

## STAFFING GUIDELINES

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### 1. STAFFING

This circular will govern the staffing of firefighters to a Division and the Special Operations Command. The assigned units will be placed in five groups to provide the following levels of Staffing:

#### 1.1 GROUP 1:

All Ladder Companies, Rescue Companies, Squad Companies, Hazardous Materials Technician Units are designated as five firefighter companies and shall be staffed with five firefighters at the beginning of each tour.

#### 1.2 GROUP 2:

Those Engine Companies that the Department has designated to start each tour with five Firefighters as part of the collective bargaining agreement with U.F.A.

#### 1.3 GROUP 3:

Those Engine Companies designated to start a tour with five firefighters when staffing is at Level A.

#### 1.4 GROUP 4:

Those Engine Companies that are not part of Group 1, 2 or 3 and are designated to start a tour with four firefighters.

#### 1.5 GROUP 5:

Special units that will be staffed as follows:

1.5.1 Haz-Mat Company 1 shall be designated and staffed as a seven firefighter company.

1.5.2 Marine Companies shall be designated and staffed as two firefighter companies.

**2. UNIT GROUP ASSIGNMENT**

2.1 GROUP 1:

All Ladder Companies, Rescue Companies, Squad Companies, Hazardous Materials Technician Units shall be designated and staffed as five firefighter companies.

2.2 GROUP 2: ENGINE COMPANIES

Division 1	Engines:	5
Division 3	Engines:	65
Division 6	Engines:	50
Division 7	Engines:	42
Division 8	Engines:	156, 158
Division 11	Engines:	N/A
Division 13	Engines:	308
Division 14	Engines:	324
Division 15	Engines:	236, 283

2.3 GROUP 3: ENGINE COMPANIES

Division 1	Engines:	3, 9, 14, 33
Division 3	Engines:	8, 35, 37, 47, 53, 54, 58, 74
Division 6	Engines:	59, 64, 68, 69, 71, 80, 92, 96
Division 7	Engines:	43, 45, 48, 62, 67, 75, 79, 84, 93
Division 8	Engines:	245, 247, 253
Division 11	Engines:	217, 230, 235
Division 13	Engines:	275, 298, 303
Division 14	Engines:	260, 262, 289, 307
Division 15	Engines:	227, 231, 234, 248, 249, 255, 257, 280, 290

2.4 GROUP 4:

Those Engine Companies that are not part of Group 1, 2 or 3 and are designated to start a tour with four firefighters.

**2.5 GROUP 5:**

Special units that shall be designated as a seven firefighter company and a two firefighter company are listed below. These units shall be staffed by the Haz-Mat Battalion and the Marine Division respectively because of the special skills involved.

Haz-Mat Co. 1            Seven firefighters

Marine Co.'s            Two firefighters

2.6 When staffing is above Level C, details made within a Division or from outside of the Division will fill the units as designated in Section 2.2 and 2.3.

**3. STAFFING NEEDS AND DETAILS**

3.1 The Department has established an Office of Staffing Assignment (OSA). Such Office shall ensure that the firefighter staffing priorities contained in this circular are met.

3.1.1 For purposes of efficient detailing of personnel, OSA shall establish three staffing levels for each Division.

- A. Staffing Level A: Groups 1, 2 and 3 staffed at five firefighters; Group 4 at four or five firefighters.
- B. Staffing Level B: Groups 1 and 2 staffed at five firefighters; Groups 3 and 4 at four or five firefighters.
- C. Staffing Level C: Group 1 staffed at five firefighters; Groups 2, 3 and 4 at four or five firefighters.

3.1.2 OSA shall authorize inter-divisional details before the start of the tour in the following order:

- A. When staffing is at Level A, any Division with staffing greater than Level A, shall detail such surplus staffing to any Division with less than Level A staffing.
- B. When staffing is at Level B, any Division with staffing greater than Level B, shall detail such surplus staffing to any Division with less than Level B staffing.
- C. When staffing is at Level C, any Division with staffing greater than Level C, shall detail such surplus staffing to any Division with less than Level C staffing.

