

# PHOENIX FIRE DEPARTMENT

## VOLUME 1 – Operations Manual

### ASSIGNMENTS

#### MP104.02 09/07 -R

#### POLICY

It is the Phoenix Fire Department's policy that all vacancies, except training assignments, be filled as expediently as possible. Although temporary positions of short duration need not be advertised in accordance with this procedure.

The following guidelines will be used to assign personnel. **The department will attempt to follow this procedure to the best of its ability and reserves the right to correct errors that were made in good faith in the least disruptive manner possible.** The Fire Department reserves the right to assign personnel to any assignment considered to be in the best interest of the organization in terms of training, education, personal growth, career development, organizational need and compliance with the requirements of the Americans with Disabilities Act. Any such assignment must be approved by the affected Division Head and the Assistant Chief of Personnel Services and may be discussed by the labor-management committee. Any member passed over for an assignment will be notified via e-mail and provided an explanation.

#### REQUEST FOR TRANSFER WITHIN THE OPERATIONS DIVISION

A member may request an assignment transfer or placement in roving status by completing the Request for Transfer details by e-mail, and submitting it to the “PFD, Request for Transfer” e-mail address or [request.for.transfer.pfd@phoenix.gov](mailto:request.for.transfer.pfd@phoenix.gov). If a member is willing to change shifts to get the desired transfer, this must be indicated in the Request for Transfer e-mail Request. The request will then be logged by the Battalion Secretary. It is strongly suggested that members request receipts via the email delivery system.

Requests for transfer will be confidential. Battalion offices are prohibited from providing information related to requests for transfer.

The original copy or e-mail print out will be placed and maintained through the advertisement period. After the vacancies are filled, all requests dated prior to end of the advertisement period will be destroyed

A member who has a Request for Transfer honored for a position should physically occupy the position immediately when it becomes vacant, the member must physically occupy the position within seven days after the position is assigned. A member assigned to staff, alternate assignment, special assignment, industrial, or sick leave, who has a Request for Transfer honored for a position must physically occupy the position within 30 days after the position is assigned. Members are not eligible to receive another assignment for a period of six months from the date the member accepted/was awarded a

position unless a vacancy occurs where there are no requests for transfer on file after the vacancy has been advertised. **All positions assigned through this process will be recorded in an electronic Report of Assignment Change document by the Emergency Response Staffing Officer and distributed via e-mail on the day after the close of the advertising period.**

### **ASSIGNMENTS TO POSITIONS IN OPERATIONS DIVISION**

The Shift Commanders are responsible for filling all vacant positions as expediently as possible. A position is considered vacant at 0800 hours on the shift the previously assigned member is no longer assigned to that position or when a member is expected to vacate the position due to retirement via the DROP or a vacancy can be expected as a result of DROP/retirement attrition. The previously assigned member forfeits assignment rights to that position at the time the position is vacated.

When a position in the Operations Division is vacant, the Shift Commander of the Battalion in which the vacancy occurs will publish the vacancy biweekly electronically or via the buckslip. Requests for transfer will be accepted for a twelve (12) day period by e-mail, beginning with the vacancy publish date and ending at 1000 hours on the twelfth (12th) day. Request for transfer will not be considered after this period. Any interested member must send a Request for Transfer to the "REQUESTFORTRANSFER" e-mail address. Members must be eligible to occupy the position at the expected fill date in order to be considered for the position. The Battalion Office will rank all interested members in the order of their seniority. **The member with the most seniority in rank will be given first consideration. If s/he refuses or is not chosen, the opportunity would go to the next most senior member with a request on file. The position shall be awarded/filled within two weeks of the closing date. Members must provide telephone numbers where they will be available between the hours of 1000 and 1700 on the Tuesday the advertisement closes. Members who cannot be reached by their contact numbers will be passed, and the position will be offered to the next senior member. If for some reason a member will not be available for contact, the member must make some other arrangement with the Shift Commander for acceptance.** Request for transfers must specify a particular position and a specific shift *in order of preference*. Shift Commanders will not accept requests for "Any" positions.

