



PROCEDURES MANUAL

SUBJECT: ADMINISTRATION

NUMBER:

102

APPROVED:

FIRE CHIEF

**TYPE:
ORGANIZATIONAL
STRUCTURE**

REVIEWED DATE: 9/2020

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REVISED DATE: 9/2019

102.00 Purpose

- A. To list and describe the duties and responsibilities of the uniformed positions within the Cincinnati Fire Department.
- B. To provide members with an understanding of the Cincinnati Fire Department's formal organizational structure and chain of command.
- C. To provide a formal organizational chart of the Cincinnati Fire Department.
- D. To provide members with an understanding of the various relationships and functions of the Fire Department Divisions.

102.01 Objective

To list and define functional positions in the Fire Department thereby promoting a better understanding of the Fire Department's organization and function.

102.02 Fire Department

The Fire Department is organized as a department in the city under authority of the Administrative Code of the City of Cincinnati.

102.03 Organizational Structure

- A. The organizational structure of the Cincinnati Fire Department is the traditional pyramid type that is also common to military organizations. The chain of command type structure leaves little doubt as to who is in charge of an incident.
- B. The pyramid type of organization permits the ready exercise of authority at all levels of the organization and maximum effectiveness in the accomplishment of the work. The structure of the organization determines the role or function of each supervisor. The supervisor is an integral part of the chain of command and as such transmits authority to the next lower level of the organization.

C. Members are to use the chain of command upward, downward, and laterally in conducting routine Fire Department business and during emergency situations. Members are to strictly adhere to the chain of command reporting to only those supervisors ranking directly above and transmitting orders only to those members ranking directly below.

D. Exceptions to the chain of command reporting listed in 102.03 (H) are:

1. If a Fire Captain is the Officer on a Fire Company, the FAO and Fire Fighters report directly to that Fire Captain since he/she is their direct supervisor for the day.
2. If a Fire Lieutenant is the Officer on a Fire Company, the Fire Lieutenant reports directly to the District Fire Chief during that day. However, routine firehouse business, discipline, etc. must go through the Company Fire Captain (Company Commander) when submitting reports.
3. The direct supervisor for the Mask Servicing Unit Fire Fighter is the Resource Management District Fire Chief.
4. All Fire Personnel, sworn and non-sworn, have the right and responsibility to report possible violations of Administrative Regulation 25: Non-discrimination/Sexual Harassment (AR 25). Fire personnel may report any potential AR 25 infraction directly to the Central Human Resources (CHR) or externally through the Equal Employee Opportunity Commission (EEOC) or the Ohio Civil Rights Commission (OCRC). Fire Department Human Resources (FHR) and Central Human Resources will collaborate on investigations and resolution of AR 25 complaints. This change in reporting for AR 25 is an effort to be proactive as well as progressive, and to ensure the work environment in the Cincinnati Fire Department is welcoming and inclusive for all of our members.

a. Step One: Filing a Report

- i. Fire personnel can find an Employee Complaint Form on City Matters at:
<https://citymatters.rcc.org/citymatters/departments/hr/employee-services/ada-eeo-employee-relations/employee-complaint-form/>
- ii. Fire personnel will complete the form to the best of their ability with the necessary names and details.
- iii. Fire personnel will submit the form to Central HR or CFD HR.
- iv. Note: based on the severity of the alleged offense, it may need to go directly to the Cincinnati Police Department for investigation and potential charges. In addition, it is important to note that all parties involved will be made aware of the filing and impending investigation.

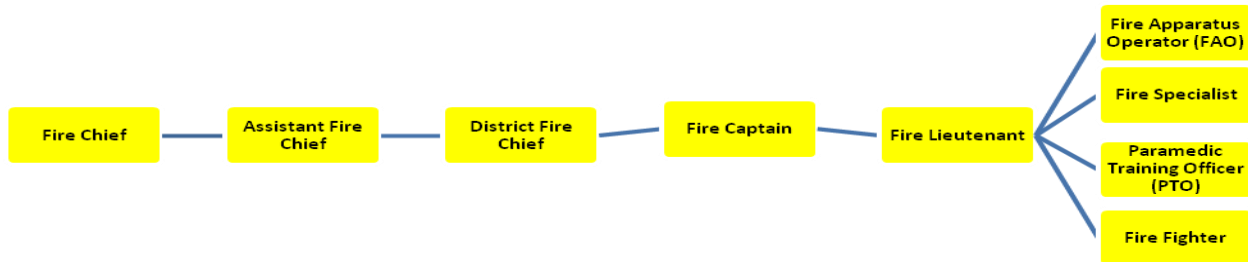
b. Step Two: Human Resources Communication

- i. If the employee chooses to report through CHR, CHR will send an email notification to FHR about the AR 25 complaint.
 - ii. FHR will email all supervising parties involved in the complaint that an investigation is pending.
 - iii. FHR will order the Fire Internal Investigation Section (IIS) to open an investigation and copy CHR.
 - c. Step Three: Investigation Plan
 - i. The CFD and CHR will work together to determine an investigation plan to ensure cooperation from interviewees and all involved.
 - ii. The CFD and CHR will take special care in communicating sensitive details of the case to maintain the utmost confidentiality and trust.
 - iii. The complainant will be informed of the investigation progress on a regular basis.
 - d. Step Four: Follow-Up
 - i. The CFD and CHR will keep the complainant updated on the investigative process as able as to not impede the process.
 - ii. Emotional support will be provided as needed/requested by the complainant. This may be provided at any point of the reporting process. This may be through an external entity such as PEAP or other outside agencies as required.
 - iii. Processes and procedures will be reviewed and changed as needed to avoid future incidents.

Note: Often exceptions may exist.

