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STAFFING MANUAL

SECTION 01 GENERAL STAFFING POLICIES AND PROCEDURES

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**I. PURPOSE**

This section establishes the general policies and procedures that govern daily staffing of the Operations Division. Detailed information governing leaves, overtime assignments, maximum consecutive hours worked, station bids etc., is presented in sections of this Manual specifically dedicated to these policies.

**II. RESOURCE STAFFING LEVELS**

**A. Minimum Staffing Levels**

The staffing captain will ensure personnel staffing assignments are made in accordance with the following staffing guidelines:

1. Deputy Chief of Operations (Shift Commander) Position
  - a. The deputy chief of operations will be staffed with one deputy chief, or in the absence of the deputy chief, a battalion chief who has agreed to an out-of-class assignment (OCA) as the shift commander.
2. Battalion Command Positions
  - a. All battalion command positions will be staffed with one battalion chief.
3. Operations Companies
  - a. All engine, truck, and rescue companies will be staffed with a minimum of four personnel. The normal staffing complement will be one captain, one engineer, one firefighter and one firefighter/paramedic. When two or more Department recognized paramedics are assigned to a company, the primary paramedic responsible for patient care will be in accordance with Section III.A.4.
  - b. When activated, all additional engine, truck, rescue, and brush companies will be staffed with a minimum of four personnel. The staffing complement will be the same as in Section II.A.3.a.
  - c. Personnel assigned to fire stations housing both engine and truck companies will rotate equally based on station preferences with battalion chief approval.

NOTE: sections 4 and 5 refer to Emergency Medical Services (EMS)

4. Medic Units
  - a. Medic units will be staffed as follows, depending upon the unit configuration established by the EMS Division:

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- 1) Medic rescue units designated for field training use will be staffed with one field trainer designated by EMS (captain, engineer, one firefighter or one single-role paramedic certified as a paramedic field trainer), and one EMT. The assigned trainee may be a paramedic of any rank or a single-role paramedic.
  - 2) Designated single-role medic units will be staffed by one single-role paramedic and one EMT.
5. EMS Specialty Stations
- a. EMS specialty stations will be staffed by one captain/paramedic, one engineer/paramedic, one firefighter/paramedic and one firefighter/EMT. The firefighter/EMT may be displaced temporarily for the needs of the field training program.
6. Airport Fire Station (AP)
- a. The airport fire station will be staffed by eight aircraft rescue and firefighting (ARFF) certified specialists: one captain, three engineers, and firefighters.
  - b. A minimum of two staffing desk qualified personnel must be on duty at all times. This policy does not apply during absences caused by attendance at in-service training (IST) or other short-term activities.
  - c. If a staffing captain is assigned an overtime shift at a location other than the airport fire station, and a non-staffing captain (ARFF only) has been previously assigned to work at the airport fire station, the staffing captain shall be assigned to the airport and the ARFF only captain shall be assigned to the open shift vacated by the staffing captain.
  - d. Item b. above can also apply to other certified staffing personnel at the discretion and approval of the battalion one chief.
    - 1) This decision should be made based on the need of having certified staffing personnel during shifts that may require extensive staffing work (i.e. strike team back fills).
7. Air Operations
- a. Helicopters will be staffed by one captain/crew chief, one pilot and one helicopter rescue medic.
8. Metro Arson Strike Team (MAST)
- a. Two fire investigators shall be on duty at all times. Normal staffing will be one captain/investigator and one engineer/investigator.

