

**TOWNSHIP FIRE DEPARTMENT**  
**CHAPTER 1: ADMINISTRATIVE OPERATIONS**

Part 3: Job Descriptions

Subject: Division Chief of Rescue

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Section: 1-3-4

Effective Date: 04-01-02

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- 4.01 Purpose. Define duties of the Division Chief of Rescue.
- 4.02 Goal. To describe the staff position of Division Chief of Rescue.
- 4.03 Radio designation shall be Chief 3.
- 4.04 The Division Chief of Rescue shall be a member of Emergicare.
- 4.05 The following duties and responsibilities are to be carried out under the administration of the Chief and in accordance with policies established by the Board of Directors of Township Fire Department, Inc. Additional duties and responsibilities may be assigned as needed.
- A) Oversee the "Emergicare" operation of the Department by:
- 1) Establishing Standard Operating Procedures.
  - 2) Outlining Goals for the Operation.
  - 3) Maintaining a liaison with the Ambulance Service.
  - 4) Recommending training needs including training budget items to the Division Chief Training Officer.
  - 5) Establishing budget needs and pass them on to the Division Chief for consideration in the total budget.
  - 6) Verifying that the By-Laws of "Emergicare" are being adhered to.
- B) Establish the budget needs for the Special Rescue Divisions of TFD (i.e. water rescue, dive rescue, etc.)
- C) Function as Operations Officer at all special rescues and extrications when he/she is present.
- D) Shall serve as fireground operations in the absence of the Division Chief of Operations.
- E) Shall provide accountability tags for Associate members.