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

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## General Policies

Subject: Shift Objective  
Revised: 4-1-03  
Section: 216.00

### 216.01 Purpose

To establish guidelines for on-duty training activities when Fire-EMS personnel work.

### 216.02 Policy

- A. TRAINING IS THE PRIORITY FOR THE DAY.
- B. The Shift Lieutenant will maintain a log of shift based drills accomplished each month whether they be practical or video.
- C. The on-duty Shift Lieutenant/Supervisor will coordinate the training schedule for the day.
- D. The use of any Ocean City Volunteer Fire Company equipment or apparatus must be approved by the on-duty Fire Chief.
- E. If the training does not get finished in the morning, it is to be continued into the afternoon and every reasonable effort will be made to complete the training.
- F. Due to the time of the year and daily emergency call volume, training may be suspended for the day at the discretion of the on-duty Shift Lieutenant/Supervisor.
- G. If the shift as a group can not train together because of circumstances, each station's crew is encouraged to drill on their own or with an adjacent station.
- H. Practical skills should be reviewed and demonstrated by each participant.
- I. Personal interruptions during training sessions will not be allowed with the exception of emergencies and department business.