



LACDCS
1275 N. Eastern Ave.
Los Angeles, CA 90063

E-mail: DCSInfo@lacdcs.org

How to Count Your Volunteer Hours

Q: On a normal event, how do I calculate my hours?

A: Your time on the clock begins as you leave your house and continues until you return home (portal to portal). This counts only when going directly to and from an event. Once you stop for lunch, stop to go shopping, visit a friend, etc, you are officially off the clock. In other words, from portal to portal but only when a direct route is used.

Q: What type of events is approved for reporting hours?

A: Generally anything that is listed in the Weekly Messages, such as: the Semi-Annual Meetings, District DCS Meetings, Quarterly Training, activations, funerals, All Souls, and several yearly events held in each district. If you are not sure, please check with your DCO.

Q: I am working a city event. Are these hours reportable?

A: Only if the event has been approved through the Executive Staff. To be sure, contact the DCO from the sponsoring District.

Q: I am working an event in another District. Do I need to advise anyone?

A: Yes, you need to advise your DCO so that he/she can understand the number of hours you are turning in and to be aware you are working as a DCS member but not under his/her command.

Q: Do the hours that I spend studying the FEMA courses count towards my DCS hours?

A: Yes

Q: I attended a class during Quarterly Training? Am I able to claim this time as DCS hours?

A: Yes.

Q: I have been asked to assist my DCO for DCS? Is this time reportable?

A: Yes.

Q: How do I know if an event I have worked is reportable?

A : To be absolutely sure, ask your DCO. Otherwise, if it is in the DCS messages or emails and we are asking for members to work an event, then as a general rule the hours can be reported.

Q: I am on the RRT. I have been asked to give my availability for a specific period of time. Am I able to report my hours during the time specified in the request?

A: No, unless stated otherwise in the Request for Availability. A request for availability is just that, asking if you would be available to work if an event occurred during a specific period of time. This is not the same as being placed on standby waiting to be activated.

Q: I am on the RRT and have been asked to go on standby. Are the hours during the period specified reportable?

A: Yes. But the time is calculated as follows: ½ hour for every hour during the standby. For example: you are on standby for 12 hours, you may report 6 hours.

Q: I am assisting another district with an event. Are these hours reportable?

A: If the event was approved by the Executive Staff and the DCO was requesting assistance via email or the Countywide messages, then yes. To be sure, ask the DCO in charge of the event.

Q: I needed to shop for my uniform. Are these hours reportable?

A: Yes.

Q: I purchased a new radio which will be used when I am working a DCS event. I will need to program it and make sure it is in working condition. Are these hours reportable?

A: Yes

Q: I checked into the Tuesday Noon Net. Is this reportable?

A: Yes, You get credit for 1 hour for checking into the net. We hope that by reporting one hour you are listening to the net for that entire hour.

Q: I checked into the local DCS net. Is this reportable?

A: Yes.



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Q: I have/will be working the Baker to Vegas (B2V) race. Are these hours reportable?

A: There is a separate Q & A regarding the B2V race. Please refer to that document.

Q: I need to charge the batteries for my HT, is this time reportable?

A: Yes

Q: I need to check the items in my go bag and repack it. Is this time reportable?

A: Yes.

Q: I am studying to upgrade my license. Is this time reportable?

A: Yes

Q: I have been asked to be on a DCS committee (example: Training Committee). Is this time reportable?

A: Yes

Q: I have a new radio and need to learn to program it. Is this time reportable?

A: Yes, within reason.

Q: I packed my go bag to be ready for deployment. Is this reportable?

A: Yes

Q: My go bag is over a year old and I needed to update some items and repack the bag. Is this time reportable?

A: Yes.

Q: I suddenly became available to work an event at the last minute; I was not on the personnel schedule and the OIC/IC did not know I was going to show up. Is this reportable?

A: Yes

Q: I was attending a District meeting and stepped out of the meeting to check into the County (or local) net. Is this time reportable?

A: Yes. However, you will only receive credit for one event since both run concurrently.

Q: I checked into my local net and the County Net. Is this time reportable?

A: Yes. However, if the County Net and your local net are run during the same period, then only one hour can be submitted. Example: The County Net begins at 1900 hours and you check in. Your local net begins at 1930 and you check in before 2000 hours. This is during the same hour in which you would receive credit for the County Net. Only one hour is reportable.

Q: I ran the Countywide Net for my District at the local station. Is this reportable?

A: Yes. Your time is reportable from portal to portal.

For answers to additional questions, please send an email to dcsinfo@lacdcs.org.

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