- E. In emergencies, the chain of command may be violated. Members violating the chain shall be prepared to justify their actions on an F-47, if requested.
- F. This chain of command structure extends to the City Manager and all other Department Heads under the City Manager. Members shall not violate the chain of command except as permitted in Section 102.03 D.
- G. Routine business requiring information from the Fire Department Division Offices (i.e. payroll requests, injury status, etc) shall be submitted through the chain of command on a F-47 to the respective Division Assistant Fire Chief. If it becomes necessary to visit Fire Department Headquarters (retirement counseling, etc.) an appointment is required.

H. Cincinnati Fire Department chain of command:



102.04 Fire Chief (Car 1)

- A. The Fire Chief is at the top of the pyramid structure in the Cincinnati Fire Department. Authority is derived from the city charter and is passed to lower levels of the Department by the structure of the Department.
- B. The Fire Chief is the commanding officer of the Fire Department.
- C. The Fire Chief determines and establishes the policies of the Department and delegates duties and responsibilities to department members.
- D. The Fire Chief is responsible for:
 - 1. Protecting life and property from fire, explosion and other related incidents. As commander, the Fire Chief must assure the delivery of this service to all within the City of Cincinnati.
 - 2. Staffing the Department and assigning duties to the Department members in order to accomplish the Department's goals.
 - 3. Maintaining an adequate number of firefighters, fully trained and equipped together with an adequate force of officers.
 - 4. Suspending the tour system in an extreme emergency.
 - 5. Inspecting or directing the inspection of all units to determine their readiness and efficiency.
 - 6. Enforcing the Cincinnati Fire Prevention Code and other laws dealing with public safety and educating the public in fire safety and fire prevention.

7. Extinguishment of fires throughout the city and when approved by the City Manager, in areas outside the City.
 8. Investigation of all fires to determine cause and prosecution of individuals who violate laws and ordinances involving carelessness or criminal acts with fire.
 9. Enforcement of discipline throughout the Department and holding subordinate officers responsible for their commands. Has the authority to suspend from duty any member of the Fire Department for violation of laws, ordinances, policies or procedures of the Fire Department.
 10. Investigation of complaints from citizens involving Fire Department members.
 11. The Fire Department budget, overseeing its preparation, implementation, expenditures and for the procurement of equipment and supplies for the entire Department.
- E. The Fire Chief authorizes response to areas outside the City which have valid mutual aid agreements or valid fire protection contracts.
- F. The Fire Chief must maintain a high level of morale and efficiency in the Fire Department.
- G. The Fire Chief promotes a public relations program to establish and maintain public consciousness of the Department, projects in cooperation with the public and private organizations through media releases.
- H. The Fire Chief reports to the City Manager any member of the Fire Department who by reason of age, disease, accident or other disability, cannot properly perform the duties to which he is assigned.

102.05 Assistant Fire Chief (AC)

- A. There are five (5) Divisions in the Cincinnati Fire Department. They are Administrative Services (Admin), Operations (Ops), Human Resources (HR), Fire Prevention/Community Risk Reduction (FP/CRR) and Emergency Management (EM). Each Division is commanded by an Assistant Fire Chief who is subordinate to and answers directly to the Fire Chief.
- B. An Assistant Fire Chief, once on the scene of an incident, is in Command until the arrival of the Fire Chief. AC's make necessary reports and assist in commanding and directing operations.
- C. The Assistant Fire Chief is responsible for the maintenance of discipline and for the enforcement of laws, ordinances, and procedures. AC's have the right to issue orders to and command the services of any member of the Fire Department who is subordinate in rank. AC's hold subordinate officers responsible for their commands and have the authority to suspend from duty any member of the Fire Department for violation of laws,

ordinances, or procedures of the Fire Department. This suspension is subject to review by the Fire Chief or Acting Fire Chief.

- D. An Assistant Fire Chief is responsible for the property, equipment and apparatus assigned to the Division commanded.
- E. In the absence of the Fire Chief, an Assistant Fire Chief is designated as Acting Fire Chief and shall have the full authority of the Fire Chief until properly relieved, or for the duration of the Fire Chief's absence.
- F. Will serve as the Duty Chief after normal business hours according to assigned schedule.
- G. Responsible for other matters as assigned by the Fire Chief.
- H. **Administrative Services Division Assistant Fire Chief (Car 2)** – The Admin AC is responsible for:
 - 1. Establishing specifications for the purchase of goods, ensuring compliance with specifications for items purchased, purchasing, and accepting fire apparatus in cooperation with the Municipal Garage.
 - 2. Assigning apparatus throughout the Department.
 - 3. Serving as liaison to City Purchasing on specifications, orders and acceptance of furnishings, equipment and supplies for the department.
 - 4. Supervising the inspection and record keeping on all buildings, equipment, and furnishings of the department.
 - 5. Procuring, keeping records, and disbursing supplies for the department.
 - 6. Supervising all maintenance and repairs of equipment, buildings, and apparatus.
 - 7. Serving as liaison to the City Architect in the planning and construction of fire stations.
 - 8. Serving as liaison to Water Works to insure an adequate water supply for firefighting activities.
 - 9. Preparing the annual report.
 - 10. Oversees the Fire Information Technology Bureau and CFD technology projects.
- I. **Operations Division Assistant Fire Chief (Car 3)** – The Ops AC has direct responsibility for the daily activities of the four Fire Districts, the Special Operations Bureau and the EMS Bureau. Activities include:
 - 1. Fire suppression operations.
 - 2. Fire Prevention activities of suppression companies.
 - 3. Paramedic and EMS operations.

4. Hazardous materials operations.
5. Explosive ordinance device (EOD) operations.
6. Technical Rescue Operations.
7. Water Emergency response resources (Zodiak and Fire Boats) and operations.
8. Compilation of monthly and annual reports of suppression related activities of all fire companies.

