



## Madeira Beach Fire Department Standard Operating Protocol

**Date Issued:** 1/1/01  
**Change Order:** 8/06, 1/21/09, 5/19  
**SOP Number:** 100-02  
**Subject:** Chain of Command

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**Purpose:** To set forth and establish a well-defined organizational structure for the formal exchange of information & communications, the delegation of responsibilities, and proper flow of facts and detail.

**Scope:** The Madeira Beach Fire Department shall make every effort to respect and utilize the proper Chain of Command. This will assist with keeping all levels of the Organization informed with factual, timely information and decrease the overall uses and dissemination of misinformation. Compliance with the Chain of Command is essential for the maintenance of discipline and the development of teamwork and morale

**General:**

- All Department members, both on and off duty, should follow their Chain of Command and report to their direct supervisor, whenever possible. A non-typical situations and special duties may alter the normal Chain of Command.
- Lieutenants shall maintain and direct their shift using the Standard Operating Procedures as a guideline, while keeping the Fire Chief informed of issues occurring within his/her Department.
- Conflicting orders should be clarified with the personnel involved, addressed in a timely fashion and never ignored.
- When off-duty personnel are called to duty, the senior ranking officer will assume the lead role and function as the station officer. If the highest ranking officer, regardless of seniority, is the same as the officer that is on-duty, then Command will remain with the on-duty officer. The senior qualified person shall have the option to fill the vacant position or pass the position to another qualified person.
- Written correspondence concerning Department business will not be conducted with any person, firm, company or corporation without authorization from the Fire Chief. When this type of correspondence is conducted with persons through the mail, the official Madeira Beach letterhead will be used. When correspondence

of this type is conducted through email, a copy is to be submitted to the Fire Chief or his designee for approval.

- During emergency or non-emergency events, the City's PIO should be notified as soon as possible and when appropriate.