

TITLE ADMINISTRATION MANUAL	STANDARD INSTRUCTION 02		DEPARTMENT FIRE-RESCUE
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I. FIRE CHIEF

- A. As provided in the Charter of the City of San Diego, the San Diego Fire-Rescue Department consists of the Chief of the Fire-Rescue Department and such other officers, members, and employees as the Council, from time to time, prescribes by ordinance.
- B. The Fire Chief of the San Diego Fire-Rescue Department is appointed by the Mayor and confirmed by a majority of the City Council.
- C. The Fire Chief shall have all power and authority necessary for operation and control of the Fire-Rescue Department and for the protection of the lives and property of the people of San Diego.

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II. ASSISTANT FIRE CHIEFS

The Assistant Fire Chiefs shall:

- A. Be equal in rank to each other and subordinate in rank to the Fire Chief and, in the absence of the Chief, either can assume the duties and authority of the Fire Chief.
- B. Serve on the General Staff of the Chief and assist in the formulation and administration of the annual budget, Department policy, rules and regulations, practices, and procedures governing personnel and operation of the Department.
- C. Be responsible for the functional operations of the Fire-Rescue Department. Assume command of operations.

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III. FIRE MARSHAL

- A. The San Diego Municipal Code provides for the Office of the Fire Marshal of the City of San Diego, which shall be held, and the duties of which shall be performed by the Chief of the San Diego Fire-Rescue Department.
- B. The Chief of the San Diego Fire-Rescue Department may appoint a Deputy. The Deputy shall represent the Fire Chief and perform the duties of the Fire Marshal which include:
 - 1. Directing the operation of the Fire Prevention Bureau.
 - 2. Serving as ex officio member, City Board of Appeals.
 - 3. Advising the Fire Chief on matters of fire and life safety.

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IV. DEPUTY FIRE CHIEFS

Deputy Fire Chiefs shall:

- A. Be of equal rank to each other, the Lifeguard Chief, the Fiscal & Administrative Service Manager and the Human Resources Manager, and subordinate in rank to the Assistant Fire Chiefs.
- B. Compose the General Staff of the Chief and assist in formulation and administration of Department policy, rules and regulations, practices, and procedures governing Department personnel and operations.
- C. Be responsible for the efficiency and effectiveness of personnel within their respective divisions.
- D. Conduct meetings with key personnel in their divisions as necessary.
- E. Make such inspections and investigations as may be necessary to keep them informed of conditions in their divisions.
- F. Respond to all multiple alarms as directed by the Fire Chief or Assistant Fire Chiefs.
- G. Be responsible for the development of their respective division budgets.

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V. LIFEGUARD CHIEF

The Lifeguard Chief shall:

- A. Be of equal rank to the Deputy Fire Chiefs, the Fiscal & Administrative Service Manager and the Human Resources Manager, and be subordinate in rank to the Assistant Fire Chiefs.
- B. Compose the General Staff of the Chief and assist in formulation and administration of Department policy, rules and regulations, practices, and procedures governing Department personnel and operations.
- C. Be responsible for the efficiency and effectiveness of personnel within the Lifeguard Services Division.
- D. Conduct meetings with key personnel in their divisions as necessary.
- E. Make such inspections and investigations as may be necessary to keep informed of conditions in the division.
- F. Respond to all incidents as directed by the Fire Chief or Assistant Fire Chiefs.
- G. Be responsible for the development of the Lifeguard Services Division budget.

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VI. ASSISTANT TO THE FIRE CHIEF

Assistant to the Fire Chiefs shall:

- A. Be of equal rank to each other, Deputy Chiefs and the Lifeguard Chief and subordinate in rank to the Assistant Fire Chiefs.
- B. Be responsible for the Fiscal & Administrative Services and Human Resources Division, and have working titles of Fiscal & Administrative Services Manager and Human Resources Manager respectively.
- C. Compose the General Staff of the Chief and assist in formulation and administration of Department policy, rules and regulations, practices, and procedures governing Department personnel and operations.
- D. Be responsible for the efficiency and effectiveness of personnel within their respective divisions.
- E. Conduct meetings with key personnel in their divisions as necessary.
- F. Make such inspections and investigations as may be necessary to keep them informed of conditions in their divisions.
- G. Be responsible for the development of their respective division budgets.

