



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

General Policies

Subject: Annual Inspections
Revised: 8-21-02
Section: 223.00

223.01 Purpose

To establish guidelines for a formalized inspection of all Fire-EMS Division personnel.

223.02 Policy

- A. To implement an organized and formal biannual inspection for the Fire-EMS Division.
- B. The biannual inspection of the Fire-EMS Division may occur during the first week in January and July of each year.
- C. The biannual inspection will be conducted by the Emergency Services Director.
- D. The Emergency Services Director has the authority to suspend the biannual inspection or change the dates of the biannual inspection.
- E. Fire-EMS personnel shall be apprised of the exact dates and times of the forthcoming inspection not less than two (2) weeks in advance.

223.03 Scope

- A. The biannual inspection shall affect all members of the Ocean City Fire-EMS Division.
- B. The biannual inspection is intended to be a positive evaluation of the Fire-EMS Division in terms of the maintenance of protective clothing and uniforms. It is not intended to be an avenue of trivial criticism focusing on any member or shift.

223.04 Responsibility

- A. Shift Lieutenants are responsible to provide timely notification to their commands of the forthcoming inspection dates and times.
- B. All members shall cooperate and assist in preparation for the inspection.
- C. All members are responsible for the completeness and condition of the uniform and protective clothing which they have been issued.

223.05 Areas of Inspection

- A. Complete working uniform – Class B
- B. Complete turnout gear
- C. Station areas, inside and outside
- D. Medic Units
- E. Fire Apparatus

223.06 Procedure

- A. The biannual inspection of each shift shall be conducted by the Emergency Services Director, Ocean City Volunteer Fire Chief, and/or the Division Captain, along with the Shift Lieutenant of that particular shift being inspected.
- B. Each shift shall be apprised in advance of the exact dates and times reserved for the inspection.
- C. The Shift Lieutenant and other members of the shift shall be in working uniform-Class B, during the inspection.
- D. Members shall display their complete turnout gear in a neat manner next to the Medic Unit to which they are assigned.
- E. The inspection party shall inspect the various areas of concern and provide the Shift Lieutenant with a written report of their findings no later than two (2) weeks after inspection.