



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.03	Chain of Command	PAGE: 1 OF 2
EFFECTIVE: 06/2004	Authorized: John Filer, Chief	
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100.03.01 Purpose

The purpose of this procedure is to establish a policy concerning authority, direction, supervision and reporting structures within the department.

100.03.02 Policy

The department shall utilize a single rank structure in the execution of duties and responsibilities. Authorities as established by rank apply throughout the department for both operational and administrative duties and job functions.

100.03.03 Rank Structure

Rank structures as authorized by the Director are as follows:

1. Director (Department Head as appointed by the authority having jurisdiction)
2. Division Chief
3. Assistant Chief
4. Captain
5. Lieutenant
6. EMT, Paramedic & Technician Field Training Officers
7. EMT's, Paramedics, Technicians & civilian non-sworn employees

100.03.04 Officers

The Division Chief, Assistant Chief, Captains and Lieutenants are designated as officers within the department.

100.03.05 Executive Command Staff

The Division Chief, Assistant Chief and Captains are designated as executive command staff officers within the department.



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100.03.06 General Policy

1. The chain of command shall be adhered to at all times.
2. Unauthorized deviation from this policy may result in disciplinary action as outlined in the *Charles County Personnel Policy & Procedure Manual*.
3. At no time shall anyone issue a standing order that is contradictory to the orders and procedures established by the Director and or Division Chief.
4. Unless otherwise specified, personnel shall pass all official correspondences through the proper chain of command by first notifying their immediate supervisor.
5. If an employee is carrying out a direct order and they are unclear of their direction, they should contact their immediate supervisor. If the immediate supervisor does not have clarity or is unable to determine the propriety of the order, the issue shall proceed through the command chain until clarity or the question of propriety is settled.
6. If an employee submits an official correspondence through the proper chain of command and they do not receive a response (if required) from their immediate supervisor, then the employee may send a second correspondence to the next higher level officer in the command chain. The employee should copy their immediate supervisor on the second correspondence.
7. If an employee is unable to reach or make contact with their immediate supervisor and the situation warrants immediate action, then the employee may reach out to the next highest level officer in the command chain.

100.03.07 Operations Policy

1. On-scene operations shall comply with the chain of command as established by the on-scene Incident Commander.
2. If command has not yet been established, the ranking officer on-scene may initiate command.
3. Detailed policy regarding on-scene incident management may be referenced in *SOP 401.03 Incident Management System*.