to the Water Works to insure an adequate water supply for firefighting activities.
10. Preparation of the annual report.

B. Operations Division (Car 3) – The Assistant Chief of this division has direct responsibility for the daily activities of the four (4) Districts and the operational units under their command as defined, but not limited to the following:

1. Fire suppression operations.
2. Fire Prevention activities of suppression companies.
3. Paramedic and EMS operations.
4. Hazardous materials operations.
5. Explosive ordinance devices.
6. Technical Rescue Operations.
7. Water Emergency response resources (Zodiac and Fire Boats)
8. Compilation of monthly and annual reports of suppression related activities of all fire companies.
9. Investigation of vehicular accidents of suppression resources.

C. Human Resources Division (Car 4) – The Assistant Chief in command of this division has control over all of the training of the Fire Department and personnel matters of the

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department. Listed below are activities assigned to the Human Resources Division Assistant Chief:

1. Training of the fire recruits for the department
2. Continuing education of all members of the department.
3. Testing new equipment and writing procedures for the proper use of department equipment
4. Preparation of drawings of major fires and critique of operations at those fires.
5. Observing and correcting the work of fire companies at fires, or other emergencies when deviations from standard practice or improper, unsafe methods are observed.
6. Maintaining an effective drill program for the Fire Department.
7. Supervision of courses of instruction to members in all phases of Fire Department operations.
8. Periodic examination of members to determine any weaknesses in the training program or in the members themselves.
9. Investigations of personnel matters.
10. Assisting Civil Service in the preparation of promotional exams.
11. Inspection of uniforms and fire clothes throughout the department. District Chiefs can be assigned to perform the inspections.
12. Responsible for supervision of the Internal Investigation Section.
13. The public relations program, media releases and Fire Department projects in cooperation with public and private organizations.

D. Fire Prevention Division (Car 5) – The Assistant Chief in command of the Fire Prevention Division has the following activities under his jurisdiction:

1. Supervision of the inspection of buildings, premises and structures for fire hazards.
2. Enforcement of Fire Prevention laws and regulations as described in the Cincinnati Fire Prevention Code, Cincinnati Building Code, Zoning Code, Cincinnati Municipal Code and Hazardous Materials codes and regulations.
3. Maintaining and enforcing the Permit Program.
4. Operation of the Fire Investigation Unit to determine fire causes and prosecute those who start illegal fires.
5. Maintaining records and reports of the Fire Prevention Division.

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- E. An Assistant Chief is in command at major incidents until the arrival of the Fire Chief, makes necessary reports, then assists in commanding and directing operations.
- F. The Assistant Chief is responsible for the maintenance of discipline and for the enforcement of laws, ordinances and procedures. Has the right to issue orders to and command the services of any member of the Fire Department who is subordinate in rank. Holds subordinate officers responsible for their commands. Has the authority to suspend from duty any member of the Fire Department for violation of laws, ordinances or procedures of the Fire Department. This suspension is subject to review by the Fire Chief or Acting Fire Chief.
- G. An Assistant Chief is responsible for the property, equipment and apparatus assigned to the Division commanded.
- H. In the absence of the Fire Chief, the Assistant Fire Chief designated as Acting Chief or Duty Chief shall have the full authority of the Fire Chief until properly relieved or for the duration of the Chief's absence.

### **102.15 District Chief**

- A. In the functional chain of command, the District Chief is directly below Assistant Chief in rank.
- B. The District Chief is responsible for all of the buildings, apparatus and equipment of the district or Division on his assigned tour of duty.
- C. Is responsible for distributing available manpower in order to form the most efficient unit possible.
- D. Is responsible for efficient operation of companies at incidents responded to unless relieved by a superior officer.
- E. Is responsible for discipline in their Division or district.
- F. Is responsible for the proficiency of the companies commanded in firefighting and other emergency responses. Insures proficiency of fire companies by observing drills and conducting combined drills within the district.
- G. Is responsible for supervising the inspection program for those companies commanded.
- H. Conducts Tactical Inspections of buildings for pre-fire planning.
- I. Is responsible for the proper reporting of incidents and routine reports from the district or Division.
- J. Is responsible for the proper record keeping in their district, including the personnel records and district manpower roster for their unit or Division.
- K. In the absence of a company officer, assigns an acting officer.

