



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Department Organization		
<b>Policy Number:</b>	154	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Reviewed:</b>	October 2021
<b>CFAI Reference:</b>	1B.1, 1B.3, 7D.1, 7D.2	<b>CAAS Reference:</b>	101.02.01, 101.02.03
<b>Revision Summary:</b>	Created – December 2010 Formatted – May 2012 Updated – July 2012 Updated – December 2012 (Rescue 5 Staffing) Updated – October 2014 (Medic 7 & FEO Staffing) Updated – March 2015 (Administrative Assistant and PRT Information) Updated – October 2017( DFC-RRD, Captains in Training, Master Paramedics) Updated – September 2020 (Maintenance of EMS credentials) Updated – January 2021 (Organizational chart and job descriptions) Updated – September 2021 (Policies, Procedures and Memorandums) Updated – October 2021 (Tour Commander and Tour Briefing Meetings)		

### PURPOSE

Because of the complex nature of fire department management, it is necessary to establish the organization. The purpose of this policy is to describe the layout of the Department and the work flow of the hierarchy.

### POLICY

The Department is divided into three distinct divisions. Those divisions will include Field Operations, Community Risk Reduction and Special Operations and Training. The divisions include the following ranks and personnel:

<b>Field Operations Division</b>	<b>Community Risk Reduction Division</b>	<b>Special Operations &amp; Training Division</b>
1 – Deputy Chief	1 – Deputy Chief (Fire Marshal)	1 – Deputy Chief
3 – Battalion Chiefs	2 – Captains (Assistant Fire Marshals)	1 – Battalion Chief
27 – Captains	1 – Office Manager	3 - Captains
27 – Fire Equipment Operators	2 – Permit Technicians	
18 – Master Paramedics	1 – Deputy Building Official	
27 – Firefighter Paramedics	2 – Commercial Building Inspectors	

27 – Firefighter EMTs	2 – Residential Inspectors	
1 – Physical Resources Manager	1 – Fire Inspector	
1 – Physical Resources Technician		

In addition to the three formal divisions of the Department, the headquarters staff includes the Fire Chief, Administrative Manager, two Administrative Assistants and an Emergency Response Analyst.

The Fire Chief reports to the Mayor who is elected by the citizens of Rogers.

The Department will have regular, productive, and systematic meetings with the various divisions. Meetings shall occur as follows:

Meeting Type	Membership	Frequency
Command Staff	Chief Officers	Weekly
Tour Commander	DC FOD & Tour Commanders	Weekly, After Command Staff
Tour Briefing	Captains & Tour Commander	0730 on the 1 <sup>st</sup> morning of the 48 hour tour
Company Officer	Captains & Chief Officers	Monthly
Department Wide	All sworn members	Quarterly
Mutual Aid Partners	Determined as Needed	Annually or As Needed
Battalion Chief & Substitute Tour Commanders	Captain-TCQ and Chief Officers	Biannually

### Job Descriptions

Job descriptions for all Department positions will be created and maintained by the City's Human Resources Department. These will be updated as vacancies occur or new positions are created in accordance with the City's Compensation Policy.

### Policies, Procedures and Memorandums

The Department's policies and procedures will be reviewed each February in accordance with the following schedule:

Time Interval	Policies
Even Years	SOP Series 100 and 300
Odd Years	SOP Series 200, 400, 500

The Fire Chief shall be responsible for completing this or delegating it accordingly. Memorandums will be reviewed each year to ensure their relevance. Old memorandums will be kept in the Department's shared computer drive for historical context, however they will be marked as invalid if the information is no longer appropriate.