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9. Bomb Squad (CBT)
  - a. There are four positions; one captain, one engineer, one firefighter and one firefighter/paramedic reserved for CBT personnel on each division at station 1.
  - b. CBT Personnel, certified and permanently assigned to Station 1, shall be scheduled to work a minimum of 50% of Regular Duty Shifts on XR1.
    - 1) Schedule accommodations for CBT Personnel who voluntarily take time off work shall be at the discretion of the Bomb Squad Commander and may result in forfeiture of XR1 shift assignments.
  - c. Staffing captains will ensure that a minimum of two CBT crew members (of any rank) are assigned to X-Ray 1 (XR1) at all times.
    - 1) Personnel used to backfill first responder units at Fire Station 1 are not required to be CBT certified.
10. Post Academy Training (PAT) Stations
  - a. Station crews will be staffed with one captain, one engineer and two firefighters. Either the captain or engineer must be certified as a paramedic.
  - b. The firefighter positions will be filled by using probationary firefighters or temp-perm firefighters.
11. Community Risk Reduction (CRR) Standby Assignments
  - a. The CRR standby assignment administrator will enter all known assignments in TeleStaff a minimum of seven days in advance of the assignment date, whenever possible.
12. Fast Response Squads (FRS)
  - a. All FRS units will be staffed with a minimum of two personnel. The normal staffing complement will be one captain, and one firefighter/paramedic.
  - b. In certain cases where a firefighter/paramedic is unavailable, the paramedic position may be staffed by a captain who is paramedic certified.
  - c. Probationary firefighters will not be used to staff the FRS unit.
13. Mobile Operations Detail (MOD) Teams
  - a. All MOD teams will be staffed by two MOD certified personnel: one captain/paramedic, and one firefighter/paramedic.

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- b. In certain cases where a firefighter/paramedic is unavailable, that position may be staffed by an engineer/paramedic or captain/paramedic who is considered MOD certified.

**B. Temporarily Reduced Staffing Levels**

Temporarily reduced staffing levels typically result from one or more of the following:

1. A management decision following meet and confer discussions with labor representatives. In these cases, the assistant chief of emergency operations will provide staffing direction to the on-duty deputy chief of operations, who will then advise the battalion one chiefs and staffing captains.
2. Battalion chief discretion regarding management of battalion resources such as the release of personnel to conduct Department business (e.g. sanctioned meetings, physical examinations, random drug screening, class and promotional examinations, training and community education events).
  - a. Limited to less than eight consecutive hours.
  - b. All necessary personnel transfers and OCAs will be arranged by the battalion chief.
  - c. No notification of the staffing captain is required.
3. Emergency incident activities (e.g. firefighters driving the medic units to the hospital, staffing of auxiliary apparatus such as water tenders and light & air units, firefighter injuries).
  - a. Limited to less than eight consecutive hours.
  - b. All necessary personnel transfers and OCAs are to be arranged by the battalion chief.
  - c. No notification of the staffing captain is required.

**C. Specialty Schedules**

1. Fast Response Squads (FRS)
  - a. The FRS will have the following schedule (if not staffed 24-hours by three divisions):
    - 1) Flex 1: 12 hours (0800 to 2000 hours) Sunday, Monday, Tuesday, and every other Saturday.
    - 2) Flex 2: 12 hours (0800 to 2000) Wednesday, Thursday, Friday, and every other Saturday

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2. Helicopter Rescue Medics (HRM)

a. The HRMs will have the following 40/44-hour schedule.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
D-24 HR	D-24 HR	E-24 HR	E-24 HR	F-24 HR	F-12 HR/ G-12 HR	G-24 HR
D-24 HR	D 12 HR/ E-12 HR	E-24 HR	F-24 HR	F-24 HR	G-24 HR	G-24 HR

1. Schedule D: The scheduled workweek begins on Tuesday at 4 am and ends the following Tuesday at 3:59 am.
2. Schedule E: The scheduled workweek begins on Thursday at 4 am and ends the following Thursday at 3:59 am.
3. Schedule F: The scheduled workweek begins on Wednesday at noon and ends the following Wednesday at 11:59 am.
4. Schedule G: The scheduled workweek begins on Friday at noon and ends the following Friday at 11:59 am.