*Special operations units will be filled first followed by multiple simultaneous assignments to ALS companies and then all remaining positions.*

Shift Commanders will need to verify the following criteria prior to making assignments.

1. Captain, Engineers and paramedics were promoted or certified on or before the qualification date.
2. Members with Special Operations certifications have met their commitment to the Special Operations Program.

When a Shift Commander receives no response after publishing the vacancy in the "bucksip", the following process will be used:

1. The position will be offered to all rovers of that rank on the affected shift by seniority.
2. The position will be offered to members on that shift on promotional lists by seniority.
3. The position will be offered to members on that shift who are on qualified out of classification lists.

If the position is still vacant, the most junior roving member of the respective rank on the appropriate shift will be assigned to the vacant position. If the position being filled is a rescue assignment, the most senior roving member who has not completed his/her rescue obligation will be assigned. Positions filled in this manner will not be subject to the 6-month rule. If a position has been advertised and no requests for transfers are received, the position must be re-advertised after 30 days, even if the position has been filled utilizing the above process. During the 30-day period following the close of an advertised position, which no transfer requests were received, the position can be filled, without re-advertising, if a request for transfer is received from a qualified member. These assignments can only be made on Tuesdays at 1000 hrs.

### **LOSING AN ASSIGNMENT**

Anytime an assignment has been reclassified and a member is required to move to a different assignment, this assignment will not be subject to the 6-month rule.

Any member who is absent from his/her assigned position for more than 12 consecutive months, or a total of 12 months in any 18 month period will have their assignment rights to that assignment revoked. EXCEPTION: Members working out of classification in the Operations Division, or leave taken under the Family Medical Leave Act (FMLA), (time not to exceed 672 hours or 28 shifts).

### **MULTIPLE SIMULTANEOUS ASSIGNMENTS TO ALS COMPANIES**

Multiple simultaneous assignments to ALS companies will be made using a three-step process:

Step One: Select the Captain, Engineer and/or Firefighters with the most Seniority in classification regardless of ALS or BLS status. If this does not satisfy the staffing requirements, Step 2 will be used.

Step Two: Begin with the member with the highest certified hire date to (recruit seniority) to select the member(s) from the Step 1 process that will be assigned to the company. Continue using certified hire date of the individuals in step one until all ALS and BLS staffing requirements that can be met are met.

Step Three: Use seniority in classification to make the remaining vacant assignments. Standard ALS seniority will be utilized if an ALS position needs to be filled.

ALS personnel will need to indicate if they are requesting an ALS position or a BLS position. Letters stating ALS or BLS will not be accepted.

### **FILLING VACANCIES ON SPECIAL OPERATIONS TEAMS**

Assignments to Special Operations Teams will be made using a two-step process. This includes Hazardous Materials, Technical Rescue, and Airport Rescue Firefighting.

Step One: (Certified Tech vs. Non-Tech) The vacancy will be filled by seniority in classification. Currently certified members will receive 1-month additional seniority for every month as a technician. If a non-certified member has the most seniority for the position, that member will be awarded the assignment. If a certified member receives the highest amount of seniority, all non-certified members requesting transfer to this position will no longer be eligible for the advertised position. If the most senior certified member decides not to take the position then **ALL** applicants will be eligible on a seniority basis utilizing the Step 1/Step 2 process, which ever is applicable

Step Two: (Certified Tech vs. Certified Tech) The vacancy will be filled by seniority in classification by those members who are currently certified at the appropriate technician level. The currently certified member/s will receive 1-month additional seniority for every month as a technician up to a maximum of 3 years.

If the member accepting a position is not a certified technician, the member shall, as a requirement of the position, become certified as a technician in the Special Operations discipline.

If a member is newly assigned to the team, as a condition of filling the position, a "Letter of Commitment" must be signed by the member agreeing to remain in the position for not less than 1 year, and staying in the program for 2 years, after completion of training and receiving the applicable technician certification. Rovers must stay on the assigned shift for not less than 1 year. An exception to this rule is the rover may fill a vacant position on a Special Ops unit for which they are Certified.

