

**Phoenix Fire Department  
Volume 1 – Operations Manual**

**C957 Assignment Procedure**

<b>MP 104.02G</b>	Date Revised: 5/22
This policy is for internal use only and does not expand an employee’s legal duty or civil liability in any way. This policy should not be construed as creating duty to act or a higher duty of care, with respect to third party civil claims against employees or the Phoenix Fire Department (PFD). A violation of this policy, if proven, can only form the basis of a complaint by the PFD for non-judicial administrative action in accordance with the laws governing employee discipline.	
Related Policies: 104.02	

**PURPOSE**

The purpose of this document is to provide clear direction and policy for the selection process for the Special Operations Car 957 positions. This process establishes the pathway for consistent replacement of vacant, full time, assigned positions in the C957 program and establishment of a structured and consistent “back up” C957 program. This direction and policy are meant to identify sustainable and scalable processes consistent with other specialty assignment positions across the Phoenix Fire Department. This process is consistent with the City of Phoenix Personnel Rule 14 and Phoenix Fire Volume 1 - M.P. 104.02 (Assignment Procedure).

**PROCEDURE**

Fulltime C957 positions are defined as personnel permanently assigned to either C957 North or C957 South. Anyone working in these positions will be certified and maintain their certifications as a Hazardous Materials Technician (Haz Mat), Technical Rescue Technician (TRT), and Air Rescue Operations Crew Chief. Any vacancy of a C957 position will be filled from the “back up” C957 personnel in the event any position opening becomes available. The selection of fulltime C957 personnel will be determined via Seniority in rank (Captain) from the “back up” C957 positions.

The permanent assignment will be determined based the ability of the individual candidate to complete the Crew Chief training requirement successfully. Successful completion of this training requirement meets the standards of both the Phoenix Fire Department Special Operations as well as the Phoenix Police Department Air Support Unit. The candidate will be required to vacate their existing position at the time of selection to the fulltime C957 position and prior to the completion of Crew Chief training.

Members awarded the fulltime C957 position are required to make a 2-year commitment to the C957 position and their certifications as technicians in Haz Mat, technical rescue, and as a Crew Chief. Fulltime C957 members will also have required programmatic responsibilities within the Haz Mat, technical rescue, heavy rescue (Squad), and/or Air Rescue programs.

“Back up” C957 positions are defined as personnel that hold a permanent position elsewhere in Fire Operations and agree to be moved over to either C957 position to fill in temporarily, on a shift-by-shift basis, or in a longer temporary assignment based on departmental need. The “back up” C957 position will be trained to as close to the full time C957 capabilities as possible. This training will include Haz Mat, TRT, and Air Rescue Technician (ART). The “back up” C957 positions will not be trained as Crew Chiefs because of the limited training and continuing education opportunities with the Phoenix Police helicopters.

“Back up” C957 positions will be filled based on the selection process defined in this policy. The selection process will include an advertisement with the C957 job description, an open orientation for any member interested in applying that meets the advertisement criteria, the utilization of seniority to establish an interview list, and then interview(s) to determine the best candidate to be awarded the position(s).

To apply for a “back up” C957 position, the candidates must possess either a current Haz Mat or TRT certification and have met the continuing education (CE) requirements as defined in M.P. 104.02. They shall also be compliant with their Special Operations letter of commitment as well, if applicable.

### **Summary**

This policy is meant to provide clear direction for the selection process of all C957 positions. This procedure is meant to improve the clarity and operational consistency and effectiveness for Fire Special Operations and the regional response system. This process has been established and vetted through coordination with L493 and the Fire Special Operations, Fire Operations, and Fire Human Resources Sections. Any changes or amendments should be altered and vetted utilizing the same resources.