
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Fire/EMS Officer in Charge (OIC)
Duties and Responsibilities
Revised: 7-08-2013
Effective: 8-19-2013
Approved: 8-19-2013
Section: 108.00

108.01 Purpose

To define the position of Officer In Charge (OIC) within the Fire/EMS Division, describe and outline the general duties and responsibilities of this position.

108.02 Definition

Officer In Charge – Is the on-duty shift supervisor position within the Fire/EMS Division, performed by an officer. The OIC supervises the on-duty shift personnel, below the rank of Captain, for the purposes of day-to-day operations. This position is generally assigned to the OCFD Headquarters building, and operates from the supervisor's shift vehicle.

On-duty – Fire/EMS personnel listed on the daily roster of station assignment, personnel specifically assigned to the OIC, and any other personnel assigned to special duties within the response district.

108.03 Authority

The OIC supervises and is responsible for all Fire/EMS personnel on-duty in the execution of the daily duties. All tasks and assignments for on-duty shift personnel are to be directed to and authorized by the OIC.

108.04 Shift Duties and Responsibilities

The shift duties and responsibilities of the OIC may include but not limited to those of a Firefighter/Paramedic and the following:

- A. Confirmation of personnel and vehicular assignments for the shift. Accountability to be placed on the designated city share drive for Communications, with printed copy for Supervisor Logbook.
- B. Address immediate and short-term personnel vacancies, as necessary or directed, via Chief Web Design paging system. Open shifts shall be filled by the most cost effective means.
- C. Prioritize, assign, and confirm completion of crew daily duties and assignments.
- D. Readiness checks of the assigned supervisory vehicle.

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- E. Inspection of stations, equipment and personnel for adherence to policies and preparedness.
- F. Pick up all station paperwork, review documents for priority of action. After review, all pages will be initialed; daily logs and miscellaneous papers will be placed in the box in the Captain's Office. Medical documents, refusals, patient registration sheets will be reviewed but not initialed, then placed in the box in the Office of the Fire/EMS Division Deputy Chief.
- G. Initiate appropriate action regarding station or equipment repairs.
- H. Direct crew availability and coverage within the assigned box areas for maximum effectiveness. If necessary, the OIC will activate, and may become part of, a reserve ambulance crew. In that event, the OIC may transfer district oversight to another officer.
- I. Drug exchanges on the 1st of the month, and all other drug exchanges as needed. This will include all documentation such as the monthly drug inventories and narcotics logs.
- J. Biohazard waste box management, station cleaning and medical supplies request, and the filling of such requests on the assigned days.
- K. Response for the following calls for service:
 - 1. Building fires
 - 2. Cut gas lines
 - 3. CO calls with patients
 - 4. Fires with injuries
 - 5. Water rescues
 - 6. All other rescues (not elevator rescues)
 - 7. Serious MVCs
 - 8. Medevacs
 - 9. RSIs
 - 10. Cardiac arrests
 - 11. Medical calls that require additional units (OIC will Establish Command).
 - 12. Delta and Echo dispatches in the proximity of your current location.
 - 13. Discretionary: An OIC may respond to any call at their discretion. Discretionary Responses are not recommended from one end of the city to the other end of the city on Alpha, Bravo or Charlie medical calls, and Alarm Bells.
- L. Incident Command- It is the responsibility of the OIC to maintain oversight of all box areas while on duty. Therefore, upon arrival of another officer the OIC should consider transferring command to another officer. The OIC retains the responsibility of district awareness, unless delegated to another officer.
- M. Complete appropriate forms or reports for specific occurrences

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- such as but not limited to, Incident Reports, General Liability Reports, and First Report of Illness or Injury.
- N. Completion of daily payroll.
 - O. End of shift report; place in the designated city share drive, print copy to Supervisor Logbook, and email completed shift and accountability reports to Fire-EMS Command Staff.
 - P. Page Fire-EMS Division Command Staff regarding major event or any situation, which may cause public interests or concerns, media attention.
 - Q. Maintain contact with Communications for constant awareness of calls and field operations.
 - R. Face to face exchange of information with the incoming OIC.
 - S. Other duties, tasks, or details as assigned by Command Staff.
 - T. The OIC will ensure the 30 second acknowledgement and 2 minute response by all crews. Any call for service exceeding the time frame will be reported in the OIC Daily Log.
 - U. The OIC will prepare or have prepared an Incident Report for any call for service that exceeds the 30 second acknowledgment or an out the door response in excess of 3 minutes