### **DUAL/CONFLICTING CERTIFICATIONS**

Members who currently hold a Special Operations certification will NOT be allowed another certification in any other specialty, unless the position in which they are assigned requires more than one certification.

Members who have received dual certifications, in Special Operations and have not chosen an assignment on a special operations unit, will be allowed to maintain both certifications as long as they meet the standards and processes required by the department for each technical area. Members who have received recognized certifications on any of the Special Operation Teams, and accept a permanent assignment to one of the teams will be allowed to maintain certification and accrue additional seniority only for the specific assignment selected.

### **FILLING VACANCIES ON CAR-957**

The vacancy will be filled by seniority in classification using Step 1 and Step 2 of the Special Operations Assignment Procedures, as it applies to Haz/Mat and TRT.

The member selected shall participate in an interview process, (MP 104.02, pg. 4 & 5 of 11), and at the time of acceptance to the position sign a “Letter of Commitment” agreeing to remain in the position for not less than 2 years

The member accepting this position shall, as a requirement of this position, become certified as a technician in whichever discipline the member does not possess. The member shall also be required to maintain both certifications for as long as the member is assigned to the Car-957 position.

### **ASSIGNMENTS TO SPANISH IMMERSION FIRE STATIONS**

The Phoenix Fire Department is committed to the training of our members to accomplish a goal of 50% bilingual ability. Through the Labor/Management process certain fire stations will be dedicated to the training of fire fighters in other than the English language in an immersion environment. Members will be chosen for these positions based on seniority and will follow the process described in the “**MULTIPLE SIMULTANEOUS ASSIGNMENTS TO ALS COMPANIES**” section. In order to provide the most flexibility for members participating in the program, selected members will not lose their rights to their permanent positions and can return to them when the training is completed.

### **PARAMEDIC ASSIGNMENTS TO NON-PARAMEDIC POSITIONS**

**Certified Paramedics may request assignment to non-paramedic positions. These assignments require the approval of the Fire Chief or his designee. Approval will be based primarily upon operational capabilities of the Department and will be considered on a case-by-case basis.** Paramedics assigned to non-paramedic positions shall not qualify for paramedic assignment pay for the duration of the assignment.

If a Paramedic's assignment to a basic life support position in Operations exceeds six (6) months, the Paramedic will lose seniority as a paramedic for the time period of the duration of the BLS assignment as it pertains to work assignments and vacation selection. Paramedics assigned to non-paramedic staff positions will not lose previous seniority as a Paramedic if, upon completion of the staff assignment, the Paramedic returns to a Paramedic position in the operations division.

Paramedics assigned to non-paramedic positions will be personally responsible for meeting all Phoenix Fire Department and Arizona Department of Health Services requirements for maintaining their paramedic re-certification. Prior to returning to a paramedic assignment the paramedic may, at the discretion of the Phoenix Fire Department EMS Section or the Paramedic's Base Hospital Medical Director, be required:

1. TO ATTEND A PARAMEDIC REFRESHER TRAINING PROGRAM;
2. TO ATTEND A CLINICAL SKILLS REFRESHER TRAINING PROGRAM;  
OR
3. TO SUCCESSFULLY COMPLETE A WRITTEN AND SKILLS TEST CONDUCTED BY THE BASE HOSPITAL OR THE ARIZONA DEPARTMENT OF HEALTH SERVICES PRIOR TO BEING REASSIGNED AS A PARAMEDIC.

### **STATION ASSIGNMENT TRADES / OPERATIONS DIVISION**

Trading assignments must be coordinated by the affected Shift Commanders. When two members request to trade assignments, they must notify their Shift Commanders of their request by forwarding a Request for Transfer through channels, indicating that a trade is being requested. The Shift Commanders will advertise both positions in the next buckslip and indicate that a trade is being requested. Any member who properly files a request for transfer during the advertisement period to one of the stations involved who has more seniority than the member requesting the trade may veto the trade.

The assignment trade process is not intended to allow members to circumvent the Personnel Assignment Procedure. This will be a strong consideration in the decision to approve or disapprove requests.