- L. Is responsible for proper transmission of information to the companies commanded.
- M. 40 hour District Chiefs are assigned to various Fire Department Divisions and during such assignments carry out special duties consistent with Division objectives.
- N. District Chief of Communications (Car 201)
  - Is responsible for dispatch operations on all shifts, the oversight and management of the electronic equipment used, excluding the computer and telephone systems, and for the liaison to the Police Communications Section and Telecommunications Department.
- O. District Chief of EMS Operations (EMS 1)
  - Is responsible for the management of department's EMS operations and advising the Assistant Chief of Operations on matters related to EMS Operations.
- P. District Chief of Resource Management Unit
- Q. District Chief of Training
- R. District Chief of Operations
- S. District Chief of Special Operations
- T. District Chief of Risk Management

#### **102.17 Fire Captain – Company Commander**

- A. As Company Commander, the Fire Captain is directly below the District Chief. The company structure violates the unity of command principle by strict interpretation. Lieutenants answer to the Company Commander regarding functions assigned to the company such as inspecting, housework and other routine activities. The same Lieutenants report directly to the District Chief during fire suppression and other emergency operations.
- B. As Company Commander, is responsible for the actions and discipline of all members of the company.
- C. As Company Commander, is responsible for the continuing fire inspection and fire hydrant maintenance programs of the company according to operational guidelines.
- D. As Company Commander, is responsible to be familiar with hazardous conditions, streets, and water supply in first alarm response area.
- E. As Company Commander, is responsible for condition and maintenance of their quarters, apparatus and equipment assigned to the company.
- F. Engine Company Captains are assigned as the house captain, responsible for the general condition of the entire fire station, all reports relative to the building and grounds and for arrangement of watch duties. The program for accomplishing these duties must have the approval of the District Chief.

- G. As Company Commander, is responsible for the maintenance of records and proper communications of the company.
- H. As Company Commander, is responsible for proper response to fires and other emergencies. Determines route, method of combating a fire or resolving other emergencies and directs operation of other companies until relieved of command by a superior officer.
- I. As Company Commander, is responsible for the inspection of uniforms and fire clothes on a quarterly basis coinciding with quarterly inspection. Coordinates inspection of all three units of the company.
- J. As Company Commander, is responsible for keeping an adequate amount of supplies on hand. Ensures economical use of these supplies by proper supervision.
- K. Responsible for the training of members of the company, must ensure that the drill program is conducted and that members can perform all necessary tasks.
- L. As Company Commander, is responsible for the collecting and safeguarding of assessments including distribution of monies through channels. All money forwarded will be in the form of checks (NO CASH).
- M. Fire Captains are assigned as Acting District Chief. When assigned as Acting District Chief, assumes the duties and responsibilities of a District Chief and has the same authority as a regular District Chief when so assigned.

**102.19 Fire Captain, Fire Prevention Division (FPB)**

- A. Specializes in fire code interpretation and supervision of Fire Specialists.
- B. Works as liaison between Fire Department and other city agencies and the office of the State Fire Marshall.
- C. Is the Fire Department's representative on the Building Department's Board of Appeals.
- D. Is subject to fire duty.

**102.21 Fire Captain, Supervisor of Hydrants and Apparatus Maintenance**

- A. Will act as liaison between the Fire Department and the Municipal Garage.
- B. Assists the Assistant Chief of the Administrative Division in determining specifications, purchasing and testing of apparatus.
- C. Is responsible for maintaining records of repairs to apparatus and fire hydrants.
- D. Will act as liaison between the Fire Department and the Water Works.
- E. Is subject to fire duty.



**102.23 Fire Captain, Operations Division**

- A. Is assigned to the Operations Division.
- B. Duties include assisting with:
  - 1. Staffing and scheduling
  - 2. Management of Emergency Medical Service
  - 3. Other operations duties as directed
- C. Is subject to fire duty.

**102.24 Fire Captain, Special Events**

- A. Is assigned to Administrative Services Division and will act as liaison between the Fire Department and other City Departments in regard to Special Events.
- B. Has the responsibility for the planning and coordination of all special events with the event producer and other City Departments.
- C. Is responsible for enforcement of code and departmental requirements for special events.
- D. Under the direction of the Administrative Services Division Assistant Chief, has the authority to contact any member of a district or Division in matters pertaining to special events.
- E. Is responsible for the supervision of all special events.
- F. Is subject to fire duty in an emergency.

**102.25 Fire Captain, Commander Internal Investigations**

- A. Is responsible for the Supervision of Fire Lieutenant(s) assigned to Internal Investigation Section.
- B. Reviews investigations for completeness and determining the seriousness of the charges.
- C. Determines which step in the chain of command is appropriate to handle the discipline for cases investigated. If necessary, the Internal Investigations Commander will arrange for a formal hearing through the Assistant Chief of the Human Resources Division.
- D. Is responsible for record keeping and maintaining the confidentiality of case records.
- E. Is subject to fire duty.