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VII. PROGRAM MANAGERS

The Managers:

- A. Be of equal rank to each other and subordinate in rank to the Deputy Fire Chiefs.
- B. Report to the Deputy Chief in charge of Maintenance and Material.
- C. Be responsible for the Communications and Fleet/Stores Divisions and have working titles of Communications Manager and Fleet Manager respectively.
- D. Compose the General Staff of the Chief and assist in formulation and administration of Department policy, rules and regulations, practices, and procedures governing Department personnel and operations.
- E. Be responsible for the efficiency and effectiveness of personnel within their respective divisions.
- F. Conduct meetings with key personnel in their divisions as necessary.
- G. Make such inspections and investigations as may be necessary to keep them informed of conditions in their divisions.
- G. Be responsible for the development of their respective division budgets.

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VIII. DIVISION FIRE CHIEFS

Division Fire Chiefs shall:

- A. Be of equal rank to each other and the Marine Safety Captain and subordinate in rank to Deputy Chiefs.
- B. Report to the Deputy Chief in charge of Fire Operations.
- C. Supervise and direct the activities of all fire companies within the City.
- D. Conduct meetings with Fire Battalion Chiefs as necessary.
- E. Make inspections and investigations to ensure the efficiency and effectiveness of the personnel assigned to Fire Suppression.
- F. Respond to all multiple alarms and accept Command.

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IX. MARINE SAFETY CAPTAIN

Lifeguard Marine Safety Captain shall:

- A. Be of equal rank to the Division Fire Chiefs and subordinate in rank to the Lifeguard Chief.
- B. Supervise and direct the activities of all Lifeguard Districts within the City.
- C. Conduct meetings with Lifeguard Lieutenants as necessary.
- D. Make inspections and investigations to ensure the efficiency and effectiveness of the personnel assigned to Lifeguard Services Division.
- E. Respond to all major incidents and accept command.
- F. Be in command of all lifeguard districts and lifeguard stations through subordinates during an assigned shift, and perform related work.

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X. LIFEGUARD LIEUTENANTS

Lifeguard Lieutenants shall:

- A. Be of equal rank to each other and subordinate in rank to the Marine Safety Captain.
- B. Supervise and direct the activities of all Lifeguard Districts within the City.
- C. Conduct meetings with Lifeguard Sergeants as necessary.
- D. Make inspections and investigations to ensure the efficiency and effectiveness of the personnel assigned to Lifeguard Services Division.
- E. Be in command of a lifeguard district and lifeguard stations during an assigned shift, and perform related work.
- F. When performing duty at cliff rescues, water rescues and other rescue efforts, be particularly judicious in directing crews to perform appropriate tasks, spotting equipment, calling for assistance, and other operations necessary for the preservation of life and property.
- G. When performing duty at medical aids, be particularly judicious in overseeing the medical care being provided, providing direct patient care when needed, calling for assistance, and other operations necessary for the preservation of life and crew safety.
- H. Ensure that all apparatus, equipment and department property assigned to their command, in quarters and during all outside activities, are properly cared for, safe and protected from damage and theft. Apparatus shall not be left unattended during outside activities, unless under supervision of at least one crew member or locked/secured.
- I. Train and instruct members of their commands, through daily training sessions to insure that the efficiency and coordination of their commands are maintained.
- J. When given assignments other than rescue and medical aid, perform duties in an efficient and judicious manner.
- K. Use sound judgment when making decisions in compliance with San Diego Fire-Rescue Department policies and guidelines.