### **RECRUIT ASSIGNMENTS**

The Shift Commanders and the Deputy Chief of Training will select the station assignments for probationary firefighters during the first year with the Department. After completion of the Academy program, each probationary firefighter will receive three assignments of approximately three (3) months each.

When possible, probationary firefighters will remain in the same Battalion for the probationary period.

The Shift Commanders and the Labor Management team will designate certain positions at stations in their Battalion as probationary firefighter training positions. When these positions are not utilized by probationary firefighters, they will be filled by seniority on a temporary basis. The temporary assigned firefighter at each station will be moved to the roving list to provide an opening for the probationary fighter when necessary.

All personnel reassigned to roving status will be assigned by the Operations Division to a Battalion where their personnel files will be maintained.

## **LONG-TERM TEMPORARY STATION POSITIONS**

Long-term temporary positions are created due to long-term sickness, industrial injuries, special assignments, staff assignments, fire department strategic planning, or vacant probationary firefighter positions. When these positions are projected to be vacant for 180 days or longer (long term), they may be filled by any member utilizing the regular Battalion vacancy process. If assigned to long-term position members will not be eligible for other temporary positions for at least 180 days. Other temporary positions projected to be vacant longer than 30 days and less than 180 days will be filled by the assignment of rovers based on their seniority among others on the specific shift. The Shift Commander will contact unassigned members by seniority until the positions are filled.

## **FIELD INCIDENT TECHNICIAN**

This procedure defines the selection process for filling Field Incident Technician vacancies. The FIT assignment will be a management development position and will be awarded based on the criteria within the M.P. All assignments to this position will be made at the Fire Chief's discretion; assignments will not be based on seniority. Chief Officers and those wishing to work as FITs must be familiar with the assignment procedures, making every effort not to circumvent these procedures. All FIT assignments will be reviewed by the Shift Commander responsible for the Battalion.

## **FILLING OPENINGS FOR FIELD INCIDENT TECHNICIAN**

The criteria for selection as a Captain Field Incident Technician are:

- Assignments to this position will be at the discretion of the Command Officer
- Length of the assignment will be at the discretion of the Command Officer
- Member should be on the current Battalion Chief's list; if not, members interested in the Battalion Chief position.
- Member is required to commit to the assignment for a 6-month minimum.
- Member should have completed the following classes or demonstrate equivalent experience.
  - Tactics and Strategy
  - Command Strategies for Major Emergencies
  - Human Resource Management
- Member should have completed the NFPA 1041 instructor course or demonstrate equivalent experience.
- Member should understand how to operate the station computer including RMS, e-mail and MCT.
- Member should have successfully completed the Code 3 Driving Class offered by the TA and must be a driver in "good standing" with the department.
- Member will be interviewed in areas pertaining to:
  - Job Responsibilities
  - Incident Command and Tactical Procedures
  - Personnel Management

- Knowledge of personnel management practices
- Demonstrated skills and experience in conducting training exercises
- Skills and experience as an instructor
- Ability to develop and manage various programs associated with the Operation Battalion.

### **EXCLUSIONS**

- Those who have not completed their 6-month obligation to an assignment should not be considered.
- Members who have not completed one year in a Special Ops assignment should not be considered.
- Members who have a permanent assignment and have been a FIT for one year need to release their permanent assignment or return to it.

### **COMMAND VAN ENGINEER**

The Command Van position is assigned to Emergency Services. This is an Engineer position that reports directly to the Deputy Chief or Battalion Chief at the South Shift Commander's Office. This position works as a team member on a particular shift. This assignment has a workload that is primarily administrative. There is extensive contact with field members. Sensitive information, including EAP related activities, occurs frequently. **The position demands interpersonal skills, with the ability to be extremely discreet and maintain confidentiality.**

### **FILLING OPENINGS FOR COMMAND VAN ENGINEER**

- The affected SDC will advertise an opening. This will be consistent with M.P. 104.02, the Assignment Procedure.
- The SDC will accept letters when there are not vacancies, consistent with M.P. 104.02.
- The SDC may interview for this position.
- Assignments will not be based on seniority.
- Assignment to this position will be at the discretion of the Assigned Deputy Chief.
- Length of assignment will be at the discretion of the assigned Deputy Chief.

