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July 7, 2021

Jaime E. Moore, President
Los Angeles Fire Department Chief Officers Association
P.O. Box 532287
Los Angeles, CA. 90053-2287

**LETTER OF AGREEMENT
ASSISTANT CHIEF OUT-OF-RANK HIRING**

Fire Department Management and the Los Angeles Fire Department Chief Officers Association (COA) have agreed to the following procedures for Assistant Chiefs to work out-of-rank.

Assistant Chiefs may volunteer to work out-of-rank in unfillable Battalion Chief field vacancies subject to the following provisions:

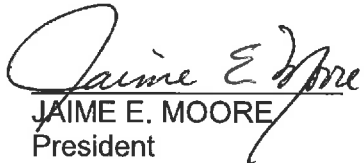
- A. Assistant Chiefs must be fully field qualified and be current with all required training and certifications to be eligible to participate (Note: Class B Driver License not required).
- B. Assistant Chiefs who volunteer to work out of rank in a Battalion Chief position are expected to, and shall perform, all the routine duties and responsibilities for the position they are working.
- C. The hiring procedure for field Battalion Chief vacancies shall be as follows:
 - 1) Normal hiring procedures shall be followed beginning on the ninth day prior to the date of the vacancy.
 - 2) All Battalion Chief signups shall be exhausted.
 - 3) Beginning at 0800 hours the day prior to the vacancy, an Assistant Chief may be hired out-of-rank on a first come, first served basis.
- D. Assistant Chiefs hired out-of-rank will not receive a work number nor will the work hours be counted towards their 120 consecutive or 144 monthly hour limits.
- E. Assistant Chiefs cancelling an out-of-rank hire must find a replacement. (Exception: If an Assistant Chief wishes to cancel an out-of-rank hire and there is/are Battalion Chief(s) signed up, normal hiring procedures must be exhausted prior to hiring the replacement.)

Assistant Chiefs hired out-of-rank will be compensated pursuant to Memorandum of Understanding (MOU) 22, Article 6.3.

Note: Nothing in this agreement shall allow an Assistant Chief to serve as a guarantor for a Battalion Chief wishing to request time off (F-361).

Sunset Provision: This agreement shall expire after June 30, 2022 and shall not be extended unless mutually agreed upon by both parties.

For COA:


JAIME E. MOORE
President

7/7/2021
Date

For the Department:


RALPH M. TERRAZAS
Fire Chief

7/9/21
Date