
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Reporting For Duty
Revised: 08-24-2022
Effective: 10-26-2022
Approved: 09-28-2022
Section: 204.00

204.01 Purpose

To establish guidelines and policies within the Fire/EMS Division relative to an individual's responsibilities when reporting for duty.

204.02 Definition

Reporting for duty for Fire/EMS Division employees is defined as being in the proper station, in conformance with SOG 202 (Grooming), in the area of the radio room/office with all personal protective equipment as needed for performance of duties. In the event of a specific assignment, then the uniform and location will be detailed.

204.03 Policy

- A. All Fire/EMS Division personnel shall report for duty no later than 0700 hours on the day shift, no later than 1900 hours on the night shift, or whatever assigned times as designated by a Command Staff officer.
- B. Upon arrival, personnel will relieve personnel of the same job classification and grade, as possible.
- C. It is expected that all personnel shall report for duty in a well-rested capacity. Personnel who are late for duty, without prior arrangements, will be assessed vacation or holiday time in the amount of tardiness.
- D. Personnel may arrange, in advance, for coverage by a member of the shift being relieved, but must conform to SOG 205.02.E.
- E. Personnel who exceed two (2) late event occurrences will be disciplined in accordance with the Town of Ocean City Disciplinary policy:
 - 1 The third (3rd) offense will result in the loss of one (1) 24 Hour Shift without pay.
 - 2. The fourth (4th) offense will result in the loss of two (2) 24 Hour shifts without pay.
- F. Subsequent occurrences may result in termination of the employee.
- G. The period of computation for recording tardiness shall utilize the rolling 12 month period.
- I. Personnel who are unable to report for a shift due to illness or for any other reason, shall make contact at least 1 hour prior to their

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scheduled reporting time. The call out is to be completed using the computerized scheduling software and a call is to be made to the OIC phone, 443-235-4415.

- H. The Fire Chief or Fire-EMS Command Staff may use their discretion in allowing for deviations to this policy when extenuating circumstances are present.