TOLEDO FIRE & RESCUE DEPARTMENT

Article XVI - Company Commanders

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Section 1 - Authority

A. Company Commanders shall hold the rank of Captain (Station Commander) or Lieutenant. If they are Captains, they shall be deemed to be next in rank to Battalion Chiefs. If they are Lieutenants, they shall be next in rank to Captains.

B. In the event of the absence or incapacity of the Station Commander of the station to which they are assigned, a Company Commander may be temporarily assigned the duties, authority, and responsibilities of the Station Commander. In the event of the absence or incapacity of the Company Commander, a Firefighter may be temporarily assigned to assume the rank, duties, authority, and responsibilities of a Lieutenant as a Company Commander.

Section 2 - Duties and Responsibilities

A. They shall perform such duties as may be prescribed by higher authority.

B. Company Commanders shall be in command of one or more units of fire apparatus and the members assigned thereto, and shall be responsible for the apparatus and equipment and the conduct, efficiency, training, discipline, and performance of all TFRD members under their command.

C. They shall hold all members under their command responsible for promptness in the discharge of their duties, and for any neglect in carrying out, minutely and fully all directives, operating bulletins, laws, ordinances, rules and regulations or procedures governing the Department.

D. They shall assign duties at emergency scenes or in the station to the members under their command and shall see that all such details are promptly and efficiently carried out.

E. They shall respond to alarms or emergencies as directed by proper authority, and shall lead the members of their command as directed in the saving of lives and property and in the extinguishment of fire.

F. They shall not turn over their command to any relieving officer who is in an unfit condition for duty. In such cases, the Officer to be relieved shall immediately call the Battalion Chief and notify the Battalion Chief of the facts. Upon being so informed, such superior Officer shall immediately make an investigation and verify the report. If the Battalion Chief, after investigation, finds that the condition of the relieving officer is such that the member is unfit for duty, the Battalion Chief shall immediately take appropriate action.

G. They shall ascertain the authority of any contractor, mechanic, or other person reporting at quarters to make repairs, alterations, paint, install equipment, etc., before permitting them to proceed. They shall also keep an accurate record of the time required in performance of labor, number of personnel employed and make entry of such in the Company Journal and on all appropriate forms.

H. They shall not permit motor apparatus to leave the station except in response to an alarm of fire or emergency or for authorized Department business.

I. The company commander shall perform such other duties as required by higher authority.

Section 3 - Records and Reports

A. Company Commanders shall be responsible for the accuracy and completeness of all reports and records written by themselves.

B. They shall cause to be entered in the station or company journal an accurate and complete account of all actions of the station or company apparatus and personnel affecting the interest of the Department and the administration of the company, station, personnel and apparatus as designated by the Chief. Special care shall be used in making any journal entries to see that only accurate and complete information is entered therein. All such journal entries shall be entered legibly in the appropriate colored ink.

C. All reports or communications of special or urgent importance shall be forwarded to the next higher authority as soon as possible. The nature of such urgent communication shall be made known to the next higher authority in advance, by telephone, if possible.

D. All requests and applications submitted by a subordinate shall be approved or disapproved. In the event of a disapproval, the Company Commander shall write a brief explanation of their reason for such action. Reports and communications of fact shall not be subject to approval or disapproval.

E. They shall keep such other records as may be required by higher authority for the efficient operation of their station or company.

F. They shall notify their Battalion Chief of any unusual happenings or circumstances which may arise not governed by these rules or other authority.

Section 4 - Fire Duties

A. Company Commanders shall respond with their apparatus and company to alarms by the most direct safe route, and see that all appropriate speed and dispatch, consistent with safety, shall be used in reaching the scene of the emergency.

B. They shall see that all members of the Department under their command are properly equipped with protective clothing before leaving the station in response to an emergency.

C. Upon arrival at the scene of a fire, if no superior officer is in attendance, they shall implement the Department's Incident Command System. If in command, they shall report to the Fire Dispatch Office the conditions at the scene, type of structure, vacant or inhabited, smoke or fire showing, or any other pertinent information and shall have the authority to call for additional help, if needed. They shall relinquish this command when relieved by a superior officer as per Department's Incident Command System Procedures.

D. They shall see that all tools and equipment are accounted for before leaving the scene of operations. They shall immediately report verbally, to the next higher authority, any lost, damaged, or defective equipment, and shall follow the verbal report with a written report.

Section 5 - Discipline

A. They shall maintain order, discipline, and efficiency in and about quarters and at emergency scenes as prescribed in this manual of Rules, Regulations, and Procedures of conduct. They shall acquaint themselves with the qualifications of members under their immediate supervision and control, and shall instruct said members in their duties.

B. Company Commanders are authorized to recommend citations or commendations for any members of their companies for especially meritorious deeds or services. Company Commanders shall make their Battalion Chief aware of any member under their command accused of infractions of any rules, regulations, directives, procedures, etc., governing the Department.

C. They shall submit written reports, through channels, if any member under their command shows indifference or continued inability in the performance of any of the company commander's duties.

D. When minor infractions occur, a superior officer may issue a written reprimand to a subordinate as outlined in the respective CBA’S or the Toledo Municipal Code.

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