


HR LF	HR HF	Fire Department Town of Belmont NH 03220	<b>STANDARD OPERATING GUIDELINE</b>	<b>SOG NO: ADM 10-001-3</b>
LR LF	LR HF			EFFECTIVE DATE: 09/13/2010 Revised: 03/11/2013
			Title: WHO'S IN CHARGE	<b>REVISION NO: 03</b>

**I) PURPOSE, SCOPE, APPLICATION**

- A) The purpose of this guideline is to establish who is in charge (or command) in various situations that occur within the department.
- B) This Standard Operating Guideline shall cover:
  - 1) Who is in charge in the station
  - 2) Who is in charge on the fire ground
- C) This guideline will apply during regular duty hours, training, emergency call back.

**II) REFERENCE DOCUMENTS**

- A) N/A

**III) DEFINITIONS**

- A) N/A

**IV) ROLES AND RESPONSIBILITIES**

- A) It will be the responsibility of all department personnel to know and understand this Guideline

**V) SAFETY**

- A) It is critical that all personnel know who is in charge both at the scene of an incident and in the station in order to ensure the safety of all members of the department


**VI) ENFORCEMENT**

- A) Failure to understand and follow this Standard Operating guideline may result in disciplinary action.
- B) Any deviation from this guideline may require a written report to the Officer in Charge and the Deputy Chief.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

**VII) STANDARD OPERATING GUIDELINE**

- A) In Station
  - 1) When the shift Lieutenant is on duty, he/she is in command of the shift
  - 2) When the shift Lieutenant is off duty, the Overtime Lieutenant is in command of the shift.

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- 3) When the on duty shift Lieutenant is not available in the station, the following personnel shall assume command of all station personnel (callback, on-duty, call division...). If no personnel are available in the first group, command automatically drops to the next group
- (a) Senior Lieutenant in house
  - (b) On duty Senior Career Firefighter
  - (c) Senior Career Firefighter
  - (d) Call Lieutenant
  - (e) Call Firefighter


- 4) Personnel Issues
- (a) Personnel issues shall be handled using the chain of command as detailed in the department organizational chart

- B) On the fire ground
- 1) Follow the same guidelines as section A in this Standard Operating Guideline.

**NOTE:** When present, The Fire Chief or Deputy Chief has the ability to take charge of any incident or situation either on the scene or in the station. The Chief reserves the right to designate who is in charge both in house and on scene. It is not the intention of the SOG to limit the on scene officer's ability to assign personnel as they may deem necessary to effectively mitigate any incident.

**VIII) RECORDS, REPORTS, CHARTS**

- A) 120601 Belmont Fire Department Organizational Chart

<b><u>AUTHENTICATION</u></b>	Sog Review Dates: 03/11/2013 dlp 03/10/2014 dlp
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