3. Emergency Command and Data Center (ECDC) Battalion Chief

a. The ECDC Battalion Chiefs will have the following 40/44-hour schedule.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
D-24 HR	D-24 HR	E-24 HR	E-24 HR	F-24 HR	F-12 HR/ G-12 HR	G-24 HR
D-24 HR	D 12 HR/ E-12 HR	E-24 HR	F-24 HR	F-24 HR	G-24 HR	G-24 HR

1. Schedule D: The scheduled workweek begins on Tuesday at 4 am and ends the following Tuesday at 3:59 am.
2. Schedule E: The scheduled workweek begins on Thursday at 4 am and ends the following Thursday at 3:59 am.
3. Schedule F: The scheduled workweek begins on Wednesday at noon and ends the following Wednesday at 11:59 am.
4. Schedule G: The scheduled workweek begins on Friday at noon and ends the following Friday at 11:59 am.

**III. DAILY STAFFING PERSONNEL TRANSFERS**

A. Staffing Procedures – Non-Specialty Positions

1. Deputy Chief of Operations (SC1) vacancies shall be filled in the following order:
  - a. First, fill by selecting a qualified, regular duty battalion chief from the same division as the vacancy, in rotational order.

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- b. Second, fill by selecting a qualified battalion chief already working overtime (OT), trade worked (TW) or on the picklist who will then be moved to SC1 if volunteered and the battalion chief vacancy backfilled via picklist.
    - c. Third, if no qualified battalion chief available, battalion one chief will be contacted who will inform the assistant chief of emergency operations.
  2. Battalion chief, captain and engineer vacancies shall be filled in the following order:
    - a. First, fill by using unassigned personnel of the appropriate rank.
    - b. Second, use overtime personnel of the appropriate rank. Remaining 24-hour shifts will be split into partials to utilize any employee available on the picklist.
    - c. Third, use the voluntary 96-hour list for the appropriate rank.
    - d. For Engineer vacancies until December 31, 2022, use voluntary engineer class assignment (ECA) list:
      - 1) Voluntary ECA: Long-staffed firefighters or firefighter/paramedics, certified and eligible on regular duty (RD) assignment and after all firefighter and firefighter/paramedic vacancies are filled.
      - 2) Voluntary ECA: Firefighters or firefighter/paramedics, certified and eligible on regular duty (RD) assignment IF firefighters and/or firefighter/paramedics are available on the picklist to backfill (rated personnel may be utilized in accordance with Section III.A.4.c. of this policy).
      - 3) Voluntary ECA: Firefighters or firefighter/paramedics, certified and eligible, on overtime (OT) assignment and after all firefighter and firefighter/paramedic vacancies are filled.
      - 4) Voluntary ECA: Captains, certified and eligible, on OT assignment and after all captain vacancies are filled.
    - e. Fourth, use the mandatory standby list for the appropriate rank.
    - f. Fifth, use the mandatory callback list for the appropriate rank.
  3. Firefighter vacancies shall be filled in the following order:
    - a. First, fill by using unassigned firefighters.
    - b. Second, use unassigned captains, engineers, or firefighter/paramedics, if available after all captain, engineer and firefighter/paramedic vacancies have been filled (in ascending rank order).
    - c. Third, use overtime firefighters (firefighters or firefighter/paramedics).

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This will be based on the total hours balance. Remaining 24-hour shifts will be split into partials to utilize any employee available on the picklist.

- d. Fourth, use the voluntary 96-hour list for firefighters (firefighters or firefighter/paramedics).
- a. Fifth, use the mandatory standby list for firefighters (firefighters or firefighter/paramedics).
- b. Sixth, use the mandatory callback list for firefighters (firefighters or firefighter/paramedics).

4. Firefighter/paramedic vacancies shall be filled in the following order:

- a. First, fill by using unassigned firefighter/paramedics.
- b. Second, use unassigned captain/paramedics and engineer/paramedics, if available after all captain and engineer vacancies have been filled (in ascending rank order).
- c. Third, use a captain or engineer paramedic who is in the same station (whether on regular duty, overtime or trade) and backfill the vacancy using a firefighter per policy III.A.3.
  - 1) A captain or engineer paramedic assigned PMT will only be allowed to exchange station assignments with a paramedic of equal rank who is willing to accept the paramedic responsibilities for that time frame.
- d. Fourth, use overtime firefighter/paramedics. Remaining 24-hour shifts will be split into partials to utilize any employee available on the picklist.

