

## Personnel

### Usage

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## Introduction



### Personnel Icon

This document describes how to use the Personnel module.

### Tab: General

Select the General tab to enter information about each member. The following fields are entered in this screen:

Field Description	How it is Used	Special Notes	Example Entries
Last Name	Enter the last name in the space provided.	If the member is a junior, put it at the end of this field.	Baker Baker Jr.
First Name	Enter the last name in the space provided.	None	Robert
Middle	Enter the middle name in the space provided.	None	Stanley
Address	Enter the address in the line(s) provided.	None	81 Main Street
City, State, Zip	Enter the city, state, and zip in the space provided.	Use the pick list.	Pittsford, NY 14543
Email	Enter the Email address in the space provided.	None	<a href="mailto:John@Yahoo.Com">John@Yahoo.Com</a>
Home Phone	Enter the home phone in the space provided.	None	123-456-7890
Work Phone	Enter the work phone in the space provided.	None	123-456-7890
Pager	Enter the pager in the space provided.	None	123-456-7890
Cell Phone	Enter the cell phone in the space provided.	None	123-456-7890
Join Date	Enter the join date in the space provided.	None	8/25/1997
Active Date	Enter the active date in the space provided.	None	8/25/1997
Resign Date	Enter the resign date in the space provided.	None	8/25/1997
Life Date	Enter the life date in the space provided.	None	8/25/1997
Type	Enter the type in the space provided.	Select from the pick list. This list is maintained in the personnel setup.	CAR-Career VOL-Volunteer
Status	Enter the status in the space provided.	Select from the pick list. This list is maintained in the Personnel Setup, Status tab.	ACT-Active DEC-Deceased
Badge #	Enter the badge number in the space provided.	It is recommended that this number be completely numeric. It must also be unique for all members that have <b>Include in Usage</b> checked.	100, 102
Key #	This field is only used by departments that have hand readers or key fob systems.	Most of the time, this is the badge number.	100, 102
Agency	The agency the member belongs to.	This is only used by multi jurisdictional systems.	12345

Field Description	How it is Used	Special Notes	Example Entries
Rank	Current rank of the personnel.	Select from the pick list. This list is maintained in the Personnel Setup, Rank Tab.	Chief, Firefighter.
Include in Usage?	Include in usage throughout the entire system. Only personnel that have this checked will be visible in NFIRS lookups, work orders, schedules etc.	Check this box to include this person in the system usage.	Checked or unchecked
Include in Rolodex?	Check this box to include this personnel's name and phone number in the Rolodex transfer system.	This section is covered in the General Usage manual	Checked or unchecked
Select Company	Check off the companies that the person belongs to.	Multiple selections are permitted.	N/A

**Staff ID or Badge Number**

The ID of the personnel can either be a number, letters, or a combo of numbers and letters. This field must be unique and needs to be entered. If you use numbers, you should create the numbers in the *same width*. For example

Recommended:        001, 002, 003, 004, 005

Recommended:        0001, 0012, 0301, 0900

Recommended:        A001, A002, A200, A301, A910

Not Recommended:    1, 2, 3, 5, 10, 100, 201

Not Recommended:    A1, A10, A20, A203

Some departments use the lowest numbers for the most senior members. The Staff ID is an Alpha Numeric Number.

So the sort like this:    100, 200, 3000, 401, 50, 600, 71, 9

Not like this:         9, 50, 71, 100, 200, 401, 600, 3000

300 comes before 9 in an Alpha Numeric Sort.

**Tab: Schedule**

The function of this tab is covered under the Schedule usage portion of the user manual.

**Tab: Medical**

Select the Medical tab to enter medical data for the person. This section can only be access by personnel that have been granted. There are several sections found in the tab. The following fields are entered in this tab:

Field Description	How it is Used	Special Notes	Example Entries
<b>Additional</b>			
Height	Enter the data in the space provided.	None	N/A
Weight	Enter the data in the space provided.	None	N/A
Eyes	Enter the data in the space provided.	None	N/A
Hair	Enter the data in the space provided.	None	N/A
Current Medications	Enter the data in the space provided.	None	N/A
Allergies	Enter the data in the space provided.	None	N/A
Pulse Rate	Enter the data in the space provided.	None	N/A
Blood Pressure	Enter the data in the space provided.	None	N/A
Blood Type	Enter the data in the space provided.	None	N/A
Blood Donor	Enter the data in the space provided.	None	N/A
Organ Donor	Enter the data in the space provided.	None	N/A
Sex	Enter the data in the space provided.	None	N/A
<b>Doctor's Info</b>			
Doctor's Name	Enter the data in the space provided.	None	N/A
Doctor's Phone Number	Enter the data in the space provided.	None	N/A
Hospital	Enter the data in the space provided.	None	N/A

