

January 22, 2008

**SUBJECT: 2008 SUMMER SEASON RETURNING LIFEGUARD SCHOOL**

The 2008 Returning Lifeguard School dates are as follows. The school will provide training in American Red Cross Emergency Response, update your Professional Rescuer CPR, refresh your lifeguarding skills, and test your physical conditioning.

**School #1      Saturday, March 15 through Monday, March 17, 0800 to 1700 hours (one-hour unpaid breaks)**

**School #2      Friday, May 30, 1800 to 2200 hours  
Saturday, May 31 and Sunday, June 1, 0800 to 1900 hours (one-hour unpaid breaks)**

**School #3      Wednesday, June 4 through Friday, June 6, 0800 to 1700 hours (one-hour unpaid breaks)**

**NOTICE: In order for the San Diego Fire-Rescue Department to be in compliance with Federal Requirements all uniformed personnel must complete the following four courses in Incident Command System: IS 100, 200, 700, and 800.**

**These courses may be completed online at [www.training.fema.gov/oti](http://www.training.fema.gov/oti). Select 'City of San Diego' from the drop down menu and log in using your six-digit City ID.**

**You will be paid for your time to complete this training up to 16 hours. You may complete the training either on a City computer or at home. You may NOT accrue overtime as a result of online training. DO NOT submit additional labor hours on your timecard for online training that you completed during regularly scheduled operational assignments. Use the following payroll numbers to reflect your online training:**

<b>Org# 360</b>	<b>JO# 3603</b>	<b>Operator# 1001</b>
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**You must submit certificates for the four courses to the Training Section by June 1, 2008.**

**You may not be permitted to work during the summer season until you have completed this training and provided copies of the four certificates to the Training Section.**

**REGISTRATION: You must complete the enclosed 2008 Registration Form and Class Assignment Form and return them to Gloria Saldivar in the Lifeguard Administration Office at 2581 Quivira Court, San Diego, CA, 92109, no later than March 7, 2008. Please include a copy**

of your **current California Drivers License** and **EMT card** (if you are certified). It is imperative that you keep your mailing address current with the Lifeguard Division. This letter and all associated forms will be available on the web at [www.sandiego.gov/lifeguards](http://www.sandiego.gov/lifeguards). Please review the information below regarding failure to register and late registration.

**PARTIAL SCHEDULE PROGRAM (PSP):** The Lifeguard Division is continuing the Partial Schedule Program. A limited number of lifeguards I, once approved, may work a less than full-time schedule during the summer. Included in this packet is an information sheet and application with the details of the PSP including rules and guidelines. Please contact Sgt. Vipond at (619) 221-8853 with questions. Please send applications to Sgt. Vipond. The deadline for applications to the PSP is **March 7, 2008**.

**INACTIVE STATUS AND RESIGNATION:** **NEW THIS YEAR!** If you cannot accept a full-time summer schedule commencing **June 13, 2008** and you are not selected for the Partial Schedule Program you may either request to be placed in **INACTIVE STATUS** or you must resign from City employment. Please use the Registration form to notify the Lifeguard Division that you wish to be designated as Inactive or to request the necessary paperwork for resignation. Placement on the inactive roster is not guaranteed. The decision to approve requests for inactive status may be based on past performance. Please review Lifeguard Division Policy 4.2 for information on the effect of any breaks in service on your seniority.

You may remain in inactive status for up to one year before you must either resign, reapply for inactive status, or return to active, full-time status. If you follow the procedures for resigning you will be eligible for rehire for one year after the Personnel Department has approved your completed **Request for Reinstatement**. Reinstatements require Division approval and are not automatic. Following reinstatement you must take and pass a physical examination by a City designated physician.

**FAILURE TO REGISTER OR LATE REGISTRATION** Late registration has a negative impact on operational planning. Failure to register may result in **TERMINATION** with a recommendation of 'no rehire' and 'no reinstatement'. Area Lieutenants will determine whether or not seasonal lifeguards who respond late will be permitted to work. Lieutenants will base their decisions on the employee's work history and prior late registration form submittals. Lifeguards who turn in a late registration form will receive an oral counseling, which will be documented in their employee performance reviews. Subsequent offenses will result in written discipline up to and including termination. **If you do not respond to this letter you may be terminated with a recommendation of 'no rehire'.**

**SCHOOL LOCATION** Please report to **Santa Clara Recreation Center** at 0800 hours (1800 hours for School # 2) on the first day of Returning Lifeguard School.

