# FIRE AND RESCUE DEPARTMENT

# DIVISION CHIEF OF OPERATIONS

July 19, 2013

**INSTRUCTIONAL BULLETIN #13-29**

**TO:**       All Fire and Rescue Personnel

**FROM:**   Kurtis R. Wilson, Division Chief/Operations *KRW*
            Ivan T. Mote, Division Chief/Rescue *ITM*

**RE:**       **FIREFIGHTER AND OFFICER LOA POLICY**

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In an effort to provide more opportunities for firefighters and officers to LOA, the following policy changes have been implemented.

**Effective July 20th, 2013 in both Rescue and Suppression**

Officers and Firefighters are permitted to swap time under the following conditions:

Suppression - Firefighter and Officer LOA

- The time swap must be between members assigned to the same station.

- When a firefighter works for an officer, the normally assigned engineer of the apparatus will work out of position as the OIC and receive out of position pay. The firefighter will operate as the engineer and will **not** receive out-of-position pay.

- When an officer works for a firefighter and the regularly assigned officer is present, the officer working LOA will ride in the firefighter position unless transferred.

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- All LOA's between Firefighters and Officers must be approved and entered into R.M.S. by the appropriate District or Battalion Chief.

- Probationary Firefighters cannot LOA with an officer until after completion of the 7-month exam.

Rescue - Firefighter and Officer LOA

- The time swap must be between members assigned to the same station.

- When a firefighter works for an officer, the normally assigned engineer of the apparatus will work out of position as the OIC and receive out of position pay. The firefighter will operate as the engineer and will not receive out-of-position pay.

- When an officer works for a firefighter and the regularly assigned officer is present, the officer working LOA will become staffing at the discretion of the District or Battalion Chief, similar to a third person in Rescue.

KRW/ITM/afh