Field Description	How it is Used	Special Notes	Example Entries
<b>Vitals</b>			
Height	Enter the data in the space provided.	None	N/A
Weight	Enter the data in the space provided.	None	N/A
eyes	Enter the data in the space provided.	None	N/A
Medical Notes	Enter the data in the space provided.	None	N/A

**Current Medications:**

Type in any medications taken by the individual.

**Allergies:**

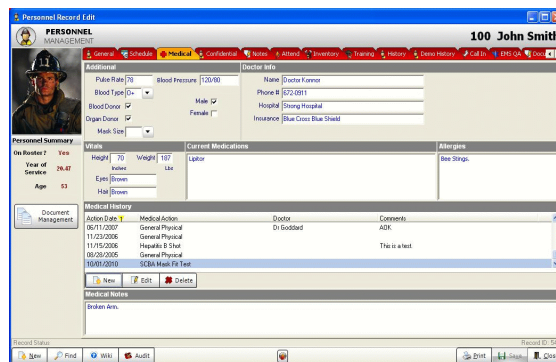
Type in any known allergies for the individual.

**Medical History**

The medical history section contains dated records for each medical action taken. This data can be tabulated in the Personnel Medical Status report.

Click the **New** button to enter the medical history. The following fields are entered in this screen:

Field Description	How it is Used	Special Notes	Example Entries
Personnel ID	The ID number of the person.	This is automatically completed.	211.
Action Date	The date of the medical action.	Enter the date in the space provided.	12/13/2005
Medical Action	Medical action performed.	Select from the pick list. Select from the pick list. This list is maintained in the Personnel Setup, Medical Actions tab.	Physical
Comments	Additional space for comments.	Enter the comments in the space provided.	AOK.



**Medical Notes**

This is a section for freeform text. Type in any notes or comments.

**Tab: Confidential**

The confidential tab is only accessible to user with security rights to this tab. The security field name is **View Confidential** found in the Personnel section of the security grid. Select this tab to enter the following fields.

<b>Confidential</b>			
<b>Field Description</b>	<b>How it is Used</b>	<b>Special Notes</b>	<b>Example Entries</b>
Date of Birth	N/A	N/A	5/16/1954
Social Security Number	N/A	N/A	011-22-1232
Race	N/A	Select from the pick list. This list is maintained in the Personnel Setup,	Caucasian
Religion	N/A	Select from the pick list. This list is maintained in the Personnel Setup, Religion tab.	Catholic
Primary Beneficiary	N/A	Enter the name in the space provide	Susan Smith
Marital Status	N/A	Select from the Pick List	Single
# of dependents	N/A	N/A	1,4
<b>Driver License Information</b>			
<b>Field Description</b>	<b>How it is Used</b>	<b>Special Notes</b>	<b>Example Entries</b>
License Number	Driver license number	None	1528970123
State	State that issued the drivers license.	None	NY
Expires	The date the license expires.	None	12/31/2010
Class	The class code.	Select from the pick list. This list is maintained in the Personnel Setup, License Class Tab	CDL
Status	The status of the driver.	Select from the pick list. This list is maintained in the Personnel Setup, Driver Type tab.	Valid Apparatus Driver
<b>Beneficiaries. Click New to enter new beneficiaries</b>			
<b>Field Description</b>	<b>How it is Used</b>	<b>Special Notes</b>	<b>Example Entries</b>
Type	Type of beneficiary	Select from the pick list. This list is maintained in the Personnel Setup, Beneficiary Types tab.	N/A
Description	Enter a brief description if desired	N/A	N/A
Name and Address	Enter all relevant information in the spaces provided.	N/A	N/A

Comments	N/A	N/A	N/A
<b>Personnel Contacts. Press new to enter new personnel contacts</b>			
Field Description	How it is Used	Special Notes	Example Entries
Contact Type	Type of personnel contact.	Select from the pick list. Select from the pick list. This list is maintained in the Personnel Setup, Contact Type tab.	N/A
Description	Description of the contact.	N/A	N/A
Name and Address	N/A	N/A	N/A
Phone Numbers	N/A	N/A	655-212-1231
Comments	N/A	N/A	A friend.