- e. Fifth, use the voluntary 96-hour list for the firefighter/paramedics.
- f. Sixth, use the mandatory standby list for firefighter/paramedics.
- g. Seventh, use the mandatory callback list for firefighter/paramedics.

5. Single-role paramedic vacancies shall be filled in the following order:

- a. First, fill by using unassigned single-role paramedics.
- b. Second, use overtime single-role paramedics.
- c. Third, use firefighter/paramedics from the PMR schedule and backfill

B. Staffing Procedures - Specialty Positions

- 1. Aircraft Rescue and Firefighting (ARFF), Air Operations (Air Ops), Hazardous Incident Response Team (HIRT) and Technical Rescue Team (TRT) Vacancies:
  - a. First, fill by using qualified unassigned personnel of appropriate rank,



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in rotational order.

- b. Second, use unassigned personnel of appropriate rank for applicable positions, if they are qualified for the position.
- c. Third, use qualified individuals of appropriate rank already assigned overtime in non-specialty operations positions.
- d. Fourth, use qualified overtime personnel of appropriate rank available on the picklist.
- e. Fifth, use qualified personnel of the appropriate rank who are on the same division, including those who are posted to a permanent station, in rotational order.

**EXCEPTION:** This move will cause a mandatory in another department specialty (i.e., ARFF, Air Ops., MAST, HIRT). In these instances, the vacancy will be filled by a mandatory callback of personnel within that particular specialty.

- 1) Personnel requesting to be bypassed in the rotation due to a department-related need will be directed to contact their battalion chief to explain the need for the request.
- 2) The battalion chief must then contact the battalion one chief to discuss the request.
- 3) The battalion one chief will notify the staffing captain of the final decision.
- 4) If the request for by-pass is approved, the employee will remain at the top of the rotation list.
- f. Sixth, use the voluntary 96-hour list for the appropriate rank.
- g. For Engineer vacancies until December 31, 2022, use voluntary engineer class assignment (ECA) list:
  - 1) Voluntary ECA: Long-staffed firefighters or firefighter/paramedics, certified and eligible on regular duty (RD) assignment and after all firefighter and firefighter/paramedic vacancies are filled.
  - 2) Voluntary ECA: Firefighters or firefighter/paramedics, certified and eligible, on regular duty (RD) assignment IF firefighters and/or firefighter/paramedics are available on the picklist to backfill (rated personnel may be utilized in accordance with Section III.A.4.c. of this Policy).

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- 3) Voluntary ECA: Firefighters or firefighter/paramedics, certified and eligible, on overtime (OT) assignment and after all firefighter and firefighter/paramedic vacancies are filled.
- 4) Voluntary ECA: Captains, certified and eligible, on OT assignment and after all captain vacancies are filled.
- h. Seventh, use the mandatory standby list for the appropriate rank.
  - 1) Prior to a mandatory callback, all vacancies will be split into partial shifts to utilize any employee available on the picklist first.
- i. Eighth, use the mandatory callback list for the appropriate rank.
- j. If unable to fill ARFF vacancies through the above procedures, the staffing captain will contact the battalion one chief for direction.
- k. If unable to fill helicopter vacancies through the above procedures, the staffing captain will contact the battalion one chief for direction. Battalion one chief will then contact the air operations chief to discuss.
  - 1) If unable to fill HIRT vacancies through the above procedures, the staffing captain will contact the battalion one chief for direction. Battalion one chief will then contact the HIRT program manager or the on-duty HIRT battalion chief to discuss.
2. Metro Arson Strike Team (MAST) Vacancies
  - a. Due to the small number of fire investigators, staffing direction for all vacancies will be provided by the deputy chief of special operations to the battalion one chiefs and staffing captain a minimum of seven days prior to the effective date, if possible.
  - b. Questions pertaining to MAST staffing are to be directed to the deputy chief of special operations.
  - c. Fire investigator reliefs of 48 or less consecutive hours will be offered to permanently assigned personnel. If a permanently assigned fire investigator is not available, the procedures detailed in the following section (e) may be applied.
  - d. Fire investigator reliefs of more than 48 consecutive hours will be filled by a relief fire investigator in the following order:
    - 1) Relief fire investigator of the same rank, on the same division.
    - 2) Relief fire investigator of the next lowest rank, on the same division.
    - 3) Relief fire investigator of the same rank, on a different division.