- 3.2 After making all details required by OSA, the Division Staffing Coordinator (DSC) shall assign firefighters within the Division as follows:
- A. If the Department is at Level A, then all units in Groups 1, 2, and 3 will start the tour with at least five firefighters. If additional staffing is available in a Division and it is not required in another Division to bring their Group 1, 2 or 3 units to five firefighters, the additional firefighters will remain in their own units provided it does not increase the staffing in any unit to above five firefighters.
1. If any unit in 3.2 A. would have more than five firefighters, then that firefighter shall normally be detailed as follows:
- Unit in the same house
  - Unit in the same Battalion
  - Unit in the same Division
  - Unit in any other Division
- B. If the Department is at Level B, then all units in Group 1 and 2 will start the tour with five firefighters. If additional staffing is available in a Division and it is not required in another Division to bring their Group 1 and 2 units to five firefighters, the additional firefighters shall be detailed to bring a Group 3 unit in their own Division to five firefighters. If not needed in their Division, firefighters shall be detailed to any Group 3 unit citywide. Additional staffing, after all Group 3 units citywide are staffed with five firefighters, shall be detailed as per 3.2 A. 1.
- C. If the Department is at Level C, then all units in Group 1 will start the tour with five firefighters. If additional staffing is available in a Division and it is not required in another Division to bring their Group 1 units to five firefighters, the additional firefighters shall be detailed to bring a Group 2 unit in their own Division to five firefighters. If not needed in their Division, firefighters shall be detailed to any Group 2 unit citywide. Additional staffing, after all Group 2 units citywide are staffed with five firefighters, shall be detailed to Group 3 units. Additional staffing, after all Group 3 units citywide are staffed with five firefighters, shall be detailed as per 3.2 A. 1.

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- 3.3 If no firefighters are available under these circumstances, then at the discretion of the Chief of Operations, firefighters may be hired on an overtime basis to bring these units up to minimum staffing based on the established staffing level. As an alternative, a unit may be temporarily removed from service and their staffing reassigned to other companies.
- 3.4 After an evaluation indicating a reason for a change of an Engine Company's group designation, the Division may request a reevaluation of a unit by forwarding a report listing all pertinent facts to the Bureau of Operations. These changes, if necessary, will be made on a quarterly basis in January, April, July, and October.
- 3.5 Company Commanders shall ensure records are maintained in order to provide to the greatest extent practicable the following:
  - 3.5.1 An equitable distribution of firefighter details to other quarters.
  - 3.5.2 An equitable distribution of firefighter awaiting reliefs.
- 3.6 When the staffing requirements of the Groups 1, 2, and 3 units are filled and units in Group 4 remain with five firefighters, staffing in these units may be reduced to fill the Department's needs, such as:
  - 3.6.1 Apparatus movement.
  - 3.6.2 Messenger duty or other needs deemed essential by the Division or Battalion.

#### **4. FIREFIGHTER STAFFING ADMINISTRATION**

- 4.1 Administration Notification
  - 4.1.1 Office of Staffing Assignment (OSA) will be the central administrative unit; this unit will receive and record staffing citywide.
  - 4.1.2 Bureau of Operations will establish staffing levels and OSA will be responsible for detailing surplus staffing.
  - 4.1.3 OSA will consult with and obtain permission from the Chief of Operations before providing additional ordered overtime or placing units OOS.
  - 4.1.4 In the absence of the Chief of Operations, the Command Chief on duty will make the decision on providing additional ordered overtime or placing units OOS.
  - 4.1.5 OSA is located in Headquarters, 9 MetroTech Center. This unit is staffed 24 hours a day, 7 days a week.
  - 4.1.6 Within OSA, Division's will be assigned a Division Staffing Coordinator (DSC) who will administer Division Roster Staffing.

#### 4.2 Staffing Procedures will be as follows:

4.2.1 DSC will provide an advance staffing report to all Battalions 48 hours prior to the start of the tour. Corrected staffing reports shall be returned to DSC by the Battalion no later than 24 hours prior to start of the tour. Any changes to staffing shall be reported directly on the advance sheet. Tentative details within the Battalion shall be noted on the advance sheet. Battalions are responsible to see that all changes to staffing comply with Department policy.

4.2.2 DSC will provide the final staffing report to Battalions by 1800 hours the day prior to the tour. This report will provide:

- Authorized MSOT hires.
- RSOT assignments.
- Intra Battalion details.
- Details outside the Battalion (if required).

4.2.3 Changes to staffing that occur after the final staffing report is issued will be addressed directly between the Battalion and DSC on a case by case basis.

#### 4.3 Roster Staffing Overtime (RSOT)

4.3.1 RSOT will be worked according to a schedule established by the Department and must be actually worked by each eligible firefighter to receive the overtime compensation. All guidelines pertaining to RSOT are found in PA/ID 1-90 and associated addendums. The Department may, at its discretion, schedule the overtime during low availability periods.