**Physical Fitness and Job Readiness**

In accordance with our values: Professionalism, Respect, Integrity, Dedication, and Excellence, all lifeguards are expected to return to work in top physical condition. For some, this may require a training regimen in preparation for the demanding job we perform. Please plan to show up to

Returning Lifeguard School and to work mentally and physically ready to save lives! You will swim your 500 meter requalification swim on the morning of the first day of school (1800 hours for school #2). Wetsuits may not be worn during the 500 meter swim.

**If you do not pass your 500 meter swim requirement you will not be permitted to work** and you will be offered another opportunity to test approximately three (3) weeks later. Upon successful completion of your second swim test you will be assigned to a schedule, possibly on Mission Bay, if one is available. Following a failed 500 meter swim, you will not be allowed to work the oceanfront before you pass the Ocean Qualifying test.

**UNIFORMS AND APPEARANCE** Please ensure that your uniform and personal appearance are in accordance with policy (4.1 and 4.4) when you come to class. Uniforms must be clean and not faded. Any uniform that does not meet policy standards may not be worn. Inappropriate or unprofessional uniform or appearance may result in discipline. Uniform order forms from vendor(s) are available at Lifeguard Headquarters or may be downloaded from the Lifeguard Division website. We encourage you to place your orders with uniform vendors as soon as possible to ensure that you receive your uniforms in time for class. It is your option to purchase from any vendor you wish as long as your uniform meets the established guidelines as defined in policy.

**SPRING BREAK WORK** Returning lifeguards interested in working Spring Break and/or weekends after Spring Break please see the enclosed "Will Work" procedures. The Lifeguard Service will implement Spring Break staffing from March 15 through March 23, 2008.

**EMT CONTINUING EDUCATION** EMTs who successfully complete a Returning Lifeguard School will earn 12 hours of continuing education credit toward EMT recertification. More information will be available at your Returning Lifeguard School.

**RETURNING LIFEGUARD SCHOOL INSTRUCTOR ASSISTANT** If you are interested in being a Returning Lifeguard School Instructor Assistant please contact Sgt. Vipond at (619) 221-8853 or email to [jvipond@sandiego.gov](mailto:jvipond@sandiego.gov) by **March 7, 2008**. You must be EMT and main tower certified to be eligible for this special assignment. Up to three people may be selected for the assignment.

**SENIOR BAY LIFEGUARDS** Seasonal Lifeguards interested the Senior Bay Lifeguard special assignment must submit a resume and letter of interest to Sgt. Vipond at [jvipond@sandiego.gov](mailto:jvipond@sandiego.gov) by **March 7, 2008**. Candidates will be selected based on past performance, education, training, and relevant experience and must be EMT and main tower certified. Successful candidates will have demonstrated strong administrative and leadership skills, maturity, reliability, and dedication to Departmental and Divisional core ideology.

**JUNIOR LIFEGUARDS: OUTREACH AND EDUCATION MANAGER UPDATE**  
The BPR process has allowed us to combine the Outreach and Education Coordinator position and the Junior Lifeguard Sergeant position. This process includes a collaborative effort by many city employees from Lifeguards, Personnel, Labor Relations, and Human Resources. You can

receive regular updates about the process and progress by calling 619-221-8855 on February 1, 2008. The recording will be updated every two weeks.

Seasonal Lifeguards interested in working as instructors in the Junior Lifeguard Program should submit a letter of interest to Lt. Buchanan by **April 1, 2008**.

**MIRAMAR PWC AND VEHICLE OPERATIONS CLASSES** The Regional Lifeguard Training Program at Miramar College offers PWC and Vehicle Operations Classes for San Diego Lifeguards to take on their own time and at their own expense. The course dates for the PWC Class are March 6-9, 2008. The course dates for the Vehicle Operations Class are June 23 and 24, 2008. Contact Lois La Chusa at (619) 221-8844 to register.

**TRANSFERRING DISTRICTS** Seasonal lifeguards who are interested in working in another district must notify both their current area supervisor and the supervisor of the area to which they desire to transfer. Send a written request to both supervisors by May 1, 2008. Requests will be considered based on the operational needs of each district, past performance, and seniority.

I look forward welcoming you back for the 2008 summer season!

Rick Wurts  
Marine Safety Captain

RW:DL:jsv

Enclosures:   Registration Form  
                  Administrative Regulations 45.10 Drivers License form  
                  Partial Schedule Program Application  
                  Returning Lifeguard School Assignment Form  
                  Spring "Will Work" Procedures  
                  Miramar College Openwater Lifeguard Training Series  
                  Personal Watercraft Operations Information Sheet  
                  Lifeguard Vehicle Operations Information Sheet