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- 4) Relief fire investigator of the next lowest rank, on a different division.
  - 5) Use of the mandatory standby callback List for any available fire investigator in the following order:
    - a) Same rank and same division.
    - b) Same rank and different division.
    - c) Next available rank and different division
  - 6) Use of the mandatory callback list for any available fire investigator in the following order:
    - a) Same rank and same division.
    - b) Same rank and different division.
    - c) Next available rank and different division
3. X-Ray 1 (CBT) Vacancies
- a. Special Operations will submit a staffing memo to Battalion 1 Chiefs and Shift Commanders seven days prior to the beginning of each month with XR1's staffing for the following month.
  - b. If a vacancy occurs on XR1, it shall be filled in the following order:
    - 1) First, fill by using qualified CBT personnel assigned to fire station 1 on an apparatus other than XR1 in rotational order.
    - 2) Second, use qualified CBT personnel already scheduled to work, in non-specialty operations positions, in the following order: Overtime (OT), Mandatory Callback (MS) or (MC), then Trade Work (TW).
    - 3) Third, use qualified CBT overtime personnel available on the picklist.
    - 1) Fourth, use the voluntary 96-hour list for the appropriate rank
    - 2) Fifth, use the mandatory standby list for qualified CBT personnel.
      - a) Prior to mandatory callback, all vacancies will be split into partial shifts to utilize any qualified CBT personnel on the picklist first.
    - 3) Sixth, use the mandatory callback list for qualified CBT personnel.
    - 4) If unable to fill vacancies on XR1 through the above procedures, the staffing captain will contact the bomb squad commander or

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the battalion one chief for direction.

4. Bomb Squad (CBT) Station Vacancies
  - a. Depending on the current staffing levels and the number of certified CBTs available, one or more of the temp-perm positions will be occupied by fully certified CBT personnel or trainees.
  - b. No more than four CBT positions per division will be filled at any one time. No more than one CBT per rank will occupy the available CBT positions unless one or more positions have been awarded on the basis of "Seniority Bid" based on non-CBT seniority alone.
  - c. If a temp-perm position is not needed for CBT staffing, it is to be filled by non-CBT personnel on a temp-perm (long-term relief) basis.
  - d. Because the number and rank of CBTs permanently assigned to each division may vary, it is the staffing captain's responsibility to be familiar with the CBT staffing complement of the division for which they are making assignments.
  - e. Due to the small number of CBTs, staffing direction for all vacancies will be provided by the deputy chief of special operations to the battalion one chiefs and staffing captain a minimum of seven days prior to the effective date, if possible.
  - f. Questions pertaining to CBT staffing are to be directed to the deputy chief of special operations.
5. CRR standby assignments shall be filled in the following order:
  - a. First, fill by using qualified personnel from the CRR standby assignment picklist.
  - b. Second, if unable to fill in the above manner by 1900 hours the night before for Monday –Thursday assignments, or by 1200 hours on Friday for weekend assignments, the staffing captain will contact the battalion one chief for direction. Battalion one chief will then contact the CRR special events supervisor to discuss.
6. Post Academy Training (PAT) Vacancies – Paramedic of Record
  - a. Each station will have one captain and one engineer as the paramedic of record.
  - b. Those positions will be listed in TeleStaff and filled in the following order:
    - 1) First, on duty training station captain or engineer paramedic not normally assigned as the paramedic of record. This position will then be filled by normal staffing procedures
    - 2) Second, use unassigned appropriate rank paramedic.

