

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

### 10.01.03 CHAIN OF COMMAND



Adopted: 12/20/16  
Reviewed: 03/21/18  
Revised: 03/21/18

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher", is written over a horizontal line.

**Purpose:** Spokane County Fire District 8 recognizes and uses Chain of Command as the method for communication.

**References:** N/A

#### **Procedure:**

1. Spokane County Fire District 8 utilizes an organizational structure with a pathway of responsibility from the lowest level to the highest level, and vice versa. This structure is better known as the Chain of Command. The pathway, however, is more than a substructure with names and titles, but represents a method of communication and decision-making that connects and unifies each part of the organization.
2. Within this structure, the member's first-level supervisor is the connecting link to the upper levels of authority in the responsibility chain. When utilized appropriately, information and activities are reported to and received from the member's first-level supervisor; when first-level reporting is not done a duplication of effort, misunderstanding, rumor or conflict may occur. Members are strongly encouraged to support this structure by reporting primarily to their assigned first-level supervisor. This enables effective upward and downward communication and ensures that clear direction and messages are provided and understood.
3. Under the following circumstances it may be necessary to report directly to or follow the direction of another supervisor without consulting a first-level supervisor:
  - a) Safety or health may be endangered.
  - b) The member is functioning under the authority of another supervisor for a specific task or project, or for a specified period of time.
  - c) The first-level supervisor is part of a problem with which the member is seeking assistance.