J. **Human Resources Division Assistant Fire Chief (Car 4)** – The HR AC has control over all of the training and personnel matters of the Fire Department. Responsibilities include:

1. Serving as liaison with City Human Resources and City Risk Management.
2. Recruiting and assisting in the hiring process of fire recruits, fire cadets, and other employees.
3. Assisting Civil Service in the preparation of promotional exams.
4. Training of fire recruits
5. Continuing education of all members of the Department.
6. Maintaining an effective drill program.
7. Supervision of courses of instruction to members in all phases of Fire Department operations.
8. Periodic examination of members to determine any weaknesses in the training program or in the members themselves.
9. Investigation of all Fire Department injuries.
10. Investigation of Fire Department vehicular accidents.
11. Testing new equipment and writing procedures for the proper use of Department equipment
12. Preparation of drawings of major fires and critique of operations at those fires.
13. Observing and correcting the work of fire companies at fires, or other emergencies when deviations from standard practice or improper, unsafe methods are observed.
14. Inspection of uniforms and fire clothes throughout the department. District Chiefs can be assigned to perform the inspections.
15. Supervision of the Internal Investigation Section and investigations of personnel matters.
16. Managing the Limited Duty program.

K. Fire Prevention/Community Risk Reduction Division Assistant Fire Chief (Car 5) –
The FP/CRR AC is responsible for:

1. Supervision of the inspection of buildings, premises and structures for fire hazards.
2. Enforcement of Fire Prevention laws and regulations as described in the Cincinnati Fire Prevention Code, Cincinnati Building Code, Zoning Code, Cincinnati Municipal Code and Hazardous Materials codes and regulations.
3. Maintaining and enforcing the Permit Program.
4. Operation of the Fire Investigation / Environmental Crimes Unit to determine fire causes and prosecute those who start illegal fires.
5. Facilitating the investigation and cleanup of hazardous materials spills or releases.
6. Maintaining records and reports of the Fire Prevention Division.

L. Emergency Management Division Assistant Fire Chief (Car 6)- The EM AC is responsible for:

1. Developing and managing the emergency operations plan for the City of Cincinnati.
2. Ensuring all City Departments are trained to function in the Emergency Operations Center (EOC).
3. Managing Fire Department Communications Center policy and training as it supports the Fire Department's response to emergencies.
4. Managing all equipment and facilities related to hardware and technology (i.e. Computer Aided Dispatch-CAD and Station Alert System).
5. Planning special events that require the inclusion of multiple agencies and departments and an Incident Action Plan (IAP). This Division will both produce and enforce the IAP.
6. Operating as the liaison to other county, state, regional and federal emergency management agencies before, during and after disasters affecting the City of Cincinnati.
7. Managing intelligence that effects emergency operations within the City of Cincinnati, especially matters related to weapons of mass destruction and homeland security.
8. Managing data related to the response of Fire Department resources.
9. Maintaining records and reports of the Emergency Management Division.

102.06 District Fire Chief

- A. In the functional Chain of Command, the District Fire Chief is directly below Assistant Fire Chief in rank.
- B. **48-Hour District Fire Chief** reports directly to the Operations Division Assistant Fire Chief. Responsibilities include:
 - 1. Discipline in their District.
 - 2. Submitting routine reports from their District.
 - 3. Proper record keeping in their District, including personnel records.
 - 4. Buildings, apparatus and equipment of the District on his assigned tour of duty.
 - 5. Distributing available manpower to form the most efficient unit possible.
 - 6. Efficient operation of Companies at incidents unless relieved by a superior officer.
 - 7. Proficiency of the Companies commanded in regard to firefighting and other emergency responses. Ensures proficiency of fire companies by observing drills and conducting combined drills within the district.
 - 8. Supervising the inspection program for Companies commanded.
 - 9. Conducting Tactical Inspections of buildings for pre-fire planning.
 - 10. Proper record keeping including a District manpower roster for their unit.
 - 11. Assigning an Acting Officer when necessary.
 - 12. Transmission of information to the companies commanded.
 - 13. Reporting of incidents in their District
- C. **40- Hour District Fire Chief** reports to the Assistant Chief of the Division to which he is assigned. Responsibilities include:
 - 1. Discipline in their Division or Bureau.
 - 2. Submitting routine reports from the Division or Bureau.
 - 3. Proper record keeping in their Division or Bureau, including personnel records.
 - 4. Special duties consistent with Department objectives.
 - 5. Working in suppression as needed, including 24-hour shifts.
 - 6. Subject to on call responsibilities and must respond to various incidents after normal hours.

7. Coordinating a variety of administrative activities with other Department Divisions or Bureaus, outside agencies, and outside organizations.
8. Assigned an emergency response take home vehicle.
9. Notified of all working fires and significant events.
10. Acting Assistant Fire Chief of their respective Division during the absence of the Assistant Fire Chief.
- 11. District Fire Chief of Administrative Services (Car 201)**
 - a. Reports to the Administrative Services Division Assistant Fire Chief
 - b. Responsible for the Fire Hydrant / Apparatus Unit, the Facilities Unit, the Mask Servicing Unit and the Procurement Unit.
- 12. District Fire Chief of Field Operations (Car 301)**
 - a. Reports to the Operations Division Assistant Fire Chief
 - b. Responsible for the Field Operations Bureau
- 13. District Fire Chief of EMS Operations (Car 302)**
 - a. Reports to the Operations Division Assistant Fire Chief
 - b. Commander responsible for the Department's EMS Operations Bureau
- 14. District Fire Chief of Special Operations (Car 303)**
 - a. Reports to the Operations Division Assistant Fire Chief
 - b. Commander responsible for the Department's Special Operations Bureau
- 15. District Fire Chief of Training (Car 401)**
 - a. Reports to Human Resources Division Assistant Fire Chief
 - b. Responsible for the Department's Training Bureau
- 16. District Fire Chief of Risk Management (Car 402)**
 - a. Reports to Human Resources Division Assistant Fire Chief
 - b. This position has responsibility for the management and coordination of all matters concerning risk management and safety issues for the Cincinnati Fire Department, as well as supervising the Internal Investigations Unit.
- 17. District Fire Chief of Fire Prevention (Car 501)**
 - a. Reports to the Fire Prevention Division Assistant Fire Chief
 - b. Responsible for the Code Enforcement Unit and the Fire Investigation / Environmental Crimes Unit

18. District Fire Chief of Emergency Management (Car 601)

- a. Reports to the Emergency Management Division Assistant Fire Chief
- b. Responsible for the Department's Communication Bureau, Special Events Unit, and the Homeland Security Unit.

