



## THE CITY OF SAN DIEGO

January 5, 2010

### **SUBJECT: 2010 SUMMER SEASON RETURNING LIFEGUARD SCHOOL**

Happy New Year. I hope you have had a fantastic holiday season and your winter is going well. It is that time when we begin to make preparations for spring and summer staffing. We are happy to invite you back to spend another season as part of the Lifeguard Division team. This letter is designed to provide you with important dates, instructions, and paperwork needed to get ready. Please review this carefully.

The 2010 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 27 and Sunday, March 28**

**School #2      Saturday, May 8 and Sunday, May 9**

**School #3      Saturday, June 5 and Sunday, June 6**

**You will also select one of the following dates to attend a four-hour CPR refresher course from 1800 to 2200 hours:**

**Friday March 26, Friday May 7, Monday May 10, Wednesday June 2, Thursday June 3, or Friday June 4.**

**Class size for the CPR courses will be limited and we will fill spaces on a first come, first served basis. You will need to renew your Two-Person/Professional Rescue CPR certification in-service with our Division as we will be covering an important change in CPR protocol.**

**REGISTRATION:** You **must** complete the enclosed 2010 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 1, 2010.** 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.

**San Diego Fire-Rescue Department • Lifeguard Services Division**

2581 Quivira Court • San Diego, CA 92109-8398

Tel (619) 221-8899 Fax (619) 221-8858 World Wide Web: <http://www.sandiego.gov/lifeguards>



**MODIFIED LGI SCHEDULES:** The Lifeguard Division continues to utilize a limited number of Lifeguards I with specialized skills in modified schedules and assignments. These Lifeguards I would most likely be assigned to the Lifeguard Training Section or to the Junior Lifeguard Program to serve as instructors. If you have questions about opportunities to contribute to the Lifeguard Training Section, please email Sgt. Katherine Jackson at [kjackson@sandiego.gov](mailto:kjackson@sandiego.gov). If you have questions about opportunities to contribute to the Junior Lifeguard Program, please refer to the instructions under the Junior Lifeguard Program section of this packet.

**INACTIVE STATUS AND RESIGNATION:** If you cannot commit to a full-time summer schedule beginning **June 11, 2010** and ending **September 6, 2010**, 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 resign 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.

For those of you who are returning from 2009 inactive status, you must successfully complete 2010 RGS before you are able to work in the capacity of a LGI. Please contact Sgt. Jackson if you have questions regarding your status.

**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 on the first day of Returning Lifeguard School.

**PHYSICAL FITNESS AND JOB READINESS:** In accordance with our Values and Guiding Principles, 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 your work assignments mentally and physically

ready to save lives! You will swim your 500 meter requalification swim on the morning of the first day of school. 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.** You will be offered a second opportunity to test approximately three (3) weeks later. Upon successful completion of your second 500 meter 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. 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 March 29-April 4, 2010.

**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. Jackson at [kjackson@sandiego.gov](mailto:kjackson@sandiego.gov) by **March 1, 2010**. EMT and main tower certification are highly desirable for this special assignment. Up to three people may be selected for the assignment.

**SENIOR BAY LIFEGUARDS:** Seasonal Lifeguards interested in 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 1, 2010**. 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:** Seasonal Lifeguards interested in working as instructors in the Junior Lifeguard Program should submit a letter of interest to [jmurphy@sandiego.gov](mailto:jmurphy@sandiego.gov) by **March 1, 2010**.

**MIRAMAR PWC, VEHICLE OPERATIONS, and COASTAL CLIFF RESCUE**

**CLASSES:** The San Diego Regional Lifeguard Training Program at Miramar College offers classes in several discipline areas for San Diego Lifeguards to take on their own time and at their own expense. The course dates for the PWC Class are March 10-13, 2010. The course dates for the Vehicle Operations Class are June 22 and 23, 2010. The course dates for the Coastal Cliff Rescue class are TBD. Contact Lois La Chusa at (619) 221-8844 to register.

**TRANSFERRING DISTRICTS:** Seasonal lifeguards who are interested in working in another district, must notify, in writing, both their current area supervisor and the supervisor of the area to which they desire to transfer. Send your written request to both supervisors by May 1, 2010. Requests will be considered based on the operational needs of each district, past performance, and seniority.

I look forward welcoming you back for the 2010 summer season!



Rick Wurts  
Lifeguard Chief

RW:DL:kj

Enclosures: Registration Form  
Administrative Regulations 45.10 Drivers License form  
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