



Carroll County Department of Fire & EMS

Standard Operating Procedure

DOCUMENT DETAILS

Standard Operating Procedure: 1.02	Effective Date: May 5, 2023
Subject: Chain of Command	Section: Administration
Authorized: Chief Michael W. Robinson	Revision Date: July 31, 2025

Applicability: ☒ Volunteer ☒ Career

I. PURPOSE

To establish standardized Administrative Chain-of-Command for all personnel (career and volunteer) and an integrated Operational Chain-of Command for a combination Fire and EMS system in Carroll County.

II. DEFINITIONS

Chain of Command- The ranking order of operational positions associated within Carroll County Department of Fire and EMS.

III. PROCEDURES

A. Administrative Chain-of-Command (Supervision/Daily Workflow)

1. The daily administrative chain of command for uniformed county employees shall be:
 - a. Director/Fire EMS Chief
 - b. Career Deputy Director/Fire EMS Deputy Chief
 - c. Career Bureau/Assistant Chiefs
 - d. Career Battalion Chief / Shift Commander
 - e. Career Station Lieutenant / Lieutenant Paramedic
 - f. Career Fire Apparatus Driver Operator
 - g. Career Fire Fighter/Paramedic, Career Paramedic
 - h. Career Fire Fighter/EMT
 - i. Career Recruit
2. The daily administrative chain of command for volunteers shall be

determined by the individual company leadership.

3. The administrative chain of command is not meant to contradict or disallow the assignment of any specific employee to a specific supervisor.

B. Operational Chain of Command (Emergency Incidents/Operational Situations)

1. The integrated operational chain of command for employees and volunteer emergency providers shall be:
 - a. Director/Fire EMS Chief
 - b. Career Deputy Director/Fire EMS Deputy Chief
 - c. Career Bureau/Assistant Chiefs
 - d. Volunteer Chief
 - e. Career Battalion Chief
 - f. Volunteer Assistant Chief, or Volunteer Deputy Chief
 - g. Fire Captain
 - h. Lieutenant
 - i. Fire Apparatus Driver Operator
 - j. Fire Fighter
 - k. EMS Only
2. All personnel in the Integrated Chain of Command shall be required to meet the job description for career personnel or the volunteer standards for volunteer and.
3. Personnel listed as equivalent shall not have the authority to relieve another of command, once established.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Chain of Command or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

N/A

VI. ATTACHMENTS

N/A