	UNITED HOOK & LADDER <b>STANDARD OPERATING GUIDELINES</b>	SECTION 3-1
	Chain of Command/ Officer Qualifications	PAGE 1 of
		JULY 2021

Issued by:

Guideline Number: Section 3-1

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### Section 3-1: Chain of Command/ Officer Qualifications

**Purpose:** This Guideline is to outline the chain of command (COC) that is to be utilized by United Hook & Ladder Company #33. It also Identifies the Officer Qualifications needed to hold either an elected or appointed position.

**Guideline:**

1. **Chain of Command:**

Elected Officers

Fire Chief  
 Deputy Fire Chief  
 Assistant Fire Chief


Appointed Officers

Captain  
 Lieutenant  
 Sergeants

2. **Command Structure and Rank Format:**

Fire Chief  
 Deputy Fire Chief  
 Assistant Fire Chief  
 Captain  
 Lieutenant  
 Sergeant  
 Past Chief

- A. If at anytime an officer is unavailable, then the next officer in the COC will be notified or unless otherwise deemed by the Fire Chief.
- B. If there is no Line Officer present on an incident, then the Driver/ Operator or Senior most trained firefighter will take the lead as the

	UNITED HOOK & LADDER <b>STANDARD OPERATING GUIDELINES</b>	SECTION 3-1
		PAGE 2 of 6
	Chain of Command/ Officer Qualifications	JULY 2021

Incident Commander unless he/she passes command to an incoming fire officer from another department, or another skilled senior firefighter from our department.


**3. Officer Qualifications:**

**A. Fire Chief**

- I. Must have held the position of Deputy or Assistant Chief for 1 year.
- II. Firefighter I, Firefighter II, Instructor I, and Fire Officer I
- III. Basic Vehicle Rescue
- IV. Haz-Mat Operations
- V. Emergency Responder or higher EMS training
- VI. Incident Command
- VII. NIMS Compliment (100, 200, 700, 800)

**B. Deputy Fire Chief**

- I. Must be a driver on all apparatus
- II. Firefighter I, Firefighter II, Instructor I, and Fire Officer I
- III. Basic Vehicle Rescue
- IV. Haz-Mat Operations
- V. Emergency Responder or higher EMS training
- VI. Incident Command

	<p>UNITED HOOK &amp; LADDER</p> <p><b>STANDARD OPERATING GUIDELINES</b></p>	SECTION 3-1
	<p>Chain of Command/ Officer Qualifications</p>	PAGE 3 of 6
		JULY 2021

VII. NIMS Compliment (100, 200, 700, 800)

C. Assistant Fire Chief

I. Must be a driver on all apparatus

II. Firefighter I, Firefighter II, Instructor I, and Fire Officer I

III. Basic Vehicle Rescue

IV. Haz-Mat Operations

V. Emergency Responder or higher EMS training

VI. Incident Command

VII. NIMS Compliment (100, 200, 700, 800)

D. Captain

I. Firefighter I


II. Basic Vehicle Rescue

III. Haz-Mat Operations

IV. Emergency Responder or higher (not mandatory)

V. Incident Command

VI. NIMS Compliment (100, 200, 700, 800)

	UNITED HOOK & LADDER <b>STANDARD OPERATING GUIDELINES</b>	SECTION 3-1
	Chain of Command/ Officer Qualifications	PAGE 4 of 6
		JULY 2021


E. Lieutenant

- I. Essentials of Firefighting or equivalent
- II. Basic Vehicle Rescue
- III. Haz-Mat Operations
- IV. Emergency Responder or higher (not mandatory)
- V. Incident Command
- IV. NIMS Compliment (100, 200, 700, 800)

F. Sergeant

- I. Essentials of Firefighting or equivalent
- II. Basic Vehicle Rescue
- III. Haz-Mat Operations
- IV. Emergency Responder or higher (not mandatory)
- V. Incident Command
- IV. NIMS Compliment (100, 200, 700, 800)

- 4. If at any time the By-Laws of the United Hook & Ladder Company #33 describe any additional or higher training requirements, the By-Laws will supersede this document.
- 5. If at any time a change is made to the Officer Qualifications, the membership will be notified with an updated copy of the requirements and it will be posted.

	<p>UNITED HOOK &amp; LADDER</p> <p><b>STANDARD OPERATING GUIDELINES</b></p>	SECTION 3-1
		PAGE 5 of 6
	Chain of Command/ Officer Qualifications	JULY 2021

6. Prior to the beginning of each year, the newly elected Fire Chief will preset how the interested members will submit their intent in obtaining a promotion to a higher rank.
7. At any time, the Fire Chief may divert from the required training for appointed officers if deemed necessary.
8. It should be the goal of interested members to obtain this training prior to being interested in a ranked position.