

TOWNSHIP FIRE DEPARTMENT
CHAPTER 1: ADMINISTRATIVE OPERATIONS

Part 3: Job Descriptions

Subject: Captain of Special Rescue

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Section: 1-3-24

Effective Date: 05-29-12

Reviewed/Revised Date: 05-22-17

- 12.01 Purpose. Define duties of Captain of Special Rescue.
- 12.02 Goal. To describe the staff position of Captain of Special Rescue
- 12.03 Radio designation shall be Township 7.
- 12.04 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) The Captain of Special Rescue shall report to the Division Chief of Rescue Services.
 - B) The Captain of Special Rescue shall prepare and manage the Special Rescue Budget that includes making purchases according to the approved budget.
 - C) The Captain of Special Rescue shall develop an annual Special Rescue Training Schedule.
 - D) The Captain of Special Rescue shall lead Special Rescue Training sessions and meetings.
 - E) The Captain of Special Rescue shall prepare and present the Annual Water Rescue Report to Eau Claire County.
 - F) The Captain shall assist the Division Chief of Training & Safety with maintenance of training records as they pertain to Special Rescue members.
 - G) The Captain shall develop and implement a way of identifying trained personnel at Special Rescue incidents and restricting untrained personnel from certain high risk duties at Special Rescue incidents.

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- H) The Captain of Special Rescue shall maintain an inventory of Special Rescue Equipment housed at each station.
- I) The Captain of Special Rescue shall assist training officers in developing training sessions which entail special rescue topics.
- J) The Captain shall attend in-station training sessions which entail special rescue topics (as schedule allows).
- K) The Captain shall assume the duties of Operations Officer at Special Rescue Incidents, when available and if otherwise unassigned.
- L) As needed, and at the discretion of the ranking officer on scene, the Captain of Special Rescue may fulfill roles within the ICS system (including Incident Command) at incidents other than Special Rescues.

12.05 Though not limited to, the following situations are ones typically handled by the Special Rescue Division:

- 1) Water rescue (including Swift water)
- 2) Ice Rescue
- 3) Dive Rescue
- 4) Overland search and rescue (includes the use of compass, GPS units and ATVs)
- 5) Confined space rescue
- 6) High angle/rope rescue