TOLEDO FIRE & RESCUE DEPARTMENT

Article XV - Station Commanders

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Section 1 - Authority

A. Station Commanders shall hold the rank of Captain and shall be next in rank to Battalion Chief.

B. In the event of the absence or incapacity of a Battalion Chief, a Captain may be assigned temporarily to assume the rank, duties, authority and responsibilities of the Battalion Chief.

Section 2 - Duties and Responsibilities

A. They shall perform such duties as higher authority prescribe.

B. Captains, upon being designated Station Commanders, shall make a careful examination and inventory of all TFRD property to be in their charge, and acknowledge receipt only for what is shown or satisfactorily accounted for, as they will be held responsible for any and all property for which they acknowledge receipt.

C. Station Commanders shall be responsible for the condition of their station and all the apparatus and equipment of TFRD stored therein.

D. Station Commanders shall be responsible for the requisitioning and issuance of housekeeping supplies. They shall make arrangements for, and the supervision of, all routine maintenance of apparatus and equipment used and/or stored in their station.

E. They shall establish house rules, regulating the work and conduct of members and units in the station. They shall formulate such work schedules that will maintain the station and equipment therein in a clean, sanitary, and serviceable condition at all times. Such rules or work schedules shall conform to the standards as published by the Chief.

F. Station Commanders shall coordinate the activities of the personnel and equipment assigned to the station. They shall supervise the keeping of required Department records; and see that at all times the station is maintained in an orderly and efficient manner.

G. They shall cause an accurate roster to be kept of all members under their command and such roster shall show the names, dates on and off duty, absences due to illness, injury, vacation or any other absence, with or without proper authority.

H. They shall cause to be kept an accurate file of all general and special orders, directives, forms, and notices issued to the Department.

I. The Station Commander or Acting Station Commander shall have all required weekly, monthly, semiannual and annual reports logged accurately and neatly and timely submitted.

J. The Station Commander shall perform such other duties as required by higher authority.

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