### **EXCLUSIONS**

- Those who have not completed their 6-month obligation to an assignment.
- Members who have not completed one year in a Special Ops assignment.
- Members who have a permanent assignment and have been a CV Driver for one year need to release their permanent assignment or return to it.

## **SHIFT BALANCE**

Shift balancing is a process and not an event. For the most part it takes care of itself naturally through promotions, filling of vacancies, and the assignment of probationary firefighters. However these, along with other variables, can also cause the shifts to become out of balance.

Approximately every 6 weeks a shift count is conducted to give an accurate reflection on the condition of each shift. When the shifts become "out of balance", any, and all-viable options are considered to get them back into balance. These may include granting request for transfers, considering when recruit classes or other training classes will be completed, etc. The last of the options is to move members. When members are moved to another shift, to accommodate a shift balance, the following will take place:

1. The member will be called and explained the situation.
2. A shift change date will be set up, usually as soon as possible.
3. If at the time of the call, a member had any vacation or comp time Leave scheduled, they will be granted, "like leave" on their new shift.

For a member to return to the original shift you must first submit a "request for transfer" to the Activities Coordinator at the South Shift Commander's office, which will remain on file for a calendar year.

A member may return to their original shift in one of two ways:

1. Accept a permanent assignment to that shift. (You will be required to remain in that position for a minimum of 6 months.)
2. Return via the shift balance process by your request for transfer.

For this to occur, a shift count must reflect vacancies on your requested shift. Request for transfers will then be granted by "seniority in rank" order of those on file.

Please note that a member leaving the shift, in which you want to return, does not constitute an opening on that shift. There are many other variables and movement through the normal processes that must be considered. Some of these include members going into, and returning from staff assignments, long-term industrial and alternate duty leave, training classes, and the normal changing of shifts through the assignment procedure.

Also please note that members with less seniority who go roving from permanent assignments, do not allow the more senior member to return to his or her shift by "bumping" the less senior member. If this were true, the shift balancing would never end, as movement would take place every time a new member goes roving.

## **SWITCHING SHIFTS**

(See M.P. 104.02A, page 1)

To switch shifts, such as from A shift to B shift, certain criteria must be met:

1. There must be an opening on the shift to which the employee wishes to transfer.
2. Form 90-36D, Request for Transfer or E-mail Request, must be submitted and approved.

### **RESCUE ASSIGNMENTS**

All members will be required to serve a maximum of 200 shifts on a rescue. Based on departmental need, and evaluated in the labor/management process, members may be required to vacate a rescue assignment prior to the completion of the 200-shift requirement to allow other members to begin the requirement. These members may be used to cover for leave experience of assigned members allowing them to complete the 200-shift requirement. These members may NOT be re-assigned to a rescue unit until they have completed the 200-shift requirement. If a member is removed from a rescue assignment for any reason prior to the completion of the required 200 shifts, they may be called upon in the future to complete the 200-shift obligation.

After completing the twelve (12) month probationary period, firefighters are automatically placed on the Rescue Assignment List. The firefighter's position on this list is determined by seniority. Recruit class seniority will determine the seniority/ranking of members who began employment on the same date.

When establishing the cadre of firefighters for the Rescue Assignment List, the firefighter with the most seniority, who has completed the probationary period, but have not completed the rescue shift obligation, is the first to be placed on the Rescue Assignment List. The firefighter with the next most seniority is the second to be placed on the Rescue Assignment List, etc. Shift assignment changes may be required to maintain a cadre of firefighters available for permanent assignment to rescues.

Members assigned to rescue units must have received training in rescue procedures/protocol and driver training.

