

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

Part 3: Job Descriptions

Subject: Captain

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Effective Date: 01-01-90

Section: 1-3-12

Revised Date: 06-26-23

12.01 Purpose. Define duties of Captain.

12.02 Goal. To describe the line position of Captain.

12.03 Radio designation shall be Township 14, 24, 34, 44, 54, depending which station that they are from.

12.035 Captain's serve a 3 year term, by appointment of the Board. Applications for the next 3 year term will be due by October 1 of the final year of the current term. Appointment of position to be made at the October Board meeting.

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 shall see that firefighters entering a structure are properly outfitted, have communications and an adequate water supply.
- B) The Captain shall, after the initial unit arrives, see that equipment is properly placed and/or staged as it arrives.
- C) The Captain is responsible for maintenance of equipment and supplies at the station level.
- D) The Captain may be a sector officer at emergency situations.
- E) The Captain shall aid the Battalion Chief in identifying and documenting areas in the Township which may need special equipment and/or techniques in handling an emergency.
- F) The Captain shall assume the responsibilities of the Battalion Chief in his/her absence.
- G) The Captain shall maintain the station inventory.