

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

Part 3: Job Descriptions

Subject: Division Chief of Inspections and Investigations

Page 1 of 1

Section: 1-3-5

Effective Date: 04-01-02

Reviewed/Revised Date: 11-25-19

- 5.01 Purpose. Define duties of the Division Chief of Inspections and Investigations.
- 5.02 Goal. To describe the staff position of Division Chief of Inspections and Investigations.
- 5.03 Radio designation shall be Chief 4.
- 5.04 The following duties and responsibilities are to be carried out under the administration of the Fire 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) Function as operations officer at fire response activities when he/she is present.
  - B) Shall attempt to determine cause of fires and report all suspicious fires to the Chief and other appropriate authorities for their continued investigation.
  - C) The Division Chief of Inspections and Investigations will be responsible for gathering information relating to fire investigation and make them available to members of the Department.
  - D) Serves as Program Manager to the Inspection Division and Fire Inspector(s).
  - E) Maintain personnel accountability at the fire scene.
  - F) Recommend budget request for the fire investigation and inspector account in preparing a budget for the upcoming year.
  - H) The Division Chief of Inspections and Investigations will advise the members of the department of known hazardous materials located within our response area and assist in preplanning of all large sites or complexes that constitute a threat from hazardous materials used in their manufacturing process that are stored in bulk on the site.