102.07 Fire Captain

- A. In the functional Chain of Command, the Fire Captain is directly below District Fire Chief in rank.
- B. **48-Hour Fire Captain**--Assigned as the Company Commander of a Fire Company. The Company structure violates the unity of the Command principle by strict interpretation. Fire Lieutenants assigned to 48-hours answer to the Company Commander regarding functions such as inspecting, housework, and other routine activities. The same Lieutenants report directly to the District Fire Chief during fire suppression and other emergency operations. Responsibilities of 48-Hour Fire Captains (Company Commanders) include:
 1. Responsible for the actions and discipline of all members of the Company.
 2. Responsible for the continuing fire inspection and fire hydrant maintenance programs of the company according to operational guidelines.
 3. Responsible to be familiar with hazardous conditions, streets, water supply and unusual / specialty buildings in first alarm response area.
 4. Responsible for condition and maintenance of their quarters, apparatus and equipment assigned to the company.
 5. Engine Company Fire Captains are assigned as the House Captain and are responsible for the general condition of the entire fire station, all reports relative to the building/grounds and for arrangement of watch duties. The program for accomplishing these duties must have the approval of the District Chief.
 6. Responsible for the maintenance of records and proper communications of the Company.
 7. Responsible for proper response to fires and other emergencies. Determines route, method of combating a fire or resolving other emergencies and directs operation of other companies until relieved of Command by a superior officer.
 8. Responsible for the inspection of uniforms and fire clothes on a quarterly basis coinciding with quarterly inspection. Coordinates inspection of all units of the Company.
 9. Responsible for keeping an adequate amount of supplies on hand. Ensures economical use of these supplies by proper supervision.
 10. Responsible for the training of members of the Company, must ensure that the

drill program is conducted and that members can perform all necessary tasks.

11. Responsible for the collecting and safeguarding of assessments including distribution of monies through channels. All money forwarded will be in the form of checks (NO CASH).
12. When assigned as Acting District Fire Chief, assumes the duties and responsibilities of a District Fire Chief and has the same authority as a regular District Chief when so assigned.
13. **Safety Officer Fire Captain (SO2)**
 - a. The Incident Safety Officer at all structure fires, hazardous material incidents, special operation incidents, and any other incidents deemed necessary by the Department.
 - b. SO2 reports directly to the Field Operations Bureau District Fire Chief.
 - c. Assists in accident investigation that involves Fire Department vehicles and sends the appropriate reports to the Risk Management District Fire Chief.
 - d. See Job Description for a list of job qualifications and responsibilities.

C. 40-Hour Fire Captain- Assigned to various Fire Department Divisions. Responsibilities include:

1. Discipline in their Bureau or Unit.
2. Submitting routine reports from the Bureau or Unit.
3. Proper record keeping in their Bureau or Unit, including the personnel records.
4. Works in suppression and subject to fire duty as needed, including 24-hour shifts.
5. May be required to work in an above grade role as the acting District Fire Chief of their respective Bureau during the absence of the District Fire Chief.
6. See Job Description for a list of job qualifications and responsibilities for all 40-Hour Fire Captain positions.
7. **Fire Captain Hydrants and Apparatus Maintenance Unit– (Car 211)**
 - a. Reports directly to the Resource Management District Fire Chief.
 - b. Is assigned a response vehicle.
8. **Fire Captain Facilities Unit- (Car 212)**
 - a. Reports directly to the Resource Management District Fire Chief.
 - b. Is assigned a non-response vehicle.
9. **Fire Captain EMS Bureau – (Car 312)**

- a. Reports directly to the EMS District Fire Chief.

- b. Is assigned a response vehicle.

10. Fire Captain Training Bureau – (Car 411)

- a. Reports directly to the Training Bureau District Fire Chief.

- b. Is assigned a response vehicle.

11. Fire Captain Internal Investigations Unit– (Car 413)

- a. Reports directly to the Risk Management Bureau District Fire Chief.

- b. Is assigned a non-response vehicle.

12. Fire Captains Fire Prevention Unit (FPB) – (Car 511 & Car 512)

- a. Report directly to the Fire Prevention District Fire Chief.

- b. Are assigned non-response vehicles.

14. Fire Captain Fire Investigation and Environmental Crimes Unit (FIU – Arson and ECU)- (Car 513)

- a. Reports directly to the Fire Prevention District Fire Chief.

- b. Is assigned a response vehicle.

15. Fire Captain Communications- (Car 611)

- a. Reports directly to the Emergency Management District Fire Chief.

- b. Is assigned a non-response vehicle.

16. Fire Captain, Special Events (Car 612)

- a. Reports directly to the Emergency Management District Fire Chief.

- b. Is assigned a non-response vehicle.

102.08 Fire Lieutenant

A. In the functional Chain of Command, the Fire Lieutenant is directly below Fire Captain in rank.

B. **48-Hour Fire Lieutenant**-is in command of the unit of a Fire Company to which assigned. Assumes the duties and responsibilities of the Fire Captain during tour of duty, but should not make changes in Company routine unless approved by the Fire Captain, or upon orders of a superior officer. Responsibilities include:

1. Assisting the Fire Captain in administering the affairs of the company and performing duties as directed by the Fire Captain.
2. Maintaining discipline and enforcement of policies and procedures of the Fire Department during tour of duty.

