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S.O.P. #: 700-02

SUBJECT: STAFFING

DIVISION: FIRE-RESCUE ACADEMY

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Objective: To establish shift configuration guidelines for employees assigned to the Fire-Rescue Academy. The Battalion Chief will be responsible for assigning employees to one of the following schedules:

Section 1. Five-Day Weeks

Employees assigned to five days a week will work a 40-hour work week consisting of five, 8-hour days, Monday through Friday. The work hours will be from 0800-1600 hours. The minimum complement for personnel assigned to day-work shall be three. For example, if there were two Captains and three Lieutenants assigned to day-work, two of the five would be allowed off on anticipated leave time.

Section 2. Four-Day Weeks

- A. Option #1 - Employees assigned to four days a week will work a 40-hour work week consisting of four, 10-hour days, Monday through Friday. The work hours will be from 0700-1700 hours. The employee must take one regular day off (RDO) per week, which should not conflict with pre-scheduled Academy programs. Flex time will be allowed as long as it is used in the same week that it is earned. The minimum complement for personnel assigned to day-work shall be three. For example, if there were two Captains and three Lieutenants assigned to day-work, two of the five would be allowed off on anticipated leave time.
- B. Option #2 - Employees assigned to four days a week will work a 40-hour work week consisting of four 10-hour days or nights. Each shift will work from 0700-1700 while on day shift, and 1300-2300 while on night shift. Employees will rotate from day to night shift every other week. The employee must take one regular day off (RDO) per week, which should not conflict with pre-scheduled Academy programs. Flex time will be allowed as long as it is used in the same week that it is earned.

Section 3. Shift Work

- A. Option #1 - Employees assigned to shift work will work a 42-hour work week consisting of four 12-hour days. Each shift will work from 1100 - 2300. The days of work will mirror those of the shift to which the employee is assigned. For example, an employee on 'A' shift will work the same four days as the 'A' shift employees in the field, followed by the same four days off.
- B. General Guidelines.
  - 1. Training.
    - a. Training topics that will be taught to the entire Department, both career and volunteer, will be assigned by the Academy staff from time to time. Shift instructors will be responsible for teaching the programs, or using the resources available to them to see that the programs are taught, on a timely basis. The Shift Program Administrator should maintain a prioritized list of instruction programs to be taught within the next 12-month period.
    - b. Generally, all training sessions should be available to both career and volunteer units. When a training session is scheduled in a particular battalion, the shift instructor should ensure that the volunteer companies in the Battalion are notified and invited to the training. (assuming that the training has been scheduled in a career station as opposed to a volunteer station ) If the shift instructors happen to be conducting the same instructional program in the same battalion during their four shifts, the volunteer companies should receive an invitation from each instructor from each shift.
    - c. Each training session should begin with the instructor completing a student roster. The completed roster should be turned-in to the Academy office at relief time. The rosters will be entered into the database so that complete and accurate records are maintained for all career and volunteer personnel and the training that they have completed.

- d. Shift instructors should maintain a close working relationship with the field Battalion Chiefs, EMS Lieutenants, and EMS Shift Captains. These supervisors should have a primary role in determining what extra training will be conducted within their battalions.

2. Administration

- a. The designation for shift instructors will be Academy 5A, 5B, 5C, and 5D. Each instructor will be issued a pager and radio. The minimum prerequisites for working as a shift instructor or alternate shift instructor are:
  - 1. Level B live fire instructor
  - 2. Fire Officer I
  - 3. Level II Instructor
  - 4. MICRB certified instructor.
- b. Each instructor must maintain their schedule in the “scheduling” software at the Academy office. The entries made by the instructors will be used as a source for compiling statistical information. Entries should generally be made several weeks prior to an actual training event. Any anticipated leave time should also be recorded in the software.
- c. Training Request Forms should be submitted in advance, for programs that are initiated by the shift instructors. If a program is going to be taught to the entire Department, only one training form is needed; not one for every class session.
- d. All requests for days-off should be written on the operations calendar and entered in the instructor’s “scheduling” software calendar. The minimum complement for each day is one Academy-5 instructor. For example, if A and B shift is working, only one instructor is allowed off.
- e. A pass-on book should be maintained in the Academy-5 vehicle. Information that affects the other three shifts’ operations should be entered on a regular basis.
- f. Instructors should be ready to respond on emergency incidents at any time. They may act as assistants to the incident commander at major incidents, and may function as the water officer, staging officer, or other duties as assigned by the incident commander. Instructors may ride with other apparatus (including Battalion Chiefs and EMS Supervisors) when no classes are scheduled during their on-duty hours. A period of instruction should NOT generally be stopped, in order for the instructor to respond on an incident. If an instructor is teaching at a location where the majority of students leave to respond on a call, the instructor may respond on the incident.
- g. FLVE entries will be the responsibility of the Academy Duty Officer.
- h. All relief’s will take place at the Fire-Rescue Academy. Any office/administrative duties should be completed at the beginning or end of the day or night, an hour or two within relief time. No day or night should pass without a training program being conducted in the field. Any exceptions to this policy must be approved by the Operations Captain. On days that an instructor is not assigned to teach, he/she will generally be assigned to the field. This will allow the instructor periodic “breaks” from instructing, and also provide an opportunity to interact with field personnel in the stations and on emergency incidents.