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XI. FIRE BATTALION CHIEFS

Fire Battalion Chiefs shall:

- A. Be of equal rank to each other and subordinate in rank to Division Chiefs.
- B. Supervise and direct the activities of all fire companies within an assigned district of the City.
- C. Visit each company or unit over which they have supervision at frequent intervals; witness drills, make such inspections as necessary to determine that proper care and attention is being given to all Department property.
- D. Make investigations, heed evidence of neglect or inefficiency, and take necessary action to correct any deficiencies in their commands as required.
- E. Have authority to prohibit the use of any uniform, tool, appliance, implement, or equipment which is unfit for service.
- F. When hazardous conditions of an emergency nature are found in areas of their command, promptly supervise an inspection of the affected premises and/or report the conditions to the Fire Prevention Bureau.
- G. When assigned to Divisions other than Fire Operations, be responsible for the efficiency and effectiveness of their Division under the direction of the Deputy Fire Chief or Human Resources Manager.

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XII. FIRE CAPTAINS

Fire Captains shall:

- A. Be of equal rank to each other and subordinate in rank to Battalion Chiefs.
- B. Be in command of a fire company and fire station during an assigned shift, and perform related work.
- C. Be thoroughly familiar with their response districts.
- D. When performing duty at fires, be particularly judicious in laying lines, placing ladders, spotting equipment, calling for assistance, and other operations necessary for the preservation of life and property.
- E. When performing duty at medical aids, be particularly judicious in overseeing the medical care being provided by the crews, providing direct patient care when needed, calling for assistance, and other operations necessary for the preservation of life and crew safety.
- F. Ensure that all apparatus, equipment and department property assigned to their command, in quarters and during all outside activities, are properly cared for, safe and protected from damage and theft. Apparatus shall not be left unattended during outside activities, unless under supervision of at least one crew member or locked/secured.
- G. Train and instruct members of their commands, through daily training sessions to insure that the efficiency and coordination of their commands are maintained.
- H. Direct their command in making fire prevention inspections of designated occupancies within their assigned area and within their Company Fire Prevention Districts.
- I. When given assignments other than fire suppression, perform duties in an efficient and judicious manner.
- J. Use sound judgment when making decisions in compliance with San Diego Fire-Rescue Department policies and guidelines.

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XIII. LIFEGUARD SERGEANT

Lifeguard Sergeants shall:

- A. Be of equal rank to each other and subordinate in rank to the Lifeguard Lieutenants.
- B. Be in command of lifeguard stations during an assigned shift, and perform related work.
- C. Be thoroughly familiar with their response districts.
- D. When performing duty at cliff rescues, water rescues and other rescue efforts, be particularly judicious in directing crews to perform appropriate tasks , spotting equipment, calling for assistance, and other operations necessary for the preservation of life and property.
- E. When performing duty at medical aids, be particularly judicious in overseeing the medical care being provided by the crews, providing direct patient care when needed, calling for assistance, and other operations necessary for the preservation of life and crew safety.
- F. Ensure that all apparatus, equipment and department property assigned to their command, in quarters and during all outside activities, are properly cared for, safe and protected from damage and theft. Apparatus shall not be left unattended during outside activities, unless under supervision of at least one crew member or locked/secured.
- G. Train and instruct members of their commands, through daily training sessions to insure that the efficiency and coordination of their commands are maintained.
- H. When given assignments other than rescue and medical aid, perform duties in an efficient and judicious manner.
- I. Use sound judgment when making decisions in compliance with San Diego Fire-Rescue Department policies and guidelines.

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XIV. FIRE ENGINEERS

Fire Engineers shall:

- A. Drive and operate apparatus in a safe manner, with due regard for the welfare of the public and the Department.
- B. Under the supervision of their respective commanding officers, be responsible for the condition and operation of apparatus to which they are assigned and shall be held strictly accountable for the readiness of such apparatus for service.
- C. Acquaint themselves with the topography, physical conditions, street names, numbers, locations, and other matters affecting response in their first and greater alarm districts.
- D. When assigned as pump operators or engineer, be familiar with Department practices and procedures relative to water supply, hose streams, pump operations, and other essentials, to enable them to efficiently perform their duties.
- E. Possess appropriate valid drivers license issued by the State of California Department of Motor Vehicles and a valid Medical Examiner's Certificate. Be familiar with the California Vehicle Code, and the San Diego City Traffic Ordinances.
- F. When assigned to other than fire suppression, judiciously perform duties as directed.
- G. When performing duties at medical aids, judiciously providing basic or advanced life support aid at a level appropriate to the licenses and certifications issued by the State of California as directed.