**Tab: Notes**

Select this tab to enter a narrative for the individual.

**Tab: Attend**

Select the Attend tab to display events that the individual attended. Follow these steps to view attendance records.

1. Select Date Range. Enter the start and end dates in the spaces provided.
2. Select Events. Check the events to be included in the summary.
3. Press the Refresh History Button.

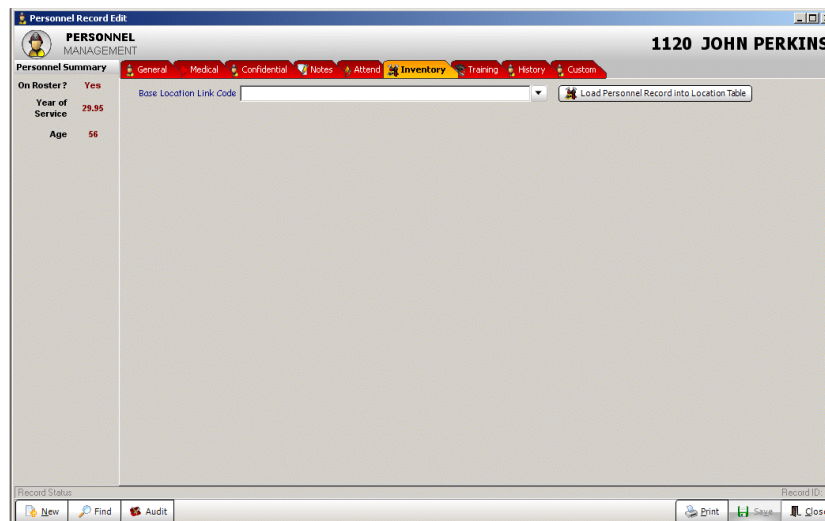
This browse displays all of the events the firefighter has attended.



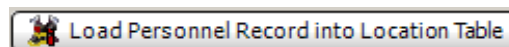
## Tab: Inventory

This section describes how to attached inventory to the personnel record. The first item to be done is to create a location for the personnel record in the inventory locations table. Follow these steps:

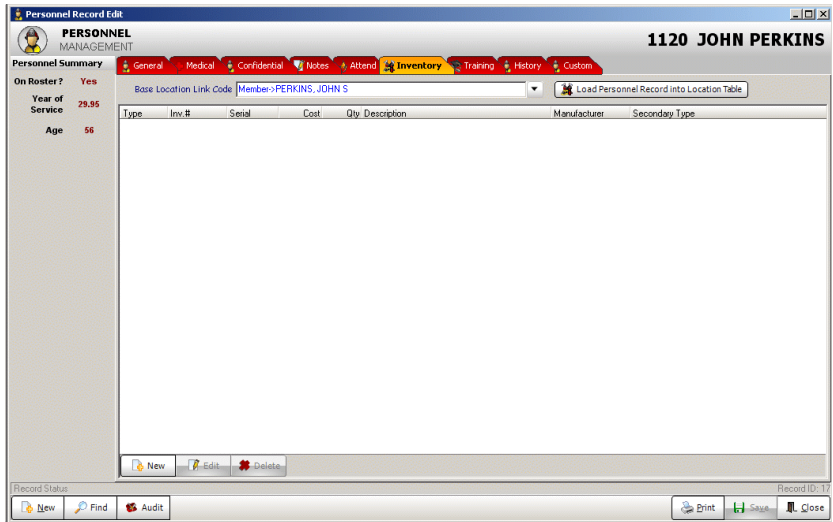
1. Complete the member or staff entry screen. The ID Number, Last Name, and First Name need to be filled out in the main screen. If this staff is already entered, go to step 2.
2. Select the **Inventory Tab**. The base location link code needs to be filled in. Press the drop down to select the base location.



3. If the name is not found in the Personnel drop down, then you will have to create the name in the inventory location table. Press the following button. This will create a location in the inventory table and assign it to the selected personnel file.



This will create a location in the inventory table and assign it to the selected personnel file. You will see the new location name in the field.



Now you can add inventory to the personnel. If you want to assign inventory that has already been entered, go to the inventory list and enter this location into the location space in the inventory record.

**Tab: Training**

The Training tab includes two different training histories. This section of the program offer several flexible options for tracking training. The Non Incident Usage module describes several different scenarios.

