

Hurricane Fire & Rescue

Hurricane, WV

Administrative Guidelines

Subject	Administrative Authority / Chain of Command
Guideline Number	800.105
Adopted	March 1, 2007
Effective Date	April 7, 2007
Pages	2

Purpose: To establish a policy for administrative authority and chain of command.

Scope: All personnel.

Responsibility: It is the responsibility of all department personnel to adhere to this policy.

A. Administrative Authority

1. All general orders, special orders, memoranda or other orders will have the same force and effect as an official Hurricane Fire & Rescue policy unless there is a conflict of orders, in which case the most recent order or policy will apply.
2. In the event of a conflict of orders, a member will inform the officer who issued the last order that a conflict of orders exists. If the officer does not change his or her order, the member will obey his or her order. The last order given will be obeyed, and the member will not be held responsible for disobedience of an order, or for a violation of department regulations.

B. Chain of Command

Hurricane Fire & Rescue's chain of command is a graduated sequence of authorities for the purpose of providing leadership to every member or unit of members, to provide a process of imparting department orders and policies, expediently and efficiently to the concerned members of the department and to provide an organized means to redress issues of concern to the members. Any member of Hurricane Fire & Rescue desiring to discuss any matter related to his or her membership with the department will have the right to do so, but should adhere to the established chain of command. The adopted organizational chart will establish the chain of command. Administrative personnel should address issues or concerns pursuant to the chain of command. Individuals may request to meet with a supervisor above a supervisor involved in the incident.

C. Delegation of Authority

The Fire Chief will be responsible for day-to-day administration of the department, for purposes of executing contracts and other forms, signing checks, and issuing proposals. The Fire Chief may also serve as the Board's delegated representative to negotiate contracts subject to Board approval. Contracts will be negotiated in such a manner that preserves the interests of the department.