Section 4. Daily Duty Officer

- A. Definition - Monday through Friday, the two Captains shall arrange for an one officer to act as the Fire-Rescue Duty Officer and one officer to act as the EMS Duty Officer. The Daily Duty Officer will be the rank of Lieutenant or Captain.
- B. Duties
  - 1. FLVE Entries - FLVE entries will be made by the Fire-Rescue Duty Officer, first thing in the morning, on a daily basis for Z-shift, the shift that is working day-work, and the shift that is working night-work. The Daily Duty Officer should refer to the software scheduling entries and the Operations Calendar for the data needed to complete the FLVE entries. Saturday and Sunday FLVE entries should be completed on Monday morning. Any callback entries should be made on the day that the callback is earned or within 24-hours of the time that it is earned. (weekend callbacks may be entered on Monday morning)
  - 2. Security - Compound security is the responsibility of the Fire-Rescue Duty Officer. The compound and doors to the Academy building should be unlocked in the morning. They should be secured at the end of the day, prior to the departure of the Duty Officer. Any instructor using the facilities after-hours will be responsible for securing the facilities prior to leaving.
  - 3. Personnel - The Fire-Rescue Daily Duty Officer is responsible for the efficient use of Academy support personnel. This includes the three clerks and the laborer. Each uniformed employee assigned to the Academy should also be accounted for at all times. All leave days should be recorded on the Operations Calendar and schduling software. All Academy programs and assignments should be recorded on the Operations Board and scheduling software. Any other absences from the building or compound should be recorded on the In-Out Board at the main entrance to the building.
  - 4. Resource Usage - The Daily Duty Officers are responsible for the efficient use of Academy resources; including Academy vehicles, classrooms, and equipment. Academy vehicles must be checked-out from the Duty Officers. If an Academy instructor is going to be off for an extended period of time, he/she should turn-over any keys to the Duty Officer until his/her return. (e.g. : CPR instructor turns-in keys to closet that contains CPR supplies)

The Daily Duty Officers should monitor Talk Group 95 at all times, and verbally respond whenever a call is made to "Office" or "Any Academy Personnel." The officers should also be available to answer any questions that the Office Clerks are not able to handle. The Officers will maintain the Fire-Rescue Academy Ledger and will include all significant information such as staffing, substitution pay, etc.

Section 5. Accountability, Overtime, Rosters

- A. Accountability - There are three mechanisms for tracking activities of Academy personnel. Personnel should maintain a copy of their schedule on the "scheduling" software that is kept on the Academy network. Schedules should be filled-out at least 2 weeks ahead of time. All days-off should be indicated on the software and on the Operations calendar. Any absences from the Academy that are not recorded in the software or Operations Calendar should be indicated on the In-Out Board located at the entrance to the Academy building.
- B. Overtime - All overtime or compensatory time must be pre-approved by the Battalion Chief. This is accomplished by submitting the Training Request form through the operations captain.s When the OT/Comp time program has been completed, the proper form should be submitted on the next scheduled work-day, so that a credit for comp-time or overtime can be made.
- C. Rosters - A roster should be completed for any class that is taught by Academy personnel. The completed roster must be submitted to the Battalion Chief at the end of each class. In the instances of a long-term class such as FFI, a roster should be completed for each session of the class.