



**Department of Emergency Services
Fire-EMS Division
Standard Operating Procedures**

General Policies

Subject: Minimum Staffing Policy
Revised: 8-21-02
Section: 203.00

203.01 Purpose

To provide a policy establishing the minimum level of on-duty staffing for the purpose of responding to alarms and carrying out other Fire/EMS duties.

203.02 Policy

A. Minimum Staffing: November through March

1. A minimum of (3) crews at all times and one Shift Lieutenant.
2. One Firefighter/Paramedic per EMS crew.

B. Minimum Staffing: April and October

1. A minimum of (3) crews during the week and (4) on weekends and one Shift Lieutenant.
2. One Firefighter/Paramedic per EMS crew.

C. Minimum Staffing: May and September

1. A minimum of (4) crews during the week and (5) crews on weekends and one Shift Lieutenant.
2. One Firefighter/Paramedic per EMS crew.

D. Minimum Staffing: June, July, and August

1. A minimum of (5) crews at all times and additional crews may be added as needed per Shift Lieutenant or designee.
2. One Firefighter/Paramedic per EMS crew.

203.03 Authority

- A. The Shift Lieutenant or Officer-In-Charge shall have the authority to call in sufficient personnel in order to maintain staffing standards as specified in section 203.02.
- B. This authority also applies in the event of sickness, other approved emergency absences, or removal from duty for disciplinary reasons.

203.04 Responsibility

- A. It shall be the responsibility of the Shift Lieutenant or Officer-In-Charge, before leaving a tour of duty, that the minimum number of members are present for duty on the following shift.
- B. The Captain has the overall responsibility for insuring that divisional policy is followed concerning minimum staffing levels of the on-duty Fire/EMS division.
- C. The Shift Lieutenant or Officer-In-Charge is responsible for scheduling and assignment of on-duty personnel.

203.05 Miscellaneous

- A. Personnel who are called back for duty will be compensated in accordance with the "Call Back Pay" section of the Town of Ocean City's Personnel Policies Governing Classified Employees.
- B. A temporary exception, until the position is filled, to the minimum staffing standards can be made for such purposes as:
 - 1. Emergency at home or sickness involving a member of their family.
 - 2. Personal reasons at the discretion of the Division Captain or Emergency Services Director.
- C. Before any member leaves duty for any reason, it must first be cleared with the Shift Lieutenant or Officer-In-Charge of that particular shift.