ORGANIZATIONAL STRUCTURE AND CHAIN OF COMMAND

PURPOSE: To provide members with a description and understanding of the Department of Emergency Medical Services' formal organizational structure and the understanding of the various relationships and functions of the Department's subdivisions with a visual organizational chart.

APPLICABILITY: All members of the Department of Emergency Medical Services.

POLICY STATEMENT: The operational chain of command is not intended to restrict or alter existing volunteer rescue squad positions.

CHAIN OF COMMAND AND RANK STRUCTURE

1. Operational Chain of Command

   EMS Director
   Deputy EMS Director
   EMS Division Officer
   EMS Brigade Officer
   EMS Captain / Squad Commander
   Assistant Squad Commander/EMS Lieutenant
   Squad Officers
   Attendant In-Charge
   Member

2. For operational purposes, the following ranks and titles are designated:

   EMS Director = Chief
   EMS Deputy Director = Deputy Chief
   EMS Division Officer = Division Chief
   EMS Brigade Officer = Brigade Chief
   C.Q.I. Coordinator = Captain
DEPARTMENT STRUCTURE

The EMS Department is responsible to respond to the community to preserve life, improve health and promote safety through emergency response and public education. The Department is committed to provide services and safety which are valued by our customer and which achieve the City Council’s goals and vision for the future.

The EMS Department is divided into five (5) divisions:
- Administration
- Operations
- Training
- Regulation and Enforcement
- Lifeguard Services

OFFICE OF THE EMS CHIEF:

The Office of the EMS Chief shall consist of the Chief of EMS and such personnel as may be authorized. The EMS Chief as the principal administrative officer is responsible to the City Manager for the proper administration, expenditure of funds, efficient response, and all functions of the overall operation of the Department of EMS.

ADMINISTRATIVE DIVISION:

The Administrative Division provides administrative support to the EMS Chief and Deputy Chief and coordinates the Department's Human Resources program.

The Administrative Division is organized into four major programs which provide for leadership, direction and support through the provision of manpower; the promulgation of policies; the management of financial affairs; the performance of liaison activities with related agencies; the processing of public inquiries; the provision of logistics support; and the development of programs.

OPERATIONS DIVISION:
The Operations Division contains the major component of the Department, which includes the 10 volunteer rescue squads, career and volunteer EMS providers, EMS Special Operations and supplemental first responder services provided by the Fire and Police Departments.

The Operations Division is commanded by two Division Chiefs and organized into three major programs. These programs implement operational policies and supervise the service for the proper operation of ambulance and rescue vehicles, both basic and advanced; provide patient care delivery in both public and private operations; direct proper dispatching; utilize special procedures in mass casualty and disaster occurrences; rescue, extrication and transport techniques; and use of specialized communications systems.

**TRAINING DIVISION:**

The Training Division is responsible for the training and retraining of emergency medical providers in the Departments of Emergency Medical Services, Police, and Fire. The Training Division of Emergency Medical Services is organized into three major programs which implement training policies by planning, developing, organizing, and conducting various technical and non-technical programs of study for rescue members, public safety officers (firefighters, police officers, communications officers, etc.), hospital personnel, and the general public.

**REGULATION AND ENFORCEMENT DIVISION:**

The Regulation and Enforcement Division is organized into five major programs to ensure the safety of city employees and volunteers; regulation and enforcement of commercial and municipal EMS ambulance agencies; compliance to rules and policies of the Department; compliance of the lifeguard EMS services; effectiveness of medical control and quality improvement programs; the gathering and analysis of data; the performing of research; infection control; enforcement and regulation of all Federal & State mandates related to EMS.

**LIFEGUARD SERVICES DIVISION:**
The Lifeguard Services Division is organized into five major programs to ensure the safety of citizens, city employees and volunteers. The Division is charged with the oversight of designated beach areas during assigned hours; response to non-guarded beach areas’ liaison with private lifeguard contractors; liaison with other Marine Rescue Teams; beach code enforcement and public education.

This policy shall become effective upon the approval of the Chief of Emergency Medical Services.

**APPROVED:**

Bruce Edwards  
1/1/2008

EMS Chief

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