4.3.2 RSOT will be used to augment existing rosters and the number of members scheduled for RSOT will be reported by the Battalion to the DSC. The DSC will include these members when reporting projected staffing to OSA. Schedules for this overtime will be issued to OSA, DSC, Divisions, Battalions, and units.

4.3.3 It is the responsibility of Battalion Chiefs and Company Officers to ensure that when a unit is in excess of their required staffing level because of RSOT, and a detail is to be provided from that unit, the firefighter on RSOT shall be detailed. Exceptions shall be permitted where firefighters with special training are needed to maintain an effective unit. (e.g. A four firefighter unit has four firefighters reporting for duty and an additional firefighter on RSOT. If the firefighter on RSOT is the only chauffeur, one of the four firefighters will be detailed.)

## 5. FIREFIGHTER DETAILS PRIOR TO THE START OF A TOUR

### 5.1 Equalization

5.1.1 Battalions and the Special Operations Command, before notifying the DSC of their staffing levels, will balance the staffing within their command as per the requirements of Sections 1 and 2.

5.1.2 Battalions shall make every effort to ensure that a unit placed OOS the previous tour (medicals, AED) is returned to service at the start of the tour and staffed as required in Section 1 and 2.

In the event an OOS Engine has less than four firefighters and/or an OOS Ladder/Rescue/Squad has less than five firefighters at the start of the next tour, additional firefighter(s) shall remain on duty until relieved by the detail(s) or member(s) on MSOT/RSOT so that the unit may start the tour with the requisite number of personnel:

A. In a double house, members going off duty from the adjoining unit may be ordered to remain on duty to await the arrival of details or members on MSOT/RSOT.

**Note:** In the event no members are available to await relief, in this instance a unit may start the tour with one member less than minimum staffing levels as defined in this AUC while awaiting the arrival of the detail (or the return of the member detailed out the previous tour) or member on MSOT/RSOT. Administrative Battalions shall coordinate staffing, to the greatest extent possible, to assure that all units start the tour with minimum staffing levels. Officers shall notify the dispatcher at the start of the tour, whether the unit is in service or OOS.

5.1.3 To expedite the departure of units scheduled for training, Battalion Chiefs are to provide such units with details from within the Battalion. The Battalion shall, when necessary, provide appropriate transportation to ensure the detail arrives before 0915 hours or 1815 hours. Units scheduled for such activities must leave from their quarters, with the day tour members no later than 0915 hours or night tour members no later than 1815 hours.

A. Any member, from outside the Battalion, originally assigned a detail to a unit scheduled for such activity will be reassigned by the Battalion Chief.

B. Units scheduled for training, which have been assigned a detail from outside the Battalion, shall alert their Battalion of the situation. Battalion Chief will comply with Section 5.1.3 and 5.1.3A.

C. A unit in a double house scheduled for training and unable to comply with the guidelines above, shall have the adjoining unit in quarters supply the detail and leave for training at the appropriate time. The adjoining unit will await the detail.

5.1.4 No other details shall be made except as noted in this circular.

## 5.2 Chauffeur Equalization

- 5.2.1 Battalions and the Special Operations Command shall canvas units as to the number of qualified chauffeurs scheduled to work the tours for which staffing information is being correlated.
- 5.2.2 When adequate qualified chauffeurs are available, the Battalion and SOC are to arrange details of such members to meet the needs of the Battalion and SOC prior to notifying the DSC.
- 5.2.3 If a chauffeur detail results in the receiving unit having staffing above the required staffing level, the DSC should comply with section 3.2.
- 5.2.4 When a Battalion or SOC give their projected staffing to the DSC, they will advise the coordinator of any details made to balance the staffing, and the status of qualified chauffeur levels.
- 5.2.5 The DSC will arrange any details between Battalions/Divisions of surplus/needed chauffeurs.

## 5.3 Special Operations Command Units

### 5.3.1 Rescue and Squad Company Staffing:

**Intent:** To ensure that there are at least four Rescue-Trained firefighters (RTF) at the start of the tour.

- A. SOC shall equalize staffing within the command with the objective of starting each tour with at least four RTF in each Rescue/Squad. The primary source will be surplus RTF from other Rescue and/or Squad Companies. If no surplus exists, overtime will be authorized to obtain the necessary level for each Rescue/Squad.
- B. If a unit has four RTF and a detail is required to provide the fifth firefighter the order of preference for such detail is:
  - 1. Rescue/Squad Company with greater than five firefighters.
  - 2. An experienced firefighter (greater than five years seniority), from a SOC Support Ladder Company with greater than five firefighters.
  - 3. An experienced firefighter (greater than five years seniority), from any unit with surplus staffing.

