



# PROCEDURES MANUAL

**SUBJECT: ADMINISTRATION**

**NUMBER:**

**104**

**APPROVED:**

*FIRE CHIEF*

**TYPE: TERMINOLOGY**

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## Chapter I Administration

### Subject 4 Terminology

#### 104.01 Purpose

- A. To facilitate better written and verbal communication within the Cincinnati Fire Department.

#### 104.03 Policy

- A. A list of basic Fire Department terms and their working definitions shall be provided in the procedure manual.
- B. Although not totally inclusive, those terms and definitions contained within said list shall be officially recognized by all members of the Fire Department.

#### 104.05 Objective

- A. To provide members with a list of basic Fire Department terms and their working definitions.

#### 104.07 Definitions

- A. A common understanding of terminology among organization members is highly essential. This understanding is a significant factor in organizational growth, development and success.
- B. Words used in the present tense include the past and future; words in the masculine gender include the feminine and neuter; the singular number includes the plural.
- C. As a Fire Department Policy, the following list of terms and definitions is included in the procedures manual:
  - Acting Chief, Acting District Chief, Acting Officer, Acting Fire Apparatus Operator - A member of lower rank temporarily assigned to function in a position of higher rank and accepts all duties and responsibilities of that rank.
  - Active Duty - That period of time when a member shall be at a designated place of assignment.
  - Administrative-Services Division - That division in the Fire Department

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responsible for purchasing equipment, liaison with outside agencies and Administrative duties, under the command of an Assistant Chief.

Alarm - A notification to respond to an emergency.

Apparatus - A Fire Department vehicle used for firefighting purposes.

Assistant Chief - Second in rank to the Fire Chief. Is in charge of a division.

Captain - The rank below District Chief and above Lieutenant. May be assigned as commanding officer of a fire company, as Supervisor in Fire Prevention division or other special assignment.

Chain of Command - Relationship of responsibility and authority as shown on the organization chart.

Channels, through - The transmission of orders and communications through intermediate officers in ascending or descending order of rank.

City - The City of Cincinnati.

Communications - Interchange of information, verbal, written, or electronic.

Company Diary - Official record of daily activities and events pertaining to a given fire company.

Company Officer - Member assigned permanently or temporarily, to direct and supervise a fire company.

Department - The Fire Department of the City of Cincinnati.

Desk Diary (Red Book) - Daily activities diary, issued annually, used to exchange information between units, an unofficial log.

Detail - A special or routine assignment of duties.

District - A geographical division of the city which includes a number of fire companies under the command of a District Chief.

District Chief - Directly below Assistant Chief in rank in the Fire Department. In command of a fire district or second command of a Division.

Division—A part of the Fire Department responsible for a general function of the Department. There are four divisions within the Fire Department. They are: The Administrative Services Division, The Operations Division, The Human Resources Division, and The Fire Prevention Division. Each division is commanded by an Assistant Chief.

Duty Chief - The Chief or Assistant Chief on-call outside of regular business hours.

False Alarm - An alarm transmitted when no emergency exists. Can be accidental or malicious.

Fire Apparatus Operator -(FAO)- A member who drives and operates an apparatus.

Fire Chief - The primary administrative officer of the Fire Department.

Fire Company - A unit under the command of an officer which is assigned to a

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fire station with apparatus.

Fire Fighter - A member of the Fire Department below the rank of Fire Lieutenant.

Fire Ground - The location, building or other area where the Fire Department is called to perform firefighting duty.

Fire Prevention Division—The division in the Fire Department which has oversight of fire prevention activities beyond the company level. This includes inspection of certain special properties, fire cause investigation, organization of Department-wide fire code enforcement program and related duties. Commanded by an Assistant Chief.

Fire Prevention Specialist - Member assigned to Fire Prevention Division to perform fire investigations or inspect a specialized fire prevention category.

Fire Recruit - Member in training to become a firefighter.

Fire Station - Any building housing one or more fire companies.

Fire Training Center - The training buildings and staff of the Training Section of the Human Resources Division.

General Order - A directive issued by the Fire Chief to delineate Department policy, which remains in force until revised or rescinded.

Limited Duty - Active duty status for payroll purposes, but restricted to non-fire fighting duties as assigned by the Human Resources Division.

Lieutenant - An officer directly below Fire Captain in rank.

Member - All uniformed personnel of the Fire Department including both officers and fire fighters regardless of their assignment, specialty or rank.

Notice - A directive explaining a program or project which is temporary in nature.

Officer - Uniformed personnel holding the rank of Lieutenant or above.

Operations Division - The division in the Fire Department which is responsible for Fire Suppression, Emergency Medical Services, and Fire Prevention Activities conducted by Operations Division Personnel throughout the city. It has an Assistant Chief as Officer in Charge.

Paramedic - A Fire Department member holding current certification with the State Of Ohio and capable of providing advanced life support (ALS) emergency medical treatment.

Paramedic Training Officer – A Fire Department member with current Paramedic status ranking directly above Paramedic and in charge of the Medic unit to which he is assigned.

Human Resources Division - The division within the Fire Department that is responsible for training, education and personnel matters, under the command of an Assistant Chief.

Supervisor of Fire Equipment Maintenance - The liaison officer with various city agencies regarding fire hydrants, water supply and apparatus and equipment maintenance.

Written Reprimand - After verbal consultation, an official notice in writing by the concerned officer to the employee that there is cause for dissatisfaction with his job performance and that further disciplinary measures may be taken if the cause is not corrected.