

**PHOENIX FIRE DEPARTMENT**

**Volume 1 – Management Procedures**

**COMMAND OFFICER DEPLOYMENT (EMERGENCY SERVICE SHIFTS)**

<b>M.P. 104.03A</b>	<b>Date Revised: 01/2025</b>
This policy is for internal use only and does not expand an employee’s legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies: 104.03 Constant Staffing	

**PURPOSE**

The following procedure will provide staffing guidelines for Command Officers.

**EMERGENCY SERVICES SHIFTS**

The Emergency Services program is optional. Any command officer choosing to not participate will not receive additional compensation. An Emergency Services shift for Command Officers shall be 12 or 24 hours. The Assistant Chief of Operations may approve credits for hours worked outside of emergency staffing, i.e. IMT activity for special events.

**COMMAND OFFICER RESPONSIBILITIES**

Each Command Officer participating in the Command Officer Deployment program is responsible for the following:

- Complete assigned 24-hour shifts (or the 12-hour equivalent) each fiscal year. ERSO will manage the allowed number of distributed shifts annually.
- Work the entire Emergency Services shift.
- Conduct all scheduled and unscheduled activities during the Emergency Services shift, including critiques of fires that occur during the shift.

**ANNUAL SIGN UP PROCESS**

In May of each year ERSO/PFCOA will send out a survey to all Command Officers up to the rank of Deputy Chief asking if they will participate in the ES program and how many shifts they will work (9 or 13) for the following fiscal year.

- If a Command Officer selects 9 shifts, the remaining 4 shifts will be offered to the pool of command officers by seniority in rank one shift at a time until all extra shifts have been awarded. If no Command Officer selects the 9-shift option, then all Command Officers will stay at the 13-shift commitment. If one or more Command Officers select the 9-shift option, then a group will be committed to 9 shifts, a group committed to 13 shifts, and a group committed to 14 shifts.

- A spreadsheet ranked by seniority as a Command Officer will be produced by Fire HR and maintained by ERSO establishing how many shifts each member has selected. The updated spreadsheet and pay allocations will be confirmed by ERSO, Fire HR, and PFCOA representatives by early June. Fire HR will advise their payroll staff of the new rates for implementation for the second pay period in July.
- ERSO will maintain the record keeping and tracking of all shifts that Command Officers work and produce a monthly document reflecting the committed shifts and completed shifts. ERSO will also maintain a daily record of chief staffing and produce quarterly and annual reports of this record.

### **WEEKLY SIGN UP AND STAFFING**

Command officers must sign up for available Emergency Services shifts in Telestaff prior to the weekly fill which occurs on Tuesdays (subject to change on Holiday schedule weeks). Emergency Response Staffing Office (ERSO) will attempt to fill all scheduled vacancies for the following week based on the command officers who have signed up to work. Unfilled positions after the fill will be advertised via E-mail/text and filled on a first come first served basis.

### **FILLING LATE VACANCIES**

ERSO or South Shift Command will check Telestaff for the vacancy to determine if a command officer is available to work. If a command officer is not available, ERSO or SDC will send an all call via the text notification system to fill late-occurring vacancies. South Shift Command staff will send another text notification the morning of the vacancy (if unfilled). If no command officers are available to work by 0630, the normal staffing process will be used to fill the shift.

### **ES OPPORTUNITIES**

The Assistant Chief of Operations or designee will manage the Emergency Services program. ERSO will monitor Command Officer staffing participation. Opportunities to staff will be maintained in accordance with this procedure.

Any Command Officer with questions concerning Emergency Services staffing or a desire to review sign-up lists, records, etc., should contact the ERSO.

Command Officers must complete the required shifts during the fiscal year. Command Officers are permitted to adjust their schedules to work an Emergency Services Shift with the approval of their Division Head (i.e., Assistant Fire Chief) and ERSO.

### **COMMAND OFFICER EMERGENCY DEPLOYMENT**

The purpose of Command Officer Emergency Deployment is to ensure the Phoenix Fire Department has acceptable daily staffing for the 56-hour Command Officer positions within the Operations Division. Command Officer Deployment is the process for which Command Officer vacancies will be filled in the event that the Emergency Staffing process is utilized, and uncovered Command Officer vacancies exist. Command Officer Emergency Deployment will be

implemented when South Shift Command (SSC) is unable to fill vacancies through standard staffing procedures or when a critical need for Command Officers exists.

All Command Officers participating in the Emergency Deployment Program will sign up for two emergency staffing days per quarter. In the event Emergency Staffing is activated, Command Officer Deployment may be utilized to fill vacant Command Officer positions if possible. The Assistant Chief over Operations, or designee, will determine how Command Officer's will be utilized outside normal staffing and how Emergency Services credit will be allocated.

Command Officers that have completed their predetermined Emergency Services shifts will not be utilized.