

LACOFD ASSOCIATION OF CHIEFS MANAGEMENT STAFFING PROCEDURES

I. INTRODUCTION

This document establishes procedures to accomplish the systematic maintenance of departmental management resources.

II. AUTHORITY

- A. The policies contained within, and the Chief Deputy of Operations shall approve any revision submitted to the Management Staffing Procedures.
- B. Assistant Fire Chiefs or Duty Chiefs have the authority to determine Battalion Chief coverage within their respective Division. This shall include overtime positions.
- C. Questions regarding day-to-day staffing procedures shall be referred to the Association of Chiefs (AOC) Chairman of the Management Staffing Committee or the jurisdictional Operations Bureau Deputy Chief (s).
- D. Inquiries relative to the interpretation of these procedures shall be made to the AOC Chairman of the Management Staffing Committee.
- E. The Battalion Chiefs Card File shall be maintained at an administrative site determined by the Chief Deputy of Operations.

III. PURPOSE

These instructions are intended to provide the Department with an effective and equitable system designed to maintain appropriate staffing levels for Battalion Chiefs.

IV. GENERAL PROVISIONS

- A. All chief officers shall be responsible for familiarization with these procedures.
- B. It shall be the responsibility of each Battalion Chief to obtain approval from their Assistant Fire Chief prior to requesting time off.
 - i. "T" Time – After receiving permission to utilize incremental "T" time, personnel shall ensure that appropriate emergency and administrative coverage is provided by their adjacent battalions. Appropriate notification shall also be made in advance to

Command and Control (BC40) and the Battalion Chiefs Card File.

C. Upon approval of the Assistant Fire Chief, it shall be the responsibility of each Battalion Chief to request time off through their administrative site. Administrative sites shall then notify the card file of staffing changes.

D. An up-to-date record of all overtime shall be kept on Form 7 in Fire Office. This shall include full and partial shifts. When individual hours worked up to 12-hours, a partial shift shall be entered on the Form 7 in Fire Office.

E. The Battalion Chiefs Card File shall be notified on the day worked, no later than 1000 hours of all full and partial shifts of overtime that were not assigned by the card file. This allows the Battalion Chiefs Card File to have accurate data for staffing.

F. All Battalion Chiefs, regardless of assignment shall enter all overtime worked into Timekeeping on IP-FIRS and update the Form 7 in Fire Office.

G. Members working overtime shall not be permitted to take "T" time.

H. All field Battalion Chiefs shall submit to the Battalion Chief Card File their annual vacation dates by April 15. Annual vacation constitutes 4 or more consecutive 24-hour shifts in the same calendar year.

I. Except for major emergencies or out of County assignments: 56-hour Battalion Chiefs shall not work more than five (5) consecutive full or half shifts (without a 24-hour break) or more than 68 shifts equivalent per calendar year. Personnel with five (5) consecutive full or half shifts (without a 24-hour break) or 68 shifts in a calendar year shall not go available; however, they may be subject to recall for normal or emergency staffing after all other resources have been exhausted.

J. Command and Control of any major emergency incident shall notify all on-duty Battalion Chiefs and Duty Chief(s) when engine strike teams are assigned.

Upon receiving such notifications the on-duty Battalion 14 Chief (Card File site administrator) shall immediately confirm with Command and Control all of the field battalions without battalion coverage.

V. AVAILABILITY

A. Battalion Chiefs available for overtime shall indicate such in Fire Office Availability at their work site.

B. It shall be the responsibility of each Battalion Chief to notify their administrative site and the Battalion Chiefs Card File when desiring to remove oneself from the availability roster.

C. Availability shall be indicated in the following manner:

“A” will work anywhere

“B” will work Battalion only

“C” will work Division only

“P” will work either partial shift

“P/ ” will work first half partial

“ /P” will work second half partial

“R” will work Region only

“O” administrative site accept

D. Battalion Chiefs regularly assigned to 56-hour assignments shall not accept 24-hour overtime when detailed to special assignments, such as Personnel Test Section, Internal Affairs, training classes, etc.

VI. BATTALION CHIEF CARD FILE

A. The Battalion Chiefs Card File must be contacted a minimum of 3 days in advance prior to 1000 hours for the filling of all vacancies, injury, C, ZD, long term S, ML, and annual vacations. This time frame holds true even when a battalion/division is trying to fill their own positions. If the positions haven't been filled by 1500 hours then the Battalion Chiefs Card File will assume responsibility to fill the position.

B. Fire Office

- i. Daily Procedure – All on-duty Battalion Chiefs shall complete and send “Morning Report” for their BC administrative site for before 1000 hours.

(It is the responsibility of the “off-going” Battalion Chief to send the “Morning Report” in the anticipated absence or tardiness of the “on-coming” Battalion Chief)

- ii. Tuesdays – All on-duty Battalion Chiefs shall run IP-FIRS overtime totals for each BC assigned to their BC

administrative site. Updated totals shall be reflected in Fire Office Form 7 before 1000 hours. The Battalion Chiefs Card File shall also update overtime totals for 40-hour personnel.

