
Ocean City Fire Department
Standard Operating Guidelines

General Policies

Subject: Emergency Relief from Duty
Revised: 4-24-2012
Effective: 9-01-2012
Approved: 4-24-2012
Section: 211.00

211.01 Purpose

To provide Fire-EMS Division personnel with the policy and guidelines concerning emergency relief from duty.

211.02 Policy

- A. In the event of a family emergency, that member may request to the on duty Officer in Charge to be relieved from duty on an emergency basis.
- B. The OIC shall determine the urgency of the situation and may authorize one of the following:
 - 1. If the situation warrants immediate relief of the member and current conditions will allow, said member may be released as soon as possible without waiting for the arrival of a qualified relief member.
 - 2. If the situation is one that requires relief of the member, but is not urgent, said member may be released upon the arrival of a qualified replacement member.
- C. Appropriate log entries and changes to payroll records shall be made by the authorizing officer.
- D. The OIC shall insure that proper coverage is provided whenever a member is relieved under emergency conditions.

211.03 Scope

- A. Emergency relief is designed to provide members with a means of being relieved from duty on a temporary basis due to a need arising from a family emergency.
- B. Emergency relief is for bonafide family emergency situations.

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- 211.04 Procedure
- A. A member in need of emergency relief shall notify the OIC.
 - B. The OIC shall interpret and apply Fire-EMS Division policy.
 - C. The requesting member shall complete a Request of Leave Form for payroll accountability.
 - D. The appropriate entries to logs and records shall be made.
 - E. Proper coverage shall be maintained.