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XV. ALL OFFICERS

All Officers shall:

- A. Be responsible for the enforcement of discipline and the promotion and maintenance of efficiency of their commands and consider it their duty to set especially good examples and require their commands to maintain the high standards of the Department.
- B. Within their commands, put into effect the authorized policies, regulations, practices and procedures of the Department.
- C. Be familiar with the general requirements of their commands in order to assume their responsibilities and effectively discharge their duties.
- D. In sudden emergencies, decide promptly any questions of doubt on the part of their subordinates relative to the interpretation of regulations or orders and shall prescribe the immediate action to be taken.
- E. Respond to alarms, rescue, medical aid, and special calls in accordance with requirements and Department policy, and those officers in charge of Emergency Operations shall assume command and direct operations until relieved by a superior officer.
- F. When in charge at the scene of any fire, have full power and authority to direct the operation of extinguishing same, take the necessary precautions to prevent the spread thereof and, in the course of such operations, prohibit approach to such fire by any person, vehicle, vessel, or thing, and to remove or cause to be removed and kept away from such fire any vehicle, vessel, or thing, and all persons not actually or usefully employed in the extinguishing of such fire or the preservation of property in the vicinity thereof.
- G. Cause all fires to be extinguished with the least possible danger to life and property, prevent unnecessary water damage, take proper precautions against rekindle, and leave the premises in as safe a condition as is practical.
- H. When in charge at the scene of any rescue, have full power and authority to direct the operation of rescuing anyone in need of rescue, take the necessary precautions to prevent injury to any person, ensure safety of all persons not actually or usefully employed in the rescue, the protection of life or the preservation of property in the vicinity thereof.
- I. When in charge at the scene of any medical aid, have full power and authority to direct the operation of providing medical care and transportation, take the necessary precautions to ensure safety of all persons not actually or usefully employed in the medical aid, the protection of life or the preservation of property in the vicinity thereof.

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- J. Keep the Communications Center informed of their status at all times while on duty.
- K. When in charge of a departmental subdivision for which the maintenance of a journal is not specifically required, keep on file in an orderly manner reports and materials relative to the functions of their offices.
- L. Be responsible for the correct notation in journals of all orders, directions, and other information having general application to the operation of their respective commands and apprise their reliefs of occurrences incidental to their tour of duty.
- M. Preserve all orders, notices, bulletins, communications, and records pertaining to the operation of their respective units, until the purpose of such records has been served.
- N. Be responsible for the completeness, accuracy, and routing of all reports with which they are concerned; refrain from intercepting or unnecessarily delaying any report or communications in transit and where such reports involve questions of Department policy, forward them promptly to the Human Resources Manager.
- O. Promptly investigate and make oral reports to their commanding officers of any unusual occurrences concerning the Department; when required, make written reports containing the facts of the case and forward promptly through their chain of command.
- P. Promptly investigate, make written reports containing the facts of any Equal Employment Opportunity complaint directly to the Human Resources Manager pursuant to the policies, procedures and regulations of the City, State and Federal government. Officers will take immediate action to ensure that the actions resulting in the complaint are immediately stopped and that the reporting party is not retaliated against for making the report.
- Q. Take precautionary measures to prevent the exposure of members to unnecessary danger while on duty.
- R. Be just, dignified, and firm in their relations with subordinates, and see that good order and proper discipline are maintained.
- S. Require subordinates to comply with all orders, regulations, practices and procedures of the Department, and applicable Federal or State Laws or City Ordinances.
- T. Avoid interference in matters or operations for which any officer of equal rank is responsible, except as directed by a superior officer.
- U. Relinquish to a superior officer, to be exercised at his/her discretion, any authority which the subordinate officer may have held.

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XVI. ACTING OFFICERS

Acting officers shall:

- A. Have the authority of the positions in which they are acting, be charged with the knowledge and responsibilities of their positions, and be held accountable for the proper execution of the duties of the rank in which they are acting.
- B. Be accorded all the privileges pertaining to the positions they temporarily occupy, and be obeyed and respected accordingly.