NOTE: All 40-hour Battalion Chiefs (including those on “detail” assignments and/or those on “paper” time cards) shall update their overtime totals by reporting such to the Battalion Chiefs Card File before 1000 hours. “Reportable overtime” includes all paid overtime hours.

(It is the responsibility of the “off-going” Battalion Chief to conduct the above procedures in the anticipated absence or tardiness of the “on-coming” Battalion Chief)

- iii. Wednesdays – All on-duty Battalion Chiefs shall complete and send “Morning Report” for their BC administrative site for Saturday and Sunday (and any Monday holiday staffing).

(It is the responsibility of the “off-going” Battalion Chief to conduct the above procedure in the anticipated absence or tardiness of the “on-coming” Battalion Chief)

- iv. Morning Report – All on-duty Battalion Chiefs shall print, post and save the Morning Report/ daily *Staffing Summary* for their BC administrative site. Daily *Staffing Summary’s* shall be kept for a period of not less than seven (7) days.

C. Whenever possible, all shifts shall be filled three days (72 hours) in advance.

Exception: Weekend shifts shall be filled on the preceding Wednesday. Three day weekends (a Monday holiday) shall be filled the preceding Wednesday.

D. Members indicating availability after 1000 hours on the day of filling shall be added to the end of the list of all available members in order of notification regardless of total overtime.

E. The Battalion Chiefs Card file has the authority to fill any/all spots after 1500 hrs on the day of filling with the first battalion chief

confirming/accepting the spot. If others respond after 1500 hrs they will be considered for subsequent overtime positions.

F. The Battalion Chiefs Card file is charged with the responsibility of prioritizing all available battalion chiefs based on their number of overtimes.

G. The jurisdictional Assistant Fire Chief has the final authority of the personnel assigned to work overtime within their respective Division.

H. When assigning overtime, Department seniority is the determining factor when 2 or more Battalion Chiefs have the same number of overtimes.

I. The Battalion Chief's Card File shall be maintained in the following manner:

- i. Overtime will accrue on a calendar basis. Newly promoted Battalion Chiefs will have their totals adjusted to compensate for the change from fiscal to a calendar year.

The compensation adjustment shall reflect all overtime earned from January 1 to the date of promotion.

- ii. All Battalion Chiefs (both 40-hour and 56-hour), regardless of assignment, shall enter all overtime worked into IP-FIRS Timekeeping on Screen 13 and Fire Office Form 7. This shall be done on the day worked or no later than the first business day back to work if unable to enter the time on the day (s) worked.

If the time worked is for a 40-hour staff BC, use the letter "S" for staff in the shift column. This information will build a data base of overtime worked and can be viewed on Screen 20-A in IP-FIRS. The Battalion Chiefs Card File will print Screen 20-A on each Tuesday and update Fire Office Form 7 according to the information on Screen 20-A.

All incremental overtime earned by 40-hr staff BC's (not entered into IP-FIRS Timekeeping) shall be reported to the Battalion Chiefs Card File no later than the first business day back to work if unable to enter the time on day(s) work.

- iii. Compensated time includes recalls, partial shifts, half shifts and full shifts.

PAID "E" TIME FOR 56-HOUR EMPLOYEE: Those hours paid to a 56-hr employee when in excess of 144 hours or when reassigned from 40-hr assignment to a 56-hr assignment shall also be included on the Fire Office Form 7

PAID "E" TIME FOR 40-HOUR EMPLOYEE: Those hours paid to a 40-hr employee when in excess of 144 hours shall also be included on the Fire Office Form 7

EXCEPTION: Non-compensated ("E" time) hours accrued in 12-hour increments need not be recorded on the Form 7 nor reported to the Battalion 14 Card File.

All employees earning 12-hrs of "E" time or greater shall report those hours to the Battalion Chiefs Card File

- iv. Any individual becoming a Battalion Chief by annexation will be considered to have worked the average overtime of all Battalion Chiefs that have worked overtime in the current calendar year.

VII. ASSIGNMENT OF OVERTIME

A. Details to 40-hour positions must be for a minimum of 10 business days before the affected member is included in 40-hour weekend/holiday availability, unless it has been determined beforehand that the detail will be a long-term detail (more than two weeks).

B. Positions requiring coverage – A, C, I, ML, S, Z, Annual V, Suspension or vacancies shall be filled by available or recalled personnel before filling requests for benefit days.

C. Benefit days shall be denied if the administrative site or Battalion Chief Card File is unable to fill the request with available personnel.

D. LESS THAN 12 OVERTIMES

Weekdays

1st; Battalion of origin

2nd; Division

3rd; Battalion Chiefs Card File

Weekends/Holidays

1st; 40-hour personnel-card file

2nd; Battalion of origin

3rd; Division

4th; Battalion Chiefs Card File

E. 12 OR MORE OVERTIMES

1. All Battalion Chiefs with 12 or more overtimes will be assigned all subsequent overtime through the Battalion Chief's Card File. Individuals with the least amount of overtime shall have priority. In the event of a tie (same number of overtime), assignment of overtime will be given by department seniority. Personnel working a half shift **AND** partial shifts shall have first priority of choice should the other half become available.

