

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

COMMAND OFFICERS CONSTANT STAFFING

(EMERGENCY SERVICES SHIFTS)

MP104.03A 04/06 - R

PURPOSE

The following procedure will provide Constant Staffing (CS) Guidelines for Command Officers.

CONSTANT STAFFING SHIFTS

A constant staffing shift for Command Officers shall be twelve (12) hours.

CS SHIFT DURATION

The constant staffing shift hours shall be as follows:

SOUTH DEPUTY

0600 hours to 1800 hours

1800 hours to 0600 hours

CENTRAL DEPUTY

0700 hours to 1900 hours

1900 hours to 0700 hours

Constant staffing shifts can be worked in either 12-hour or 24-hour increments.

COMMAND OFFICER RESPONSIBILITIES

Each member should try to balance the shifts so as to have nine (9) completed by January each year.

Each member will be responsible for eighteen (18) twelve-hour (12-hr) shifts per fiscal year.

Each member must work the entire constant staffing shift. No AWRs, vacation, E-time, etc. can be taken while constant staffing.

Each member shall be responsible for conducting all scheduled and unscheduled activities during the constant staffing shift, including conducting

critiques of fires that occur during the constant staffing shift.

SIGN UP

Available constant staffing shifts will be advertised via E-mail to each command officer participating in the Emergency Services pool. Notifications will be sent out as needed, but no less than monthly

FILLING LATE VACANCIES

When possible an all call via the Q-page system will be used to fill late-occurring vacancies.

CS OPPORTUNITIES

The Emergency Services Assistant Chief or his/her designee will manage the constant staffing program. The Time Management Coordinator will monitor the Command Officers' constant staffing participation. Opportunities to constant staff will be maintained in accordance with this procedure.

Any Chief Officer with questions concerning CS or a desire to review sign-up lists, records, etc., should contact the Time Management Coordinator.

Any Command Officer who is unable to complete the eighteen (18) shifts during the fiscal year, will have the emergency services pay discontinued until all the shifts that were owed are made up.