3. Records required information in the proper diary and fully advises the relieving officer of activities during his tour of duty.
4. Submits accurate and complete reports during tour of duty.
5. Ensuring satisfactory overall condition of the portion of fire station, apparatus and equipment assigned to the company during tour of duty.
6. If assigned to an Engine Company is the house officer and is responsible for the condition of the entire fire station.
7. During prolonged absences of the Fire Captain, the senior Fire Lieutenant assumes the duties of the Company Commander.
8. **Fire Lieutenant Paramedic (ALS Supervisors- ALS 32, 34, & 35)**
 - a. Reports directly to the EMS Fire Captain
 - b. See Job Description for a list of job qualifications and responsibilities.

C. 40-Hour Fire Lieutenants—Assigned to various Fire Department Divisions or Bureaus carrying out special duties consistent with Department objectives. Responsibilities include:

1. Working in suppression and subject to fire duty, as needed, including 24-hour shifts.
2. See Job Description for a list of job qualifications and responsibilities for all 40-Hour Fire Lieutenant positions.
3. **Fire Lieutenants Training Bureau – (Cars 421, 422 and 423)**

Report directly to the Training Bureau Fire Captain
4. **Fire Lieutenant- Recruiting Unit – (Car 428)**

Reports directly to the Training Bureau District Fire Chief.
5. **Fire Lieutenant, Internal Investigation Unit – (Car 427)**
 - a. Reports directly to the Internal Investigations Unit Fire Captain
 - b. Is assigned a non-response vehicle.
6. **Fire Lieutenants- Fire Investigation and Environmental Crimes Unit – (Cars 527 and 528)**
 - a. Report directly to the Fire Investigation and Environmental Crimes Unit Fire Captain
 - b. Are assigned response vehicles.
7. **Fire Lieutenant- Emergency Management- (Car 621)**
 - a. Report directly to the Emergency Management District Fire Chief.

- b. Is assigned a non-response vehicle.

102.09 Fire Apparatus Operator (FAO)

- A. In the functional Chain of Command, the Fire Apparatus Operator is directly below the rank of Fire Lieutenant.
- B. The FAO's immediate supervisor can be either a Fire Lieutenant or a Fire Captain.
- C. **48-Hour FAO**—Responsibilities include:
 - 1. Driving and maintaining the apparatus assigned to their Company as stipulated in the Procedures and Driver's Manuals.
 - 2. Maintaining operational readiness of the vehicle(s) assigned to the Company.
 - 3. Reporting all defects pertaining to apparatus assigned to the Company.
 - 4. Accounting for the equipment assigned to the apparatus.
 - 5. Notifying the officer of needed supplies.
 - 6. Properly operating the apparatus according to operational guidelines.
 - 7. The FAO assigned to the Engine Company tends to the house HVAC system, as well as the hot water system, and takes action necessary to assure proper operation. Defects are reported to the house officer.

D. 40-Hour FAO

Fire Apparatus Operator (FAO) Training Bureau (Car 431)

Reports directly to the assigned Fire Lieutenant Training Bureau determined by the Fire Captain Training Bureau.

102.10 Fire Specialist

- A. In the functional Chain of Command, the Fire Specialist is directly below the rank of Fire Lieutenant.
- B. Works in suppression and subject to fire duty, as needed, including 24-hour shifts.
- C. Fire Specialists are assigned to a 40-Hour work schedule.
- D. See Job Description for a list of job qualifications and responsibilities for all Fire Specialists.
- E. **Fire Specialist – Fire Prevention Unit (Cars 531, 532, 533, 534, 535, 536, 537)**
 - 1. Report directly to one of the Fire Captains assigned to the Fire Prevention Unit.
 - 2. Assigned non-response vehicles.

F. Fire Specialist – Fire Investigation Unit (Cars 541, 542, 543, 544, 545, 546)

1. Report directly to one of the Fire Lieutenants assigned to the Fire Investigation and Environmental Crimes Unit.
2. Assigned non-response vehicles.

102.11 Fire Fighter

- A. In the functional Chain of Command, the Fire Fighter is directly below the rank of Fire Lieutenant.
- B. The Fire Fighter's immediate supervisor can be either a Fire Lieutenant or a Fire Captain
- C. **48-Hour Fire Fighter** responsibilities include:
 1. Following orders and carrying out assignments.
 2. Knowing all Fire Department Procedures, rules and evolutions.
 3. Performing all tasks associated with fundamental firefighting skills and the CFD supplemental Drill Manual.
 4. May be assigned as Acting Officer or Acting FAO and should qualify for these positions.
 5. Inspecting buildings in accordance with Fire Department guidelines.
 6. Servicing and testing of fire hydrants in accordance with Fire Department operational guidelines.
 7. Cleaning and maintenance of the equipment and fire station as assigned.
 8. Performing duties and tasks assigned by an officer or acting officer.
 9. Fire Fighter Step Ups:
 - a. Recruit: While at the Fire Training Center
 - b. PR: For 1 year after Fire Recruit Training
 - c. FF1: 1 year after being stepped up from PR
 - d. FF2: 1 year after being stepped up from FF1
 - e. FFIII: 1 year after being stepped up from FFII
 - f. FFIV: 1 year after being stepped up from FFIII.