2. It is the responsibility of individual Battalion Chiefs to alter or "swap" overtime assignments after they have been assigned such by the Battalion Chiefs Card File on the day of fill

VIII. RECALL PROCEDURES

A. The "recall file" shall be maintained and administered at the same administrative site as the Battalion Chiefs Card File.

B. The Battalion Chiefs Card File shall ensure that the Fire Captains assigned to the Battalion Chiefs Card File administrative site become familiar with the Management Staffing procedures. During the absence of the Card File Battalion Chief, the on-duty Card File Fire Captain shall coordinate with Battalion 40 (CCBC) to promptly administer the Management Staffing Procedures.

C. In most instances, recall procedures listed in Volume 2 of the General Operations Manual, "Staffing Procedures", shall be followed.

Exceptions:

1. Newly promoted personnel shall be assigned the average number of total recalls of all Battalion Chiefs.

2. Recalls will be assigned in the following manner:

a. 56-hour personnel: Recall credit will be granted for a recall on any unscheduled workday of 4-hours or greater.

b. 40-hour personnel: Recall credit will be granted for a recall on any unscheduled workday or for an after-hours recall in excess of 4-hours.

D. Command and Control shall notify the Battalion Chiefs Card File as soon as possible with the names of Battalion Chiefs who have been committed to ICS assignments.

Incident Management Team Members or other Department members with specialized assignments working regular or overtime shifts within field battalions, and are called to staff a Team or ICS position, shall notify the Battalion Chiefs Card File and shall be backfilled as soon as possible. The Battalion Chiefs Card File is responsible for notifying the Duty Deputy Chief after hours of the status of Battalion Chief coverage.

E. The Battalion Chief's Card File shall be notified of all recalls worked that were not assigned by the Card File within 7 days after returning to normal duty status to receive credit. The Battalion Chiefs Card File will give credit of one recall per emergency incident. Personnel released/demobilized from an emergency incident MAY be recalled again for the same incident. In such instances, personnel will receive additional recall credit.

F. As a general rule during the 40-hour work week, the Battalion Chief's Card File shall promptly select any available staff battalion chief to temporarily provide required field battalion coverage unless otherwise directed by the Chief Deputy of Operations, Duty Deputy Chief, Duty Chief or Command and Control. Staff Battalion Chiefs assigned to provide coverage shall be provided relief as soon as possible.

Exception: Staff Battalion Chiefs (other than assigned Camp Battalion Chiefs) are not to be assigned to out-of-county incidents unless approved by the Chief Deputy of Operations.

G. The Battalion Chiefs Card File shall address recalls for necessary positions when authorized by the Duty Deputy Chief or the Duty Chief.

H. Recall Record Cards (Form 341) shall be revised annually each January 1st to reflect recalls recorded within the previous calendar year.

I. The fewest number of recalls shall be at the front of the recall list.

If two or more individuals have the same number of recalls, the member with the highest seniority shall be placed in front of the others card.

I. Personnel recalled may be released from the recall by providing a qualified person to work the recalled position in that person's place. The recalled person retains the responsibility for the recalled position being filled.

- i. This provision shall not delay the reporting of duty of recalled personnel
- ii. If such an accommodation takes place, neither member shall be credited with a recall
- iii. Personnel recalled who provide a qualified person to work the recalled position shall not be recalled again for that 24-hour shift
- iv. Personnel recalled for either Christmas Eve or Christmas Day who provide a qualified person to work the recalled position shall not be recalled again for either Christmas Eve or Christmas Day

IX. TELEPHONE STANDBY

A. Command and Control shall be notified of the telephone standby order issued by the Fire Chief, Chief Deputy, Operations Deputy Chief, Duty Deputy Chief, Duty Chief or Command and Control.

B. All Battalion Chief Officers shall familiarize themselves with General Operations Manual, V2-C2-S6.

X. GUARANTEES

A. Personnel may guarantee another members position by Time Exchange under the following conditions: if a TX is in place prior to a recall, the TX stands. If the recall has already taken place before the time exchange is in place, the recall stands.

B. Personnel recalled may be released from the recall by providing a qualified person to work the recalled position in that person's place. (See "IX. Recall Procedures" for further details)

XI. COMPLIANCE PROCEDURES

The AOC Management Staffing Committee is responsible for monitoring the staffing procedures. This task includes monitoring trends, compliance issues and addressing the needs of the Department. The AOC

Management Staffing Committee will review the Management Staffing Procedures annually or on an “as needed” basis.

Chief Officers assigned to the Battalion Chiefs Card File shall report any occurrence of non-compliance to the AOC Management Staffing Committee.

The AOC Management Staffing Committee shall forward a letter reflecting the facts of the incident to the Chief Deputy of Operations, with copies sent to the appropriate employee and the respective Assistant Fire Chief and Deputy Chief.