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- 3) Third, use appropriate rank paramedic off the picklist.
- 4) Fourth, use firefighter/paramedic currently assigned to the training station.
- 5) Fifth, use appropriate rank paramedic assigned overtime to another station will be transferred and will work as the paramedic of record.
- 6) Sixth, use the voluntary 96-hour list for the appropriate rank.
- 7) Seventh, use appropriate rank paramedic used off the mandatory standby list.
- 8) Eighth, use appropriate rank paramedic used off the mandatory callback list.
- 9) Non-medic positions will be filled by normal fill procedures.

7. MOD Team Positions

TeleStaff will be used to fill all calendared vacancies beginning 30 days out with the exception of shifts that have early starts (prior to 0800 hours) and will cover two divisions or special event arises. These shifts will be advertised and filled in advance using the same priority as regular MOD shifts.

When assignments begin at 0800 hours or later, vacancies shall be filled as follows:

- a. First, fill by using qualified personnel of appropriate rank in rotational order, based on MOD work credits.
  - 1) MOD shifts will be filled by employees who have the least number of MOD work credits.
- b. Second, if unable to fill the firefighter/paramedic position, use MOD certified engineer/paramedics, in rotational order, based on MOD work credits.
- c. Third, if unable to fill the firefighter/paramedic position, use MOD certified captain/paramedics, in rotational order, based on MOD work credits.
- d. Fourth, use the voluntary 96-hour list for the appropriate rank.
- e. Fifth, if unable to fill in this manner, beginning seven days out, fill by using MOD certified personnel of appropriate rank signed up on the mandatory standby list.
- f. Sixth, use MOD certified personnel of appropriate rank used off the mandatory callback list.

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- 1) Mandatory callbacks to the MOD will be determined by personnel's last mandatory assignment date in TeleStaff.
  - 2) MOD certified engineer/paramedics and/or captain/paramedics will not be used to fill the firefighter/paramedic position for a mandatory callback.
- g. If unable to fill, use MOD certified personnel of the appropriate rank who are on the same division, including those who are posted to a permanent station, in rotational order.

When assignments begin prior to 0800 hours, vacancies shall be filled in the following order:

- a. First, fill by using MOD qualified personnel of appropriate rank, in rotational order, based on MOD work credits.
  - 1) MOD shifts will be filled by employees who have the least number of MOD work credits.
- b. Second, if unable to fill firefighter/paramedic position, use MOD certified engineer/paramedics, in rotational order, based on MOD work credits.
- c. If unable to fill the firefighter/paramedic position, use MOD certified captain/paramedics, in rotational order, based on MOD work credits.
- d. If unable to fill, beginning seven days out, fill by using qualified personnel of the appropriate rank who are on the same division, including those who are posted to a permanent station, in rotational order.
- e. Any hours worked prior to 0800 hours will be considered a mandatory callback. Personnel assigned in this manner will receive a mandatory credit and have their name rotate to the bottom of the mandatory callback list.

C. Unassigned Personnel Policies

1. Personnel who are permanently assigned to a division, but do not yet have a permanent or temp-perm (long-term relief) station assignment will be the first used to fill division vacancies.
2. Unassigned personnel will be used to fill any vacancies of eight hours or more in those rates. In some cases, this will require that they be assigned to work a partial shift within their rate at one station and then be unassigned at a different station for the remainder of the shift.
3. When making assignments, the staffing captain will give preference to the senior personnel in classification for short-term vacancies anticipated to last less than 18 shifts.
  - a. The staffing captain will contact all unassigned personnel on their division, starting with the most senior person in rate, offering the open position. The most senior relief person accepting the position will be assigned.

