TOLEDO FIRE & RESCUE DEPARTMENT

Article III - Executive Fire Officer / Assistant Chief

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Section 1 - Authority

A. The Assistant Chief shall be from the Chief rank and shall be appointed by the Fire Chief to serve as Assistant Fire Chief.

B. The Assistant Chief shall be next in rank to the Fire Chief and shall have such bureaus and subsections reporting to the officer as the Fire Chief may designate.

C. In the event of the absence or incapacity of the Fire Chief, the Assistant Chief shall assume the duties, responsibilities, and authority of the Fire Chief. Such assumption of duties shall be temporary and be approved by the Safety Director.

Section 2 - Duties and Responsibilities

A. Shall report and be responsible to the Fire Chief for the members' conduct and actions and for the general management, discipline, efficiency, performance, and training of all members of TFRD.

B. Shall receive reports, requests, and other communications as may arise from members under the officer's command and shall forward them as designated by the Fire Chief, together with their comments and approval or disapproval. Any matter of an unusual or extraordinarily non-routine nature shall be brought immediately to the attention of the Fire Chief.

C. Shall cause an accurate record to be kept of all members of the Department and such records shall show names, dates on and off duty, absences due to injury, illness, vacation, or any other reason, with or without proper authority.

D. Shall cause an accurate record to be kept of all general and special orders, directives, forms, and notices issued to the Department.

E. Shall recommend to the Fire Chief such work rules and regulations as they believe will produce the

most efficient operation of the members of the Department. Such rules and operating procedures shall be instituted through the Procedures Manual by the Fire Chief.

F. Shall cause an annual review and update of the directives of the Department for possible

inclusion in the Procedures Manual in the sections related to their areas of responsibility.

G. Will be responsible for an annual review and update of any Emergency Operations Plan in consultation with the Fire Chief.

H. Shall perform such other duties as the Fire Chief may require.

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