Highest Fire Fighter level

Note: Step ups are not automatic

10. Firefighter Paramedic

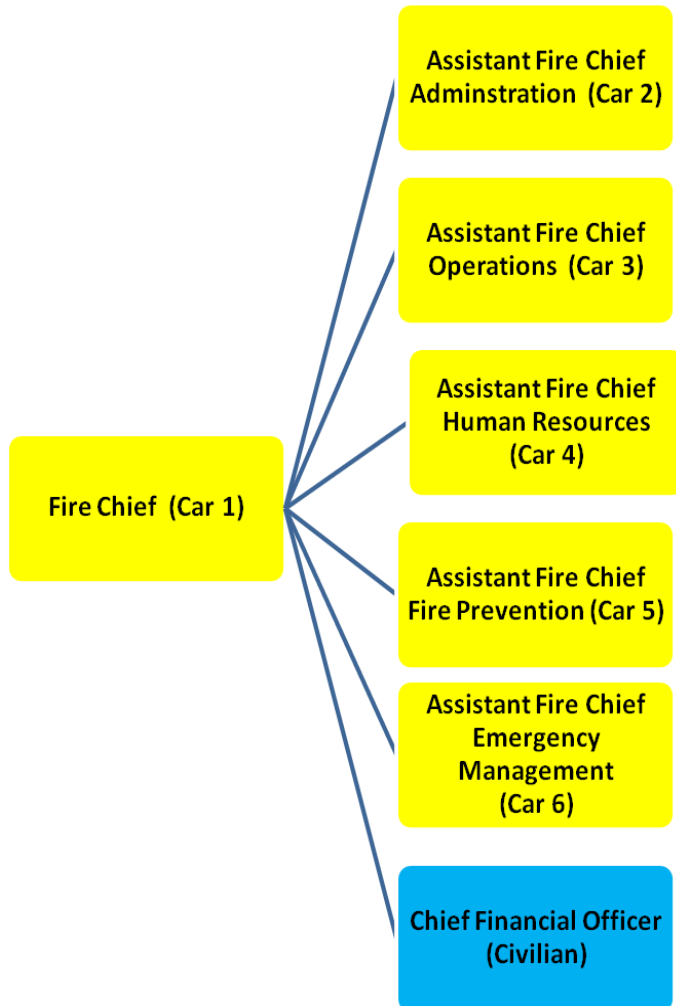
- a. **The Paramedic Training Officer (PTO)** is in charge of the Medic Unit. In the event that PTO is not on the Medic Unit, a fire fighter paramedic will be in charge. An exception exists to the in-charge status should a Fire Lieutenant or Fire Captain be assigned in which case the highest-ranking officer is in charge. If not a paramedic, the paramedic shall be responsible for medical decision not the ranking Officer
- b. While assigned or detailed to the Unit for the day.
 - i. Is responsible for records and reports, including the drug inventory, for the Medic Unit.
 - ii. Is responsible for the maintenance of the Unit.
 - iii. Is responsible for the preparedness of the Unit.

3. **Acting Officer**

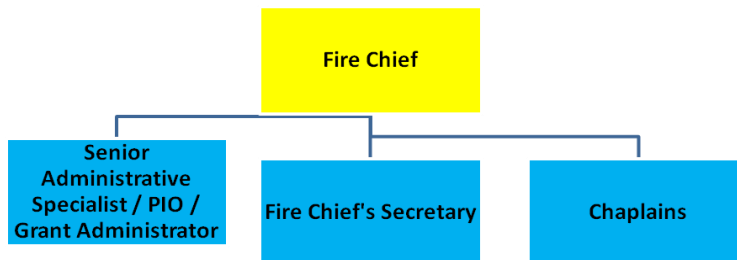
- a. Assumes the duties and responsibilities of a Fire Lieutenant and has the same authority as a regular Fire Lieutenant when assigned as an Acting Officer, except for issuing written reprimands.

D. 40-Hour Fire Fighter

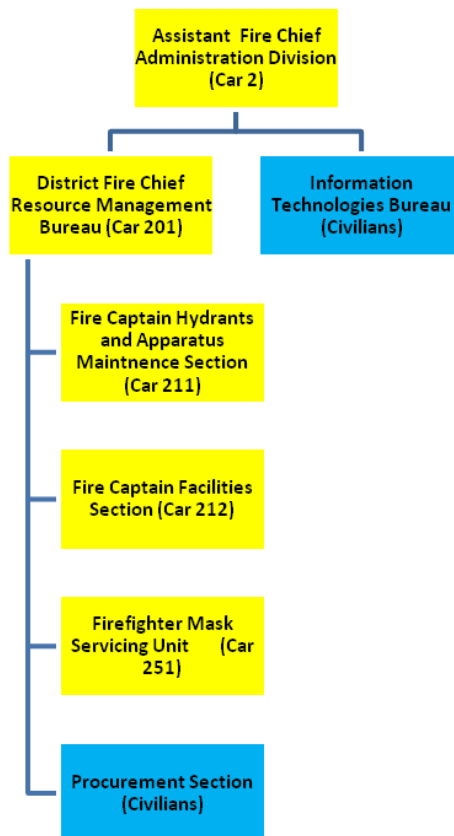
- 1. In the functional Chain of Command, the Fire Fighter is directly below the rank of Fire Lieutenant.
- 2. Works in suppression and subject to fire duty, as needed, including 24-hour shifts.
- 3. See Job Description for a list of job qualifications and responsibilities for all 40-Hour Fire Fighter positions.
- 4. Must be a FF IV to apply for a 40-Hour Fire Fighter position.
- 5. **AV Specialist**-(Car 452)
- 6. **Meter / SCBA Technician** – (Car 251)
 - a. Reports directly to the Resource Management District Fire Chief
- 7. **Youth Fire Initiative Program Coordinator** – (Car 551)
 - a. Reports directly to one of the Fire Prevention Unit Fire Captains
 - b. Shall serve as community risk reduction coordinator.

