

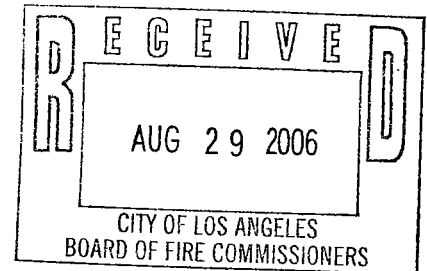
**LOS ANGELES FIRE DEPARTMENT**



BFC 06-085

SEP 5 2006

WILLIAM R. BAMATTRE  
FIRE CHIEF



August 28, 2006

TO: Honorable Board of Fire Commissioners

FROM: Roxanne V. Bercik, Chief of Staff

SUBJECT: INFORMATION SUBMITTED RELATIVE TO TRANSFERS  
AND VACANCIES

Attached is a package submitted for your preview regarding transfers and vacancies requested by Fire Commissioner Hudley Hayes for the September 5<sup>th</sup> Commission Meeting. If you have any questions, please contact me directly at (213) 978-3840.

Respectfully submitted,

WILLIAM R. BAMATTRE, Fire Chief

ROXANNE V. BERCIK, Assistant Chief  
Chief of Staff

Attachment



## LOS ANGELES FIRE DEPARTMENT

# PLATOON DUTY ASSIGNMENTS

Platoon duty is defined as a Fire Department work assignment with a 56-hour work week. Uniformed members work 24-hour shifts ( platoons).

- Members work three 24-hour shifts every nine days. Every nine days the members will work one day (24 hours), off one day, work one day, off one day, work one day, then off for four days (on-off-on-off-on-off-off-off-off).

Announcement and selection process of personnel to platoon duty positions.

- Vacant fire station assignments
  - Teletype/E-Com announcing field vacancies every other Wednesday
  - BES office selects from requesting volunteers by seniority
- Positions becoming vacant due to separation or promotion
  - Teletype/E-Com announcing Primary Vacancies in the field
  - BES office selects from requesting volunteers by seniority
- No interviews are conducted prior to the selection and filling of platoon duty positions at fire stations
- Transfers take place on the first day (Sunday) of every two-week Pay Period
  - Transfer and promotion notifications are made 9 days prior to the transfer or promotion date.
  - Notifications are made by the BES office to the respective Divisions and Battalions via fax and/or telephone
  - Primary vacancy transfer notifications are also published via teletype/E-Com every other Wednesday along with new vacancies

Criteria to determine consideration for Platoon Duty position:

- Positions are filled rank for rank, grade for grade
- Qualified to fill the position, i.e. Paramedic or Haz-Mat certified
- Already completed probation
- Seniority among other members requesting
- Balancing of vacancies within the Battalion, Division or Citywide

Members may voluntarily request a transfer to another platoon duty position after being in their current platoon duty position for a minimum of one year.

## LOS ANGELES FIRE DEPARTMENT

# VACANCY AND TRANSFER OVERVIEW

### FILLING OF SWORN MEMBER VACANCIES

The filling of sworn member vacancies at fire stations follows the Transfer Procedures outlined in the Manual of Operation Volume 2. Members' transfer requests remain on file for the calendar year. The qualified member with a transfer request on file, with the most seniority, will be transferred into the vacancy.

### PROMOTIONS OF SWORN MEMBERS

A vacancy involving rated sworn positions (Apparatus Operator, Engineer, Captain I, Captain II, Battalion Chief, Assistant Chief) is reviewed by the Bureau of Emergency Services and the Personnel Services Section prior to any promotion. Once the rated position vacancy has been determined to have been caused by separation, promotion or a newly created position, the Personnel Services Section will authorize the promotion of the next available candidate on the appropriate eligibility list. The Fire Chief will approve the selection of each promotion and make personal contact with the member.

Newly promoted sworn members will temporarily be assigned to any available field vacancy. The original vacancy may be subsequently filled with any member of the appropriate rank with a transfer request on file. The newly promoted member will then be transferred to the position vacated by the transferred member.

### LATERAL (MUTUAL) TRANSFERS

Qualified sworn members of the same rank and grade may request mutual transfers by following the Transfer Procedures in the Manual of Operation.

### ROTATION OF ASSIGNMENTS

The rotation of assignments only applies to Probationary Firefighters. They are assigned to three different fire stations for four-months at a time during their one-year probationary period. There are normally 200 to 250 Probationary Firefighters rotating assignments throughout the year.

Non-Probationary sworn members usually remain at their current assignment for as long as they want, or until any of their transfer requests are honored.

## LOS ANGELES FIRE DEPARTMENT

# SPECIAL DUTY ASSIGNMENTS

Special duty is defined as a Fire Department work assignment with a 40-hour work week. Platoon duty assignments are a 56-hour work week.

- Uniformed members work either
  - a 4-10 (10 hours a day, four days a week), or
  - a 9-80 (nine hours a day, nine days every two weeks) schedule.

Announcement and selection process of personnel to special duty positions.

- The Fire Chief and Personnel Services Section have developed guidelines for the selection and assignment of Department members to special duty positions.
- Individual Bureau Commanders establish requirements and criteria
- Two forms of announcements:
  - Departmental Bulletin announcing opportunities in all Bureaus
  - Teletype/E-Com announcing specific opportunity
- Interviews are conducted within respective Bureaus prior to the selection and filling of each special duty position.

Field experience criteria before being considered for Special Duty:

- One year for Assistant Chief and Captain II
- Two years for Battalion Chief, Captain I, Engineer & Apparatus Operator
- Four years for Firefighter.

A member may be considered for and assigned to special duty in each rank or grade attained.

Members will be assigned to special duty for approximately two years.

Members completing their tour of special duty for their current rank or grade will normally not be considered for additional special duty assignments in that rank or grade.

Members may volunteer for additional special duty assignments if they desire.

Special duty assignments offer a unique perspective of the overall operation of the Department and give members an opportunity to increase both their knowledge of, and their value to, the organization.