

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD INSTRUCTION</b> 02		<b>DEPARTMENT</b> FIRE-RESCUE
<b>SUBJECT</b> STATION MANAGEMENT: STATION AUTHORITY AND COMMAND	<b>SECTION</b> 02	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> 28 July 2021

**I. PURPOSE**

This policy will guide personnel on fire station authority and command.

**II. SCOPE**

This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel, except lifeguards.

**III. AUTHORITY**

The fire chief authorizes the information within this policy.

**IV. POLICY**

**A. Authority and Responsibility**

1. All captains will maintain responsibility for the fire company and fire station during their assigned shift.
2. In multiple company stations, the on-duty captains shall have overall authority in matters pertaining to their company apparatus and associated equipment. Other apparatus in the station shall be under the authority of the captain assigned to that apparatus.
3. At each fire station, one station captain will be designated on an annual basis.
4. Station captain shall assume authority and responsibility over those functions that are common to all divisions.
5. The station captain may delegate authority and assign responsibility to other officers assigned to the station.
6. Captains will respect and adhere to the authority and decisions of the station captain.

**B. Station Captain Oversight Responsibilities**

1. Maintain general condition of station and apparatus
2. Requisition and control of supplies
3. Assignment of quarterly station inspections
4. Maintain station files, bulletin boards, and library
5. Ensure accurate and complete records and reports
6. Map corrections, apparatus map book, wall map and district map

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C. Station Captain Rotation

1. Station captains will be assigned on a rotational basis each fiscal year, as noted in the table below.

Year	Division	Year	Division
2020	A	2026	A
2021	B	2027	B
2022	C	2028	C
2023	A	2029	A
2024	B	2030	B
2025	C	2031	C

2. In multiple company stations, the battalion chief will appoint the station captain.

D. Ambulance Provider – Ambulance Provider In-House Duties and Activities

1. The captain has authority and control of in-house duties and activities of ambulance provider personnel.
2. Ambulance provider personnel are expected to comply with all city and SDFD rules and regulations.
3. Ambulance provider personnel will be responsible for the condition and maintenance of their apparatus and equipment.
4. Maintenance of fire stations and grounds will be shared fairly between ambulance provider and SDFD personnel.
5. Ambulance provider personnel may participate in and/or conduct medically related drills and community events.
6. An ambulance provider trainee shall be subject to the same rules and authority as ambulance provider personnel. Trainees will be permitted to spend 24-hour shifts only in those stations where adequate accommodations exist.
7. Ambulance provider and SDFD will use their respective chain of command to address performance or conduct issues.