After the start of the tour:

- C. If a Rescue/Squad Company's staffing falls below five after the start of a tour, appropriate staffing will be provided, with the exception of the authorization of overtime. This is to be accomplished by SOC in coordination with OSA. If SOC is administratively unavailable, the Command Chief shall direct the equalization.

**Note:** If the Rescue/Squad Company drops below three RTF and staffing cannot be equalized by details from other Rescues or Squads to bring it to three RTF, the unit should be placed OOS for the remainder of the tour.

- D. At all times the staffing of an in service Rescue/Squad Company shall be five firefighters, at least three of which are RTF. If a Rescue/Squad Company staffing is reduced below five firefighters after the start of the tour, the company can remain in service while awaiting a detail(s).

### 5.3.2 Haz-Mat Company 1

- A. Depending on availability of eligible firefighters, the Haz-Mat Battalion will be responsible to ensure that Haz-Mat Co.1 is staffed with the following each tour:

- Four Haz-Mat Specialist firefighters assigned/detailed to Haz-Mat Co.1
- Three Tech II firefighters from the Hazardous Materials Group

- B. If the unit has less than three Tech II firefighters, and a detail is required, the order of preference for such detail is:

1. An HMTU Engine with greater than five firefighters.
2. A Squad Company with greater than five firefighters.

If no surplus exists, overtime will be authorized to obtain the necessary staffing level.

### 5.3.3 Hazardous Materials Technician Unit (HMTU) Engines

**Intent:** To ensure that there is at least four trained Tech II firefighters at the start of a tour.

- A. The Haz-Mat Battalion shall equalize staffing within the command with the objective of starting each tour with at least four Tech II firefighters in each HMTU Engine.

- B. If a HMTU Engine has less than four Tech II firefighters and a detail(s) is required to staff the unit to a minimum of four Tech II firefighters, the order of preference for such detail(s) is:

1. An HMTU Engine with greater than four Tech II firefighters.
2. Haz-Mat Co. 1 with greater than seven firefighters.
3. A Squad Company with greater than five firefighters.

If no surplus exists, overtime will be authorized to obtain the necessary staffing level.

- C. If a HMTU Engine has four Tech II firefighters and a detail is required to supply the fifth firefighter, the order of preference for such detail is:
1. An HMTU Engine with greater than five firefighters.
  2. Haz-Mat Co. 1 with greater than seven firefighters.
  3. A Squad company with greater than five firefighters.
  4. A Tech I firefighter, from a SOC Support Ladder Company with greater than five firefighters.
  5. A Decon Engine trained firefighter and/or CPC Ladder trained firefighter when either unit has surplus staffing.
  6. A firefighter from any unit with surplus staffing.

If no surplus exists, overtime will be authorized to obtain the necessary staffing level.

#### 5.3.4 Marine Companies

- A. Marine Division will be responsible to control and detail the staffing for Marine Division Units.

## 6. DETAILING TO OTHER QUARTERS

- 6.1 The detailing of firefighters from their assigned units to units in other quarters is essential to the Department's mission of providing equal fire protection for all communities within the City. When members are detailed to quarters other than their own, they are expected to arrive at the detailed quarters within a reasonable time frame.
- 6.2 If members are detailed to a quarters within one mile, or approximately 20 blocks, of their assigned quarters, walking is considered an acceptable method of traveling to the detailed quarters. Members who are detailed to another quarters more than one mile from their assigned quarters **DO NOT HAVE THE OPTION OF WALKING**. Such members may use public transportation or, as always, members have the option of using their private vehicles if they so choose.
- 6.3 A member displaying their badge to the railroad clerk or bus operator and carrying bunker gear, helmet, and boots is permitted free public transportation on subways and local buses.
- 6.4 Company Officers shall notify the next level of command when the following occurs:
- A detail from within the borough does not arrive within one hour or a member returns from a detail under the same condition.
  - A detail from another borough does not arrive in two hours or a member returns from a detail under the same condition.

