TOLEDO FIRE & RESCUE DEPARTMENT

# Article I - Toledo Fire and Rescue Department

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### Section 1 - Government

**A.** The Toledo Fire and Rescue Department (TFRD) shall be governed in conformity with the laws of the United States, the State of Ohio, the City of Toledo, the rules of the Toledo Civil Service Commission, these Rules and Regulations, and other manuals, orders, policies, and procedures issued by the Fire Chief.

**B.** These Rules and Regulations shall become effective on the first day of January 1, 2002, and shall supersede all TFRD's orders, rules, directives, and regulations in conflict therewith.

**C.** The Fire Chief shall have the right at any time, subject to the approval of the Safety Director, to amend, revoke, or make an exception to any of these Rules and Regulations.

**D.** All members of TFRD shall familiarize themselves with these Rules and Regulations and all officers will be responsible for their strict enforcement. A copy of these Rules and Regulations shall be accessible to all members.

**E.** All manuals, procedures, rules, policies, directives, or other orders issued by the Fire Chief, relative to the discipline, duties, and powers of the members of the Department, shall be recognized and have the same force and effect as these Rules and Regulations.

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### Section 2 - Organization

**A.** The Fire Chief shall organize TFRD into such companies, districts, platoons, bureaus, or other line or staff sections as necessary. The Chief shall prescribe the hours of work for all TFRD members, consistent with the ordinances of the City of Toledo, and any other laws that may apply.

**B.** Line personnel shall consist of those members assigned to fire companies or stations who normally respond on or with apparatus to the scene of a fire or other emergency. Line personnel shall be

organized into such companies, districts, platoons, or other administrative departments as the Fire Chief may determine. This shall not preclude staff personnel from responding to emergencies.

**C.** Fire companies shall consist of one or more units of fire and rescue apparatus and its equipment, together with the number of personnel assigned by the Chief, under the direct command of a Company Officer. Companies shall be identified by number.

**D.** Districts shall be under the direct command of a Battalion Chief and shall consist of such stations and fire companies as the Fire Chief may determine.

**E.** Platoons shall consist of groups of districts and shall be assigned a definite working arrangement or schedule in order to properly perform the duties of TFRD. A Deputy Chief, designated by the Fire Chief, will be in charge of the platoons.

**F.** Staff personnel shall be members assigned to perform advisory, technical, administrative, and other specialized functions as determined by the Fire Chief.

**G.** The Fire Chief may establish such bureaus, sections, or other units for performing specialized functions as necessary. The various staff organizations and functions will be under the direct control and supervision of such department members or officers as the Chief may determine.

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**Section 3 - Administration**

**A.** All reports, requests, and communications shall be sent to the proper authority through the proper channels. All communications sent to the Fire Chief shall also go through channels. Ascending, the proper channels for communications are:

- 1) Company Officer
- 2) Battalion Chief
- 3) Deputy Chief
- 4) Fire Chief.

Descending communications will follow the reverse order to that shown. All required reports, requests, and communications shall be forwarded to the proper office, bureau, or station.

**B.** All reports, requests, and communications are to be signed or initialed by each officer in the chain of command, together with their comments and/or recommendations, and forwarded without delay to the next higher authority until said report, request, or communication reaches its proper destination.

**C.** In an emergency, verbal reports, requests, or communications may be directed to the supervising authority concerned, provided that they are followed without delay by a written copy of the matter under discussion.

**D.** Chief Officers and Company Officers shall advise their respective reliefs of all matters of TFRD’s business and policies arising or occurring during their respective tours of duty.

### Section 4 - Member in an Acting Position

When an existing vacancy is filled by the assignment of a member in an acting position, the member so assigned will assume the full duties and authority of the position to which the member is assigned, together with the full responsibility that such position entails.

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