

DIVISION OF FIRE GENERAL ORDER

CATEGORY: COMPANY & BUILDING MANAGEMENT #3-7

DATE: October 27, 1999

SUBJECT: TRADES OF TIME

The officer in charge of a Company, Battalion or Bureau shall grant the request of any two (2) members of the Company, Battalion or Bureau to exchange time, as long as the two (2) employees are of the same rank and as long as the time block is at least four (4) hours, except for hold over trades. The trades must be approved and reported to the battalion or AC1 as applicable for 24-hour personnel and the Executive Officer for 40-hour personnel, prior to the start of the shift. Any request for trade of time after 0825 hours for 24 hour personnel or after 0700 for 40 hour personnel shall only be granted by the AC1 or the Executive officer. Once an individual has been selected for drug testing, no trades may be approved until the completion of the test. Members taking unreported trades shall be considered AWOL.

PROCEDURE:

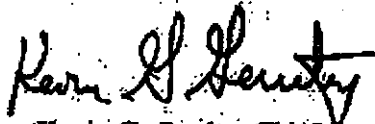
- I.) Time Trades will be recorded on Form 305, in duplicate, signed by both members involved. The original shall be forwarded to the Battalion. The copy shall be retained in the company files for the Company that the trade is being worked on. When the time is repaid, the Company copy, indicating the date of repayment will be forwarded to the Battalion. Both copies may then be destroyed. At the time of a trade is made it shall not be necessary for members involved to specify the date of repayment.
- II.) When signing on duty, the member will also write in the name of the member for whom, he/she is working for and the length of time. If the member is repaying time he/she will enter the date of the original trade. If the trade is for a period less than 24 hours, the member shall not leave before his/her relief arrives. Together the members will report to the officer of the Company and then make the proper entry in the log. A member repaying time will acknowledge same to the Company Officer in person, by phone, or in writing **before** the date the member is to work; otherwise the member regularly scheduled to work will be held responsible for the tour of duty.
- III.) **All trade transactions shall be entered in the company journal.** All trades less than 24 hours shall have the name and time of the member coming into work and the time the member returned to work logged in the company journal.

Members trading time shall keep their seniority. Members must be of equal rank to trade time. Lieutenants and Captains shall be considered to be equal rank. Fire Grade, Second Grade and Third Grade Firefighters shall be considered equal rank. Fourth Grade Firefighters may only trade with another Fourth Grade Firefighter. Only the Chief of the Division may approve trades between members of different ranks and shall not unduly restrict trading time unless there is disparity in ability between the parties to the trade, which means inability to perform the required tasks. Company Officers should contact the battalion Chief or Unit Commander if they believe an inability to perform required tasks exists.

Battalion aides shall record all approved trades on the Trade Log Sheet (Form #305 A) when calling for strength each morning. The log sheet shall be faxed to the ACO by 0900 hours. If no trades will be used in the Battalion, the log sheet shall be marked "No Trades", and faxed. The ACO shall maintain the log for the 24 hour members of: ACO, BEAM, Fire Investigation Unit, Fire Dispatch Center, HDR.

The exchange of time shall be repaid within one (1) year of the date of the trade. If the time period for the repayment elapses, the officer in charge of the Battalion or Bureau shall assign a date for repayment of the exchange within sixty (60) days, provided that the repayment date is acceptable to the member who is owed repayment.

By Order Of:



Kevin G. Gerrity, Chief
Division of Fire

KGG/ELN/pdk

ATTACHMENT: 1 – Trade Log Sheet (Form 305 A)