6.4.1 The following information will be required:

- Name
- Assigned Unit
- Detail From/To
- Time Left/Arrived
- Method of Travel

6.4.2 The Battalion Chief will notify the Deputy Chief of the above information. The Deputy Chief will fax the above information to the Office of Staffing Assignment by the completion of the affected tour.

## **7. FIREFIGHTER DETAILS AFTER THE START OF A TOUR**

7.1 OSA shall fax finalized staffing sheets to Battalions and Divisions as soon as possible after the start of a tour which show the staffing levels and details in and out of the units under their command.

7.2 When Battalions are notified of a reduction in the staffing of a unit after the start of a tour, they shall inform their Division who will determine if any details are to be made and which units will provide them. Ladder Companies in a Division shall be maintained with five firefighters, provided the Division staffing does not drop below Level C.

**Note:** OSA must be notified of all changes in staffing occurring after the start of the tour.

7.3 Upon receiving notification of an outgoing detail after the start of a tour, the officer on duty shall order a firefighter to report immediately. The officer shall make an entry in the company journal indicating the time of notification.

7.4 Upon arrival of an incoming detail, the officer on duty will make an entry in the company journal indicating the time the detail arrived at that unit.

## **8. COMPANY OFFICER OPERATIONAL RESPONSIBILITIES / TERMINOLOGY**

### **8.1 Full Strength Unit**

8.1.1 Units responding with indicated number of firefighters:

- A. Group 1 Company with five firefighters.
- B. Group 2, 3, and 4 Engine Company with four firefighters.

## 8.2 Reduced Staffed Unit

- 8.2.1 A reduced staffed unit is a Ladder, Rescue, or Squad company staffed with four firefighters. When this occurs, the Company Officer shall determine which outside position (OV/ROOF) will be staffed. This decision shall be based in part on the unit's response area.
- 8.2.2 A reduced staffed unit responding to alarms shall transmit to the dispatcher "We are responding with four firefighters". If the Officer is having difficulty getting this message to the dispatcher due to heavy radio traffic, the Officer shall transmit an "Urgent" to the dispatcher to ensure the message is heard. No other terminology shall be used to describe staffing levels over the Department radio.
- 8.2.3 Upon arrival, if the necessity exists, the Officer may reassign the position of the outside firefighter (OV to ROOF or ROOF to OV). The Officer shall inform the IC and units operating of the unstaffed position. The IC may need to adjust tactics to ensure that required duties of any unstaffed positions are performed.
- 8.2.4 An additional Ladder Company (above the Fast Truck) shall be assigned to a 10-75 when **both** of the two initially assigned Ladder Companies report responding with four firefighters.

## 8.3 Understaffed Unit

- 8.3.1 An understaffed unit is any unit staffed with less than four firefighters.
- 8.3.2 An understaffed unit responding to alarms shall transmit to the dispatcher "We are responding understaffed" and state the number of firefighters responding. If the Officer is having difficulty getting this message to the dispatcher due to heavy radio traffic, the Officer shall transmit an "Urgent" to the dispatcher to ensure the message is heard. No other terminology shall be used to describe staffing levels over the Department radio.
- 8.3.3 When notified that a company is responding understaffed the dispatcher shall special call another unit (Engine for Engine, Ladder for Ladder, etc.) to respond in addition to the understaffed unit.

**Note:** Under this response policy, the total First Alarm response shall not exceed a total response of:

### **Four Engine Companies and Four Ladder Companies**

- 8.3.4 While awaiting details, units staffed with an officer and minimum two firefighters (at least one of which is a chauffeur), shall respond to all alarms.

8.3.5 Units with only an Officer and a Chauffeur shall be placed OOS, however this unit, while still staffed with only an Officer and a Chauffeur shall respond to any verbal alarms received while in quarters. These members may be detailed to fill vacancies occurring during the remainder of the tour.

8.3.6 When an understaffed unit is the only unit on the scene, they shall take a defensive position. However, if a known life hazard is discovered and immediate action could prevent the loss of life, appropriate action (rescue activity) may be taken by an individual member. **This applies only for a known life hazard, not for standard search and rescue activity.**

**Examples of Defensive Positions include but are not limited to:**

- Checking the serviceability of a hydrant
- Hooking up to a hydrant
- Charging the pumps
- Stretching a hoseline to outside the IDLH area
- Providing medical treatment to victims
- Positioning and raising a Tower/ Aerial/ Portable Ladder
- Conducting a size-up of the scene
- Transmitting the appropriate radio signals

8.4 When a unit has less than full strength for the remainder of the tour, the officer shall notify the administrative Division, Battalion, and all 1<sup>st</sup> alarm companies of any positions not staffed, and record an entry in the Company Journal.