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- b. If the position is not accepted, the junior relief person will be assigned, except in those instances where an employee has a below standard performance evaluation, then he or she will be assigned to fill the vacancy for consistency in supervision and performance improvement.
    - c. If later a junior person is assigned to relief on the division, and a station opens for bid, the person who was assigned to the vacancy can bid to the open position. They cannot, however, leave the assignment and go to a relief status.
  - 4. Anticipated vacancies of 18 or more shifts must be filled via the station bid process detailed in Section 5 of this Staffing Manual.
  - 5. If after filling all vacancies, there are unassigned personnel who have not been used, they will be sent to appropriate stations where they can be safely accommodated as an unassigned crew member. This will require the availability of a seat-belted position on the apparatus and appropriate quarters. The staffing desk will maintain a list of stations that can accommodate unassigned personnel and the priority in which unassigned personnel are to be used.
  - 6. Until probationary firefighters have completed one year of service, they will remain "Relief Status" in between their training rotations into the training stations. The Training Division battalion chiefs will ensure their station assignments are rotated and approve any requests for probationary firefighters to fill open spots while in "Relief Status". This permits them to work with numerous captains so that a composite of probationary reports can be compiled.
- D. OCA-Up Policies (Refer to Local 145 MOU) (See exception Section III.A.2.e until December 31, 2022)
  - 1. The Human Resources Section will be responsible for providing the battalion chiefs and staffing captains with a current list of personnel eligible to OCA to all positions below the rank of deputy chief.
  - 2. OCAs-up of eight or more hours will be limited to the following classifications and will be assigned by the staffing captain in accordance with the policies in Section II.A.
    - a. Battalion chief to deputy chief of operations
  - 3. OCAs of less than eight hours will be assigned by the battalion chief of the battalion in which the vacancy exists.
    - a. These OCAs will be assigned in rotational order based on seniority of personnel from the on-duty division who are on the current promotional lists.
      - 1) In the event there is no promotional list in effect, the battalion chief will continue to make assignments based on seniority in the class eligible to make the OCA.
    - b. The battalion chief may limit selection to those eligible candidates from the on-duty shift in the Battalion where the vacancy exists.

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- c. If there are not enough available personnel from the on-duty shift, then personnel who are working overtime or DOT in the battalion and are on the promotional list will be assigned.
- d. In the event no eligible candidates are available from the on-duty shift in the battalion where the vacancy exists, the battalion chief may request a qualified relief from another battalion, beginning with regular duty candidates and moving to overtime and DOT candidates.
- E. Trading Fire Station Work Assignments (same shift)
  - 1. Personnel will be permitted to voluntarily trade assignments (i.e., regular duty, overtime, trade) occurring on the same day with one another by securing the agreement of their trade partner and emailing the staffing desk prior to the beginning of the shift for the planned exchange so that it will be properly reflected in TeleStaff.
    - a. Station exchanges of permanently assigned regular duty personnel are subject to approval through the chain of command.
    - b. Station exchanges with regular duty assigned probationary firefighters must be approved by the battalion chief responsible for the supervision of the PAT stations. If approved, the exchange will be forwarded to the staffing desk to make the appropriate changes in TeleStaff.
  - 2. Requests to exchange assignments for an open assignment can be made by email through the staffing desk.
    - a. These requests will only be fulfilled after the initial fill seven days out.
    - b. If the request is made between 1630 to 1800 hours, when the computer is filling vacancies, it will be postponed until after this timeframe.
      - 1) If during this time frame the request was filled with other personnel by the computer with other personnel, the employee may contact that individual to trade station assignments. The staffing desk can no longer honor your request.

#### IV. PERSONNEL STAFFING

##### A. Consecutive Hours Worked

Numerous studies and research efforts indicate that acute and chronic poor sleep quality and quantity significantly impairs people both physically and mentally. Sleep deprivation can affect decision-making skills, judgment, and coordination. Long-term sleep deprivation has also been linked to serious health conditions such as hypertension, cardiovascular disease, cancer, and mental health disorders.

