

**SUBJECT:** ORGANIZATIONAL CHART**SECTION:** 101.01**REVISED:** MARCH 1, 2008**PAGE(S):** 1

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## **PURPOSE**

To provide an overview of the organizational hierarchy and chain of command structure of the Department.

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## **ORGANIZATION**

The Reading Fire Department encourages all of its members to become and remain actively involved in the department. This can be accomplished by joining a special tactical response team, becoming a member of a committee or taking responsibility for an operational sector or special project. Participation and involvement in the day to day operations of the department allows members to show initiative and develop leadership skills, while instilling a sense of pride in the organization.

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## **CHAIN OF COMMAND**

The organizational chart of the department clearly shows a chain of command structure, which should be adhered to as much as possible. While top management of the Department maintains an "open door" policy, the opportunity to speak directly to the Chief of the Department on issues and concerns should be reserved for situations of a unique nature or when confidentiality needs to be observed. For most routine situations, members are encouraged to offer their ideas, concerns and issued to a Shift Officer, Committee Member, or Project Leader before addressing the situation with The Fire Chief. Conflict resolution must be attempted at a lower level before being brought up to the top.

However, when attempts to bring ideas and suggestions up or resolve conflicts at a lower level fail, then the Chief encourages membership to address their concerns with him. When this is done, the Chief will want to know what attempts were made at resolution on a lower level prior to his involvement.