8.5 The EBF-4 must be updated to reflect which riding positions have been staffed. The handie-talkie and SCBA worn by members must coincide with their assigned positions on the EBF-4. This is to ensure proper identification when conducting an emergency electronic roll call.

**Note:** Members shall identify themselves as their riding position assigned on the EBF-4 regardless of duties and tasks performed.

**9. DEPUTY AND BATTALION CHIEFS RESPONSIBILITIES**

- 9.1 Deputy and Battalion Chiefs shall continually monitor the staffing levels of units under their command. When the staffing in a Division is reduced below level C, the Deputy Chief shall contact the Office of Staffing Assignment (OSA) who will provide a detail in the following priority order:
1. The nearest 5 firefighter non-HMTU Engine Company located in the same Division.
  2. The nearest 5 firefighter non-HMTU Engine Company located in the same Borough.
  3. The nearest 5 firefighter HMTU Engine Company located in the same Borough.
  4. The nearest 5 firefighter Engine Company in an adjoining Borough (regardless of HMTU or non-HMTU status)
  5. The 5<sup>th</sup> firefighter from a Ladder Company selected within the affected Division. (Deputy Chief consults with OSA to identify selected Ladder Company)
    - A. Ladder Companies in quarters with understaffed Engine Companies shall be given preference in supplying detail.
    - B. For details to other quarters, Rear Mount Ladder Companies shall be given preference to supply their 5<sup>th</sup> firefighter before Tiller and Tower Ladder Companies.
  6. The 5<sup>th</sup> firefighter from a Ladder Company selected from another Division. (Staff Chief approval required).
- Note:** This is only a guide. Staff chiefs shall have the discretion of detailing the 5<sup>th</sup> firefighter from Ladder Companies at anytime based on citywide staffing levels. In addition, the option of placing units out of service for the remainder of the tour and detailing the remaining members may be considered. This decision shall be based on the time of day, fire activity in the Division, fire activity in the City, amount of previous reductions, and any other relevant information.
- 9.2 When selecting Ladder companies to provide details, the Command Chief, Deputy Chief and OSA shall make every attempt to select units that are separated geographically to lessen the possibility of two reduced staffed Ladders operating at the same incident.
- 9.3 If an understaffed Engine Company is awaiting an ordered detail from a unit outside the house, the Ladder Company in quarters with the understaffed Engine Company shall temporarily detail their 5th firefighter to the Engine until the arrival of the ordered detail.
- 9.4 OSA must notify the Fire Department Operations Center (FDOC) when the staffing in any unit will be reduced below the C level for the remainder of the tour. (This does not include units awaiting details to bring their staffing up to C level.) FDOC shall maintain a list of all units reduced below the C level and units placed OOS. This information shall be sent via email to the Boroughs, Divisions and Borough Communications offices at least every three hours. Divisions shall ensure that Battalions and units under their command are aware of the staffing levels of the units they will be responding with.

9.5 Procedures for transportation of detailed firefighters.

9.5.1 Details within the Battalion:

- A. The Administrative Battalion shall direct the company receiving the detail to proceed to quarters and pick up member.
- B. If receiving company is unable to pick up member, then the unit providing the detail shall do the transporting.
- C. The Administrative Battalion may request that the Administrative Deputy Chief activate the division van to provide transportation.

9.5.2 Details within the Division:

- A. The Administrative Deputy Chief shall evaluate the existing conditions and where practical order transportation in accordance with the guidelines of sections 9.5.1 A through 9.5.1 C.

9.5.3 Detailing from Division to Division:

- A. The Administrative Deputy Chief receiving the detail shall evaluate the existing conditions and where practical order transportation in accordance with the guidelines of sections 9.5.1 A through 9.5.1 C.
- B. When sections 9.5.3 A cannot be carried out, the Division providing the detail shall activate its division van to provide transportation.

9.5.4 Public Transportation:

- A. A member may be directed to use public transportation.
- B. A member displaying their badge to the railroad clerk or bus operator and carrying bunker gear, helmet, and boots is permitted free public transportation on subways and local buses.

9.5.5 Administrative Chiefs responsibility:

- A. Provide transportation which will be the most expedient from the above choices.

9.5.6 Members' personal transportation:

- A. None of the above options shall prevent detailed members from using their own private vehicles.