**102.27 Fire Lieutenant**

- A. Is in command of the unit of a fire company to which assigned. Assumes the duties and responsibilities of the Fire Captain during tour of duty, but should not make changes in company routine unless approved by the Fire Captain, or upon orders of a superior officer. Assists the Fire Captain in administering the affairs of the company and performs duties as directed by the Fire Captain.
- B. Is responsible for maintaining discipline and enforcement of policies and procedures of the Fire Department during tour of duty.
- C. Records required information in the proper diary and fully advises the relieving officer of activities during his tour of duty.
- D. Is responsible for the accuracy and completeness of all reports submitted during tour of duty.
- E. Is responsible for the overall condition of the portion of fire station, apparatus and equipment assigned to the company during tour of duty.
- F. If assigned to an engine company, is the house officer and is responsible for the condition of the entire fire station.
- G. During prolonged absences of the Captain, the senior Lieutenant assumes the duties of the Company Commander.
- H. Fire Lieutenants are also assigned to various Divisions. During such assignment, they carry out special duties consistent with Division objectives.

**102.29 Fire Lieutenant, Paramedic (ALS Supervisors)**

- A. Directs daily CFD EMS field operations, reporting directly to EMS 1. These duties include, scheduling riders and observers, investigating minor complaints, coordinating apparatus and equipment repairs, issuing replacement drugs and supplies, and any other special duties assigned by EMS 1.
- B. Provides EMS quality assurance including accuracy of reports, run reviews, field audits, apparatus inspections and complaint investigation.
- C. Directs rehab operations at the fire scene, reporting directly to the Incident Commander.
- D. Investigates all blood borne and airborne exposures.
- E. Examines and treats minor injuries involving police and fire personnel and provides proper referral if necessary.

**102.31 Fire Lieutenant, Internal Investigation**

- A. The Lieutenants are the primary investigators. They will investigate any allegations or charges brought to their attention that involve members of the Fire Department.
- B. They will prepare the proper reports with their findings and submit them to the Commander of Internal Investigations.
- C. They are subject to fire duty.

**102.33 Acting Officer**

- A. Assumes the duties and responsibilities of a Fire Lieutenant and has the same authority as a regular Fire Lieutenant when assigned as an Acting Officer, except for issuing written reprimands.

**102.35 Fire Apparatus Operator**

- A. Is responsible for the driving and maintenance of the apparatus assigned to their company as stipulated in the Procedures and Driver's Manuals.
- B. Is responsible for the operational readiness of the vehicle(s) assigned to the company.
- C. Is responsible for reporting all defects pertaining to apparatus assigned to the company.
- D. Is responsible for accounting for the equipment assigned to the apparatus.
- E. Is responsible for notifying the officer of needed supplies.
- F. Is responsible for properly operating the apparatus according to operational guidelines.
- G. The FAO assigned to the engine company tends to the house heating, ventilation and air conditioning system, as well as the hot water system. Takes action necessary to assure proper operation and reports defects to the house officer.

**102.37 Fire Fighter Paramedic**

- A. Is responsible for records and reports for the medic unit.
- B. Is responsible for the maintenance of the unit.
- C. Is responsible for the preparedness of the unit.
- D. The Paramedic Training Officer (PTO) is in charge of the Medic Unit. In the event that PTO is not on the Medic Unit, a fire fighter paramedic will be in charge. An exception exists to the in-charge status should a Fire Lieutenant or Fire Captain be assigned in which case the highest ranking officer is in charge. If not a paramedic, the paramedic shall be responsible for medical decision not the ranking Officer.

**102.39 Fire Prevention Specialist**

- A. Fire Specialists are assigned to the Fire Prevention Division as Fire Investigators or Fire Prevention Inspectors.
- B. Fire Investigators determine fire causes including preparation for trial and court appearances.
- C. Fire Prevention Inspectors are assigned to a specialized Fire Prevention category, performing inspections within their specialty area as required. They also review plans, witness fire protection systems tests and other code enforcement duties as assigned.
- D. Keep records and reports as required.

**102.41 Fire Fighters**

- A. Directly responsible to the company officer following orders and carrying out assignments.
- B. Required to know all Fire Department Procedures, rules and evolutions.
- C. Must be able to perform all tasks associated with fundamental firefighting skills and the CFD supplemental Drill Manual.
- D. May be assigned as Acting Officer or Acting FAO and should qualify for these positions.
- E. Is responsible for inspecting buildings in accordance with Fire Department guidelines.
- F. Is responsible for the servicing and testing of fire hydrants in accordance with Fire Department operational guidelines.
- G. Is responsible for the cleaning and maintenance of the equipment and fire station as assigned.
- H. Performs duties and tasks assigned by an officer or acting officer.
- I. Fire Fighter Step Ups:

Recruit-	While at the Fire Training Center
PR	For 1 year after Fire Recruit Training
FFI	1 year after being stepped up from PR
FFII	1 year after being stepped up from FFI
FFIII	1 year after being stepped up from FFII
FFIV	1 year after being stepped up from FFIII. Highest Fire Fighter level.

Step ups are not automatic and will not be granted if criteria in A thru H is not achieved.