

## Mandatory Rotation of Line Personnel #0057

### PURPOSE OF ORDER:

To ensure general job assignments for line personnel assigned to Fire Camp are rotated no less than every six months.

### SCOPE OF ORDER:

This order applies to all personnel assigned to the Fire Camp Training Unit.

### ORDER:

The Fire Camp Unit Commander shall ensure line personnel are rotated between job assignments according to Divisional Policy. Rotations shall be done in a manner that upholds safety and efficiency, while allowing personnel to learn numerous job functions. Compliance with this policy does not mandate the changing of regular days off or shift assignments for personnel.

The following table identifies each job assignment area for line personnel at Fire Camp, along with the respective mandatory rotation requirement. All job assignment areas, exempted positions, and special exemptions shall be approved by the respective Division Chief.

Job Assignment Area	Type of Position	Mandatory rotation required at:
Training Deputy	Specialized / Fully exempt	Unit Commander discretion
Training/Security CA	Specialized / Fully exempt	Unit Commander discretion
Title 15	Specialized / Fully exempt	Unit Commander discretion
Main Control	Specialized / Fully exempt	Unit Commander discretion
Dorm 319	Specialized / Fully exempt	Unit Commander discretion

*\* Some positions may require rotation prior to Department mandates. These positions are typically staffed by a team of two or more Department members. One of the team members shall be replaced every year to ensure an adequate training period with the remaining member.*

### **RETENTION OF RECORDS**

The Unit Commander shall ensure that scheduling records are maintained for a minimum of two (2) years to show adherence to Department policy.

### **SEMI-ANNUAL REVIEW**

Because scheduling issues cannot always be anticipated, changes due to training needs, administrative decisions, and the immediate needs of the unit may impact mandatory rotations. In consideration of these potential changes, the unit commander shall review this unit order and Department policies involving mandatory rotation semi-annually. Upon review and approval of the unit order, a copy of the order shall be forwarded to the PDC Area Commander for review.

To ensure compliance with Department policy, a semi-annual audit of the unit order will be conducted by the Custody Services Division Administration Commander.

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