- **Non Incident Sessions, Classes, and Evolution History.** These attendance records are entered in the evolutions tab found in the non incident entry.
- **Certifications and Outside Training History.** These records represent independent records. They are entered directly from this screen.

Press the new button to enter a new certification record.

Field Description	How it is Used	Special Notes	Example Entries
ID Number	The ID number of the person.	This is automatically filled in.	211.
Duration (Hours)	The length of the training certification.	Enter the date in the space provided.	12/13/2005
Medical Action	The medical action that was done.	Select from the pick list.	Physical
Comments	Additional space for comments.	Enter the comments in the space provided.	AOK.

**Tab: History**

This tab includes the following

- Rank and Office History. Enter Service Awards office in this tab.
- Committee History
- Status History

**Tab: History: Rank and Office History**

This tab allows for the tracking of Rank and Status history. This history is also used for entering office points for service awards or LOSAP. The following fields are entered in the Rank and Office History: Please note, the LOSAP date and point value only show for systems with the LOSAP module installed.

**Please note:** *The LOSAP date is when the points are awarded. If the Losap Date falls between the range of the LOSAP or point report start and end dates, then the point value will be added.*

Field Description	How it is Used	Special Notes	Example Entries
ID Number	The ID number of the person.	This is automatically filled in.	211.
Start Date	The date the office term or promotion started.	Enter the date in the space provided.	01/01/2006
End Date	The date the office term ended.	Leave this blank if the end date is not known.	01/01/2006
Office or Rank	The office or rank assigned to the term.	Use the pick list.	Chief
Comments	Special notes for misc data entry.	Enter notes or comments in the space provided.	Promoted by Mayor.
LOSAP Date	The date the points for this office would be awarded for LOSAP reporting.	This field is used for fire departments that have different term periods for their LOSAP period than office periods.	06/01/2006.
Point Value	Value of office.	Enter the points awarded in the space provided.	30. This point value would be included for a date range that encompasses the LOSAP Date. 01/01/2006 - 12/31/2007 would include 06/01/2006.

## How to Enter Rank and Office History

1. Open the Personnel module.
2. Double click on the person you wish to award Rank points to.
3. Click on the History tab of their Personnel Record.
4. Click on the History tab of their Personnel Record.
5. Click New under the Rank and Office History section
6. Enter the start and end date for the position held.
7. Select the Rank.
8. Enter the LOSAP Date. This date determines when the points will be awarded and show on the LOSAP report
9. Enter the point value.
10. Save the record.