Due to the critical role that firefighters serve in the community and an obligation to meet minimum staffing levels, firefighters have significant exposure to sleep deprivation and cumulative fatigue. While this exposure cannot be eliminated, it is the desire of the Fire Chief and Local 145 to limit exposure when and where possible to reduce risk.



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This policy establishes guidelines relating to the maximum number of consecutive hours an employee on the San Diego Fire-Rescue Department can work before a rest period is required. The intent of the policy is to limit the consecutive hours worked, including regular duty, trades, administrative assignments, overtime, or mandatory callback, without a minimum of a 24 hours off-duty (not at work) rest break under usual staffing patterns.

1. Employees maintain their rights to request leave under city policy or state of federal law for qualifying events. Any leave of less than 12 hours will be considered as hours worked within the Staffing Policy Manual, section IV.A.1. When an employee reaches 96 consecutive hours of work, 24 hours of rest will be required under usual staffing patterns.
2. Employees may voluntarily work greater than 96 hours in such cases when the voluntary work would prevent a mandatory callback assignment, provided that:
  - a. Employees acknowledge that they are mentally and physically capable to perform all required duties competently and efficiently.
  - b. Supervisors shall have the authority to deny voluntary work, that is beyond 96 consecutive hours, for any employee under their command for reasonable cause. The on-duty Shift Commander shall have final authority for resolution of any disagreement which arises under this provision.
3. The fire chief or designee has the discretion to extend this 96 consecutive hour timeframe due to disaster situations, need for strike teams, or other operational circumstances that warrant immediate coverage. If this fire chief discretion is used, the 96-hour maximum consecutive hours worked rule will be suspended and employees may be required to work beyond 96 consecutive hours.
4. Every effort will be made to exercise this suspension as early as possible and notify employees when a suspension is predictable.
5. Strike Team - Personnel returning from a strike team deployment after 96-consecutive hours or more will not be permitted to work until meeting the minimum 24-consecutive hour off-duty rest period in accordance with Article 20E of Local 145 Memorandum of Understanding
  - a. If personnel on a strike team return from deployment of 96 hours or more on their regular duty day, they will be placed on paid administrative leave (SA) for the remainder of their regular duty day and will not be required to use their annual leave to receive the 24-consecutive rest hours.
  - b. If personnel on a strike team return from a deployment of 96 hours or more the day before their regular duty day, but will not receive 24-consecutive hours of rest prior to the start of their next shift after deployment, they will be placed on paid administrative leave (SA) until they do reach the 24-hour consecutive rest hours and will not be required to use their annual leave.

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- 1) The SA will be a minimum of 8 hours off.
- 2) If the 24-hour rest period would end beyond 8 PM of their scheduled workday, the employee will remain on SA for the remainder of the shift.
- c. If personnel return from a strike team assignment prior to 8 AM the day prior to a regularly scheduled shift, the employee will report to work their next shift at the normal start time.
6. It is the employee's responsibility to schedule their additional work hours (including trades and voluntary overtime) in a manner that does not violate this policy and allows the employee to be available and eligible to work their regularly assigned shifts. Failure to plan accordingly may require the employee to use leave (annual or compensatory) if they are unable to work their regular shift because of violation of this policy.
7. All leave statuses (AL, CD, DL, etc.) when logged into TeleStaff will be locked and unable to be removed by the employee seven days out from a date on the calendar. Requested changes must be made by phone call or email to the staffing desk. This is to ensure compliance with the 96-consecutive hour rule.
8. In the event an employee would have to pass-up a mandatory shift due to this policy, he/she will not be charged with a mandatory refusal nor will the employee receive credit for a mandatory shift.
  - a. However, it will be the individual employee's responsibility to make the deputy chief of operations aware via e-mail through the chain of command of his/her conflict with this policy when called for a mandatory shift.