### **ROVING LISTS**

Firefighters who are not assigned to rescues will automatically be placed on the roving firefighter list. The employee's position on this list is determined by seniority. Recruit class seniority will determine the seniority/ranking of members who began employment on the same date. Captains and Engineers will be placed on a roving list by seniority in rank, until an assignment becomes available. (See SENIORITY - M.P. 104.02A, page 2)

ALS Personnel will be placed on a Roving List by seniority as determined by the date of current assignment as a paramedic (paramedic seniority) or the date of certification in the promoted class, whichever is most recent. (See SENIORITY - M.P. 104.02A, page 2)

All roving personnel will be assigned to a Battalion for administrative business, i.e., sick leave reports, AWRs, training make-up, or any other administrative functions.

ANY PERSON WHO VOLUNTARILY REQUESTS TO BE PLACED ON A ROVING LIST, FORFEITS HIS/HER REGULAR ASSIGNMENT. SUCH REQUESTS ARE SUBJECT TO THE APPROVAL OF THE AFFECTED BATTALION COMMANDER.

Roving personnel are required to call the South Shift Command between 0615 to 0645 hours on the morning of their shift to receive their station assignment.

### **OUT-OF-CLASS**

The Operations Division will maintain an out-of-class list for Engineer and Captain positions. This list will consist of those members on a current promotional eligibility list followed in seniority by others requesting out-of-class assignments. All out-of-class assignments will be made from this list, except when the position to be filled requires special certification or training. In such cases, out-of-class assignments will be made by seniority from the group of qualified eligible individuals. All members on promotional lists are required to work out of classification.

Members requesting the Shift Commander to place them on an out-of-class list will automatically authorize assignment to any station in the City for an out-of-class position.

An Out-of-Class Form, 90-82D, must be signed by members requesting an out-of-class assignment. Members requesting an out-of-class assignment may maintain a vested interest in their permanent assignment, but must agree to rove in an out-of-class position for at least 90 days.

A member wishing to have his/her name removed from the roving out-of-class list must notify the affected Shift Commander.

Anytime the number of members on the out-of-class list is fewer than the number of out-of-class positions available, the Shift Commander will make assignment adjustments as necessary. Firefighters wishing to act out-of-class as either Captain or Engineers must complete an out-of-class request for each position.

Engineers and Firefighters wishing to work out-of-class as Captains will be integrated into one out-of-class list. Seniority will be calculated from the date of hire as a firefighter recruit. If two or more members have the same hire date, recruit class seniority will be used. Paramedic Firefighters and Paramedic Engineers may work out-of-class as Paramedic Captains. Seniority will be calculated based on recruit class seniority.

In the absence of available paramedics to work out-of-class as Paramedic Captains, the South Shift Commander will make personnel adjustments to meet paramedic-staffing requirements.

### **ASSIGNMENTS TO STAFF POSITIONS**

When a vacancy is anticipated in a staff position, the Section Head will notify the Fire Personnel Section of the opening. The Fire Personnel Section will determine if the position can be filled by a member with a permanent disability to comply with the

requirements of the Americans with Disabilities Act. If the above does not apply the Fire Personnel Section will notify the appropriate Section Head.

The Section Head will then announce the vacancy for two consecutive weeks in the Department Buckslip, which will include a description of the duties, preferred knowledge, skills, and requirements, as described in M.P. 104.02A, beginning page 3, for the position. Any member requesting a position other than Operations shall submit a Request for Transfer to the appropriate Section Head by e-mail or Request for Transfer Form 90-36D.

The Section Head responsible for filling the vacancy will review all requests. The review may include a personal interview with each applicant in order to explain the needs and duties of the staff position. The minimum and maximum time period one must remain in the position should be explained during the interview. Assignments to staff positions shall be by seniority when qualifications of requirements are equal. In order to determine qualifications, section heads may require resumes, conduct formal interviews, conduct skills/aptitude assessments and review past performance applicable to the position. If none of the requests contain the minimum qualifications, or no requests are received, the Section Head will make an assignment considered to be in the best interest of the Department.

Certain staff positions are difficult to fill. In the case of a difficult position, the assignment procedure will be followed unless it is unable to satisfy this position. If unable to fill a position, the Fire Chief and the Union President will make the final determination whether an alternate plan is achievable.

Members assigned to staff positions may maintain a vested interest in their assignment in the Operations Division for a MAXIMUM of 12 months. (See M.P. 104.02A, beginning page 3)