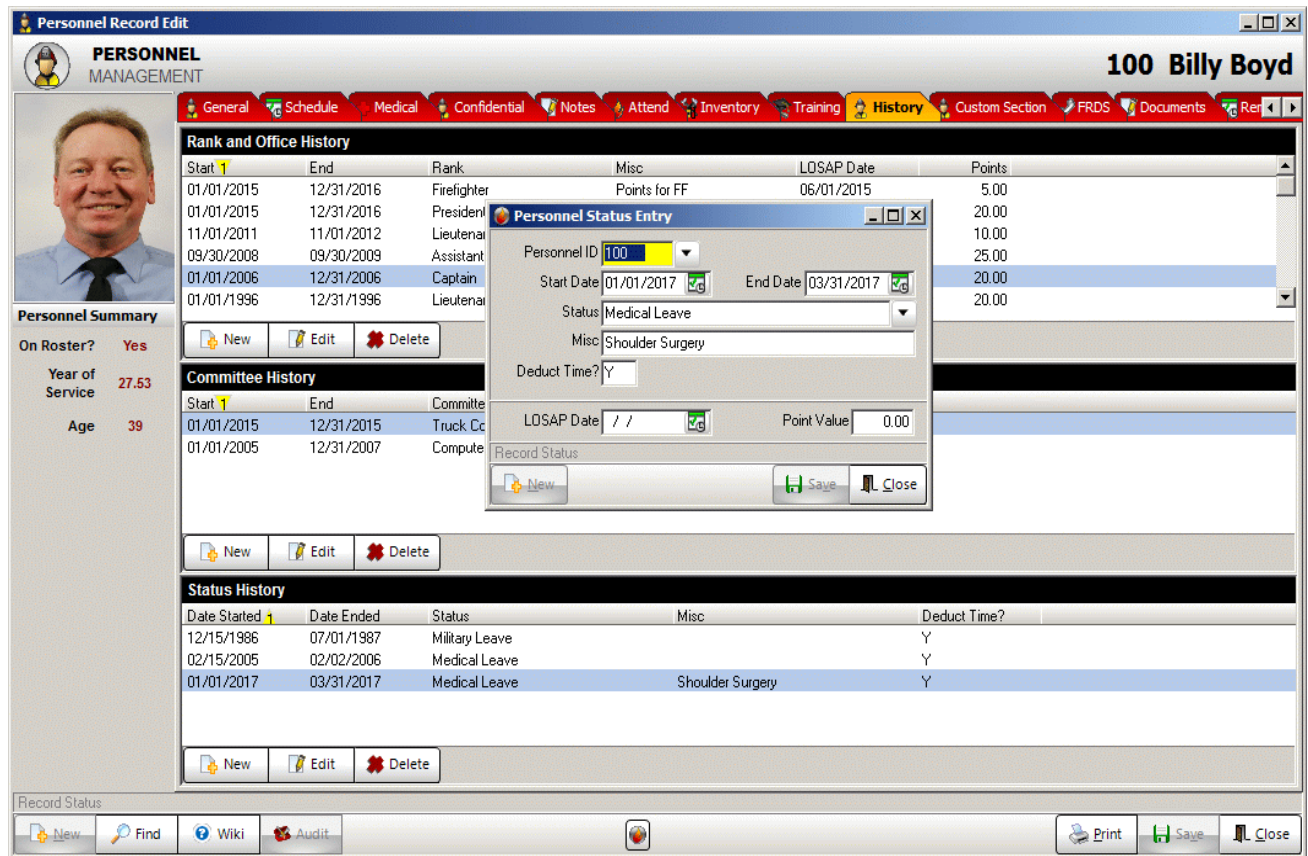
### Tab: History: Committee History

The following fields are entered in the committee entry.

Field Description	How it is Used	Special Notes	Example Entries
ID Number	The ID number of the person.	This is automatically filled in.	211.
Start Date	The start date of the committee entry	Enter the date in the space provided.	01/01/2006
End Date	The end date of the committee entry	Leave this blank if the end date is not known.	01/01/2006
Committee	The committee.	Use the pick list.	Truck Committee
Position	Member position on the committee.	Use the pick list.	Chairman
Comments	Comments	None	None
Losap Date	Date awarded points.	Enter the date you want to award the points.	12/14/2001
Point Value	Point value for committee entry.	Enter the point value in the space provided.	1.0

**Tab: History: Status History**

This Status History is used for tracking different member status for a specific time period. It is also used for entering periods of leave that are used to deduct events that should not affect a members percentages.



For example:

- Military Leave. Leave the End Date blank if the member is in active duty.
- Line of Duty Injuries. If a member is hurt and is unable to respond, enter the beginning date and ending date of their rest period. The Service Award or Point reports can be customized to exclude calls during this period.
- In active periods when a member leaves the department, but comes back.

The following fields are entered in the personnel status entry. This section

Field Description	How it is Used	Special Notes	Example Entries
ID Number	The ID number of the person.	This is automatically filled in.	211.
Start Date	The date the office term or promotion started.	Enter the date in the space provided.	01/01/2006
End Date	The date the office term ended.	Leave this blank if the end date is not known.	01/01/2006

Status	The status assigned to the term.	Use the pick list.	Suspended.
Misc	Free form text field to enter anything.	N/A	Hurt Arm.
Deduct Time	This field is used for determining whether the time period should be deducted from the years of service total.	Enter a Y to deduct time.	Y
<b>The following fields only apply to systems that have the LOSAP module installed</b>			
LOSAP Date	The LOSAP date is when the points are to be award for this record.	Enter the Date in the space provided.	01/31/2011
Point Value	The point value to be awarded.	Enter the point value in the space provided.	10.00

**Note:** See the Special Feature: Years of Service for additional explanation regarding the use of the Personnel Status History and how it affects the Years of Service.

**Special Feature: Years of Service**

This section covers the Years of Service field. The Years of Service is calculated by the following formula:

1. Current date minus date joined. The date joined is entered on the General Tab, Department Information section.
2. All Status History records that have a **Y** in the **Deduct Time?** field are also subtracted from the Years of Service total.

The Years of Service field is updated by the following methods:

1. Press the Calculate button on the right side of the Years of Service field.
2. Run the Years of Service report. Each time this is run, the field is updated.