
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Work Study-Student Intern Program
Revised: 4-24-2012
Effective: 9-01-2012
Approved: 4-24-2012
Section: 224.00

224.01 Purpose

The purpose of the student intern program is to provide a forum for high school students to learn about the Fire Service.

224.02 Policy

- A. Authorized Interns must have a letter from their Guidance Counselor or Principal stating that they are academically qualified to participate in the Intern program.
- B. The Intern must have letters of approval to participate in this program from the Fire Chief and the Deputy Chief of the Division to which the student intern is assigned.
- C. Upon completion of the internship, the student will complete a report and make a presentation about the internship to include duties assigned, experiences, lessons learned and how the internship related to future plans of the student.

224.03 General Rules

- A. Student intern shall report to the Officer-In-Charge each day. The student intern shall remain with the Officer-In-Charge during work study hours.
- B. The Officer-In-Charge shall be responsible for assigning any tasks to be completed by the student intern.
- C. The student intern shall follow all lawful instructions of the Officer-In-Charge and or the on duty personnel.
- D. After completing a release of liability by the intern's parent(s) or guardian, the student intern may respond with the Officer-In-Charge on emergency medical and fire calls. The student intern shall act only as an observer. The Officer-In-Charge may allow the student intern to accompany Fire-EMS personnel to the hospital or to a helicopter landing zone.
- E. Student interns may not respond on fire apparatus or engage in fire fighting or rescue activities.
- F. At no time shall patient care duties be delegated to student interns.

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- G. At no time shall personnel delegate the student intern to perform hazardous tasks.
- H. The student intern shall avoid exposure to blood and body fluids at all times.
- I. The Officer-In-Charge and Division personnel shall make every effort to assure that exposure to blood and body fluids does not occur.
- J. Student interns may be delegated to assist with any non-hazardous duties that are being performed by either the Officer-In-Charge or Division personnel. The Officer-In-Charge and/or personnel shall not delegate the student intern to perform cleaning tasks or duties that are not being performed by the on duty personnel.
- K. The student intern shall not be delegated to clean equipment that is contaminated with blood or body fluids.
- L. The Officer-In-Charge shall assist in evaluating the student intern using the instruments provided by the work study program.