102.12 Cincinnati Fire Department Table of Organization:**A. Command Staff:**

B. Fire Chief's Office

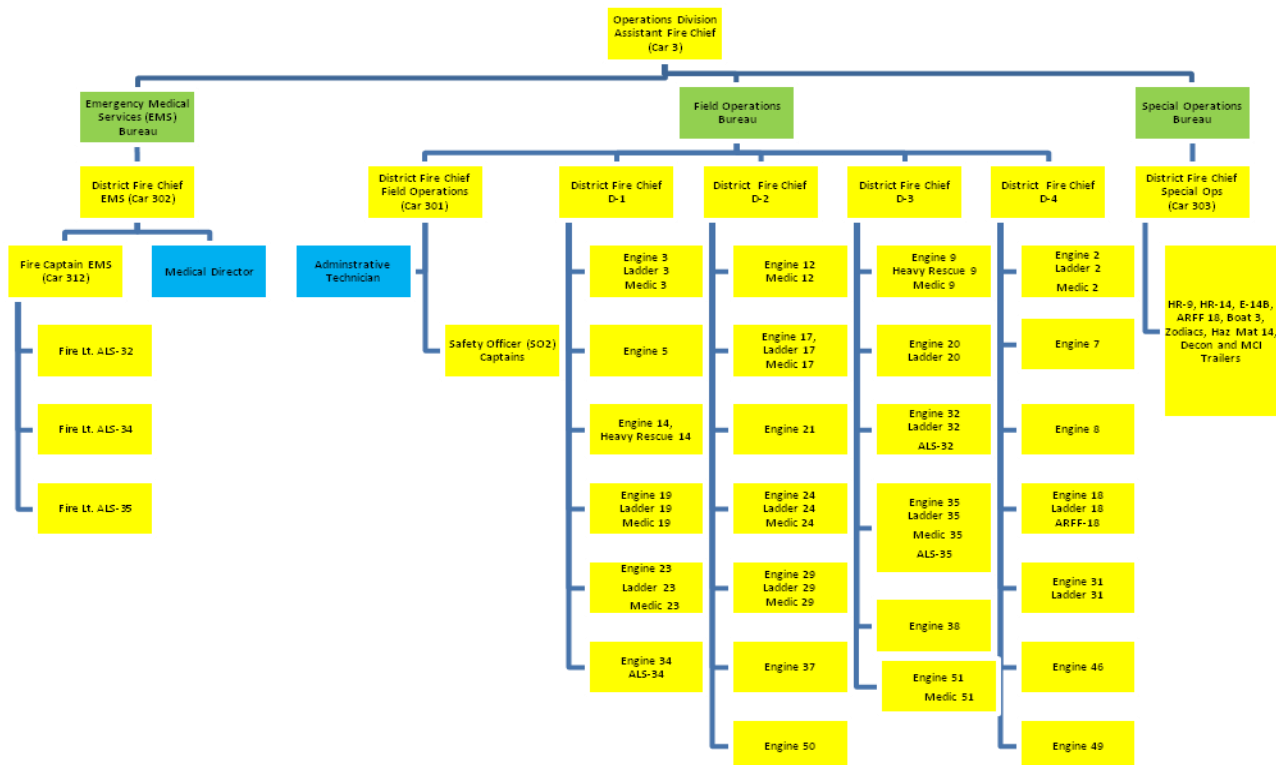


C. Administrative Division:



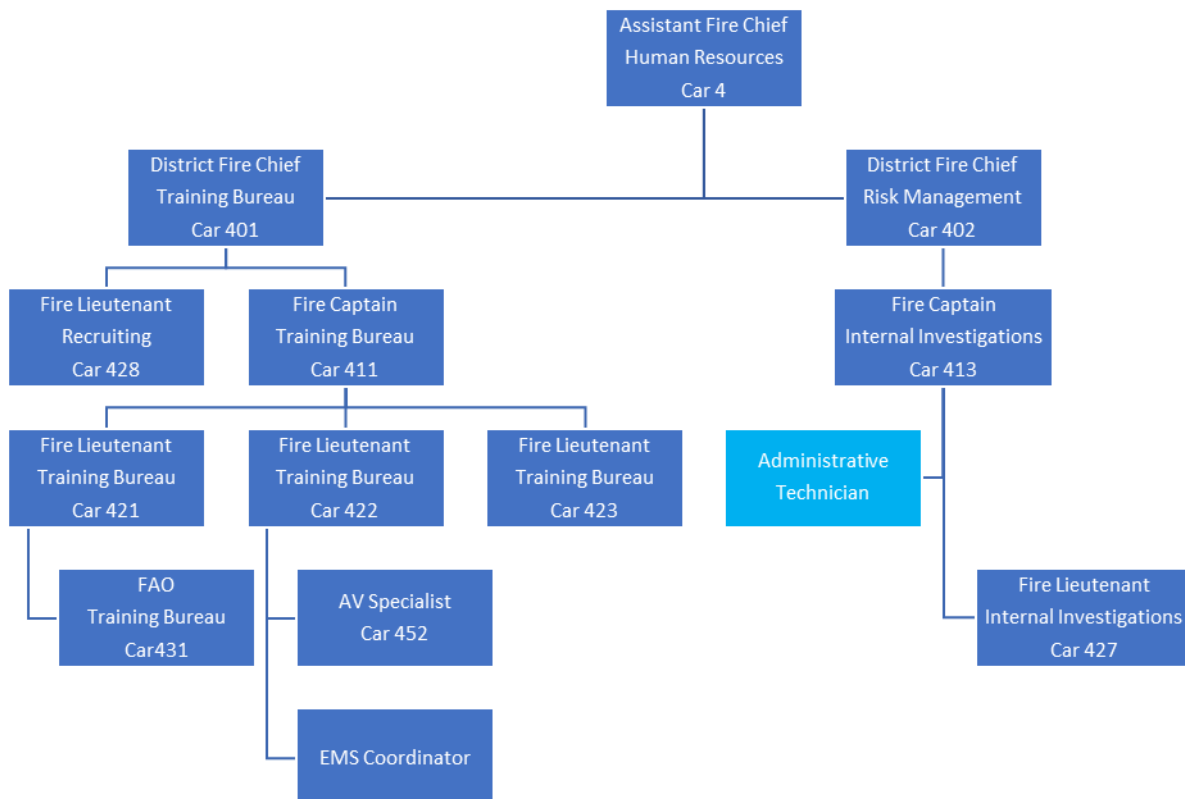
D. Operations Division:

1. Regular assignments per Fire Company:
 - a. Officers- Fire Captain - 1 and Fire Lieutenants- 2, Fire Apparatus Operators (FAO) - 3, and Fire Fighters – 15 (Note: Heavy Rescues are assigned 18 Firefighters).
2. Regular assignments per unit day on a Fire Company
 - a. Company Officer- 1, Fire Apparatus Operator- 1, and Fire Fighters- 3 (Note Heavy Rescues are assigned 4 Firefighters).

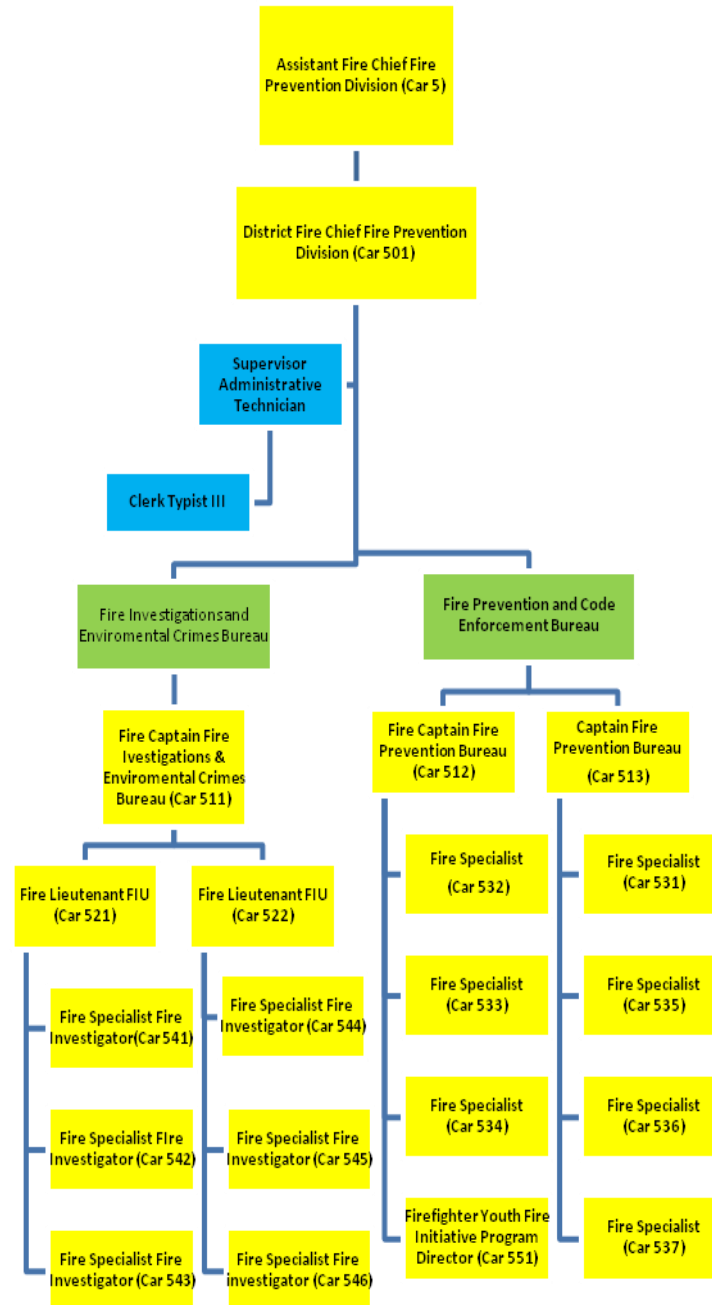


3. Sixth-Persons will be assigned to some Fire Companies if all Fire Companies already have a full complement of members.
4. Each District will be assigned traveling Fire Lieutenants and Fire Apparatus Operators to fill on for the regular assigned positions when a vacancy occurs.

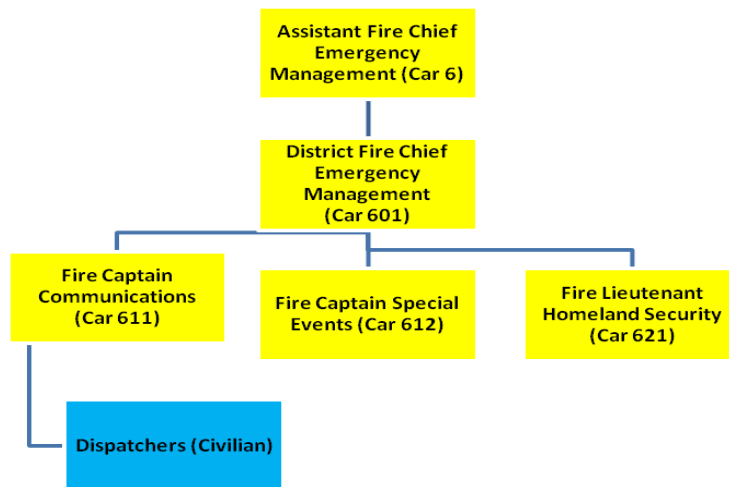
E. Human Resources Division:



F. Fire Prevention Division:



G. Emergency Management Division:



H. Financial Office (Budget):

