

Standard Operating Guidelines

ORGANIZATION

Guideline # 120.01

Date: 1/09 R

PURPOSE

- A. To provide members with a description and understanding of the Jackson Fire District's formal organizational structure.
- B. To provide members with an understanding of the various relationships and functions of the Fire Districts subdivisions.

POLICY

- A. The Operations Manual shall contain a description of the formal organization of the Fire District.
- B. Fire District members shall be aware of the Districts formal organizational structure and chain of command.

FIRE DISTRICT

- A. Non-fire ground issues shall follow the career chain of command or the volunteer chain of command depending on District affiliation.
- B. The Fire District is responsible for protection of life and property from fire, explosion, panic, existing fire code compliance, and other related incidents.
- C. The Fire District provides a full range of services to the citizens of the community including:
 - 1. Fire suppression and rescue.
 - 2. Fire prevention
 - 3. Fire protection planning.
 - 4. Pre-fire planning.
 - 5. Public fire safety education.
 - 6. Miscellaneous public service.
 - 7. Building Fire code enforcement.
- D. The District is broken into two groups. The Volunteers (Company) who cover around the clock when available and the Career (department) who cover day time calls.
- E. The Fire District participates with neighboring jurisdictions in automatic aid, mutual aid, and contractual agreements for fire suppression.
- F. The Fire District is divided into three (3) divisions: Administration, Fire Fighting, Bureau of Fire Safety.

ADMINISTRATIVE DIVISION

- A. The Administrative Division shall consist of the Company Chief, District Chief and such personnel as may be authorized.
- B. Each Chief is responsible to the Commissioners for the proper administration, expenditures of funds, efficient functioning in the prevention and control of fires, and all functions of the overall operation of their respective area.

FIREFIGHTING DIVISION

- A. The fire suppression shifts carry out numerous activities and functions, including fire suppression, rescue, public assistance, fire company training, pre-fire planning, fire prevention, public education, fire hydrant maintenance, and maintenance of Fire District apparatus, equipment and facilities.

BUREAU OF FIRE SAFETY DIVISION

- A. The Bureau of Fire Safety Division shall be commanded by a Fire Official and will consist of such personnel as may be authorized.
- B. The Fire Official is the chief code official and is responsible for the enforcement of laws and regulations pertaining to the protection of lives and property and for the efficient operation of the Bureau of Fire Safety.
- C. The activities of this division include: Pre-planning, Uniform Fire Code enforcement, Public Education, Record Keeping.

Approved:

Date:

Chief:

Date:

Chief