	Policy and Procedure – West Fargo Fire Department	
	Subject: Organization	
	Series: Administration	
	Date Authorized: 12/01/2019	Authorized by:
Date Reviewed: 10/01/2020	Chief Daniel Fuller	Policy 10.001

Intent

To establish a policy regarding the formal organization of the West Fargo Fire Department.

References

West Fargo City Ordinance Chapter 4 FIRE

Definitions

Policy


1. All employees, regardless of rank, title, position, or status as sworn or civilian shall read and become familiar with the department’s rules and regulations, policies, and procedures and standard operating guidelines.
 - a. Lack of knowledge will not be accepted as an excuse for any violation.
 - b. If a doubt exists as to the meaning of a rule or regulation, an individual shall seek an interpretation from his/her immediate supervisor
 - c. Furthermore, department employees shall conduct themselves in a manner, both on and off-duty, which does not compromise or adversely affect the integrity, professionalism, or public trust of the individual firefighter, officer, civilian employee, or the West Fargo Fire Department
 - d. The standard operating guidelines and policies do not constitute a contract. As a basic condition of employment, all employees have an obligation to conduct their official duties in a manner that serves the public interest, upholds public trust, and protects the department’s resources.

2. Employees have the responsibility to:
 - a. Perform their duties to the best of their abilities and in a manner that is efficient, cost-effective, and meets the needs of the public
 - b. Demonstrate professionalism, responsibility, integrity, dependability, and empathy in the conduct of all department business
 - c. Ensure that all department resources, including funds, equipment, vehicles, and other property are used in strict compliance with department policies and for the benefit of the department.
 - d. Conduct all dealings with the public and other agencies in a manner that presents a courteous, professional, and service oriented image of the department.

3. Officers and supervisors shall set an example for other members and have a responsibility to ensure that their activities and decisions pertaining to community service, personnel actions, and the management of public funds are consistent with the department’s policies and practices.

4. Increased diligence is expected following promotion to any rank. Command is synonymous with initiative and self-reliance in meeting and accepting responsibility; a

Organization	Administration	10.001
--------------	----------------	---------------

	Policy and Procedure – West Fargo Fire Department	
	Subject: Organization	
	Series: Administration	
	Date Authorized: 12/01/2019	Authorized by:
Date Reviewed: 10/01/2020	Chief Daniel Fuller	Policy 10.001


commanding officer must command. If subordinates fail or neglect to perform their duties, they shall be disciplined. Commanding officers must realize that their capacity and character are accurately reflected by the work of the personnel under them, bearing in mind that courtesy in the relationship between superiors and subordinates promotes discipline and leads to mutual respect.

5. No outside activity is to interfere in any way with the operation of the Department, or the member’s activity and interest in the Department. Should a conflict of interest develop, the Chief of the Department shall take the necessary steps to eliminate such conflict.

6. Fire Department Organization
 - a. The Chief of the Department shall be executive officer of the department overseeing all employees of the department and the administrative division
 - b. Deputy Chiefs shall be the next lower in rank than the Chief. All divisions shall have a Deputy Chief or equivalent non-sworn civilian employee overseeing the divisions. See Fire Department Divisions.
 - c. Battalion Chiefs shall be the next lower in rank than a Deputy Chief. The Training Chief shall be equal in rank to a Battalion Chief.
 - d. Captains shall be the next lower in rank than a Battalion Chief. Inspectors assigned to the Community Risk Reduction Division shall be equal in rank to a Captain
 - e. At any time, a Deputy Chief maybe designated as the acting Chief of Department by the City Administrator
 - f. At any time, a Battalion Chief maybe designated as an acting Deputy Chief by the Chief of the Department or Deputy Chief
 - g. At any time, a Captain maybe designated as an acting Battalion Chief by the Chief of the Department or Deputy Chief

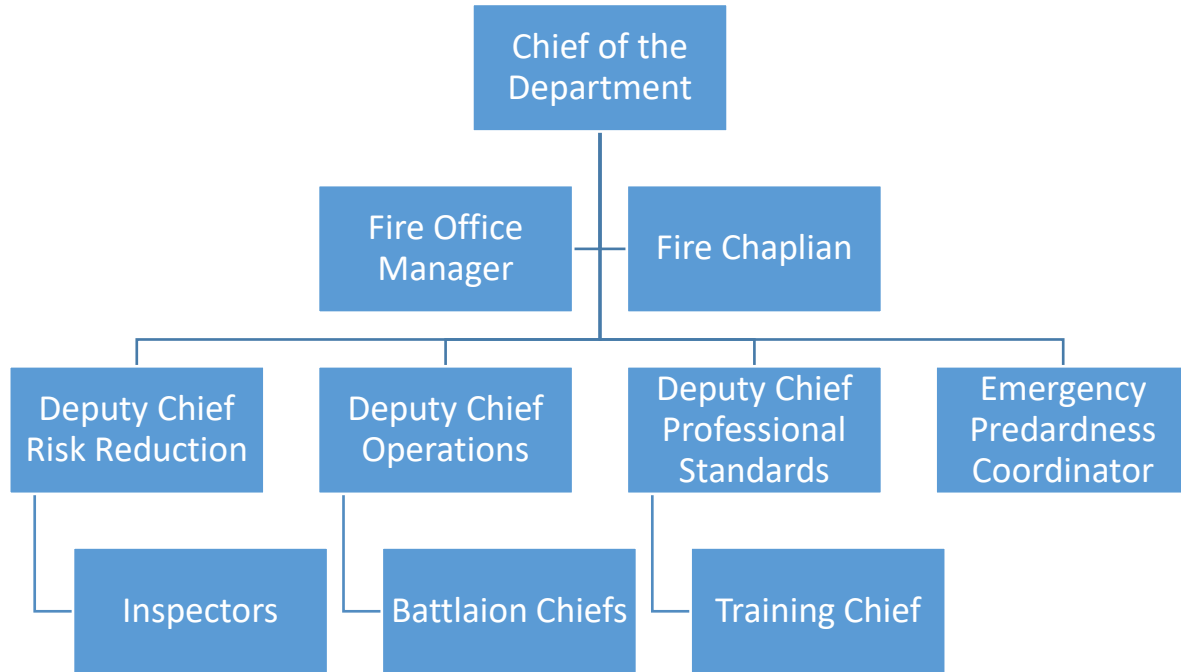
7. Fire Department Divisions
 - a. The Administration Division shall be headed by the Chief of the Department and consist of the Office Coordinator and any other assigned sworn or non-sworn employees.
 - b. The Risk Reduction Division shall be headed by a Deputy Chief and consist of assigned Fire Inspectors and any other assigned sworn or non-sworn employees.
 - c. The Operations Division shall be headed by a Deputy Chief and consist of assigned Battalion Chiefs, Captains, and Firefighters and any other assigned sworn or non-sworn employees.
 - d. The Professional Standards Division shall be headed by a Deputy Chief and consist of the Training Officer and any other assigned sworn or non-sworn employees.

Organization	Administration	10.001
--------------	----------------	---------------

	Policy and Procedure – West Fargo Fire Department	
	Subject: Organization	
	Series: Administration	
	Date Authorized: 12/01/2019	Authorized by: Chief Daniel Fuller
Date Reviewed: 10/01/2020	Policy 10.001	

- e. The Emergency Management Division shall be headed by a non-sworn civilian equivalent to a Deputy Chief and any other assigned non-sworn or sworn employees.

Organizational Chart



Organization	Administration	10.001
--------------	----------------	---------------