



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.04	Duties and Responsibilities of EMS Field Personnel	PAGE: 1 OF 2
EFFECTIVE: 02/2004	Authorized: John Filer, Chief	
REVISED: 02/2016	Authorized: William Stephens, Director	

100.04.01 Purpose

The purpose of this SOP is to establish a schedule of daily and weekly performance mile stones comprised of collateral job related duties and task assignments for EMS Field Personnel.

100.04.02 Policy

When personnel are not responding to calls for service, it is their responsibility to insure the following collateral duties and task assignments are completed as noted:

DAILY

0700 hours	<ul style="list-style-type: none"> Relieve previous shift, Obtain a face to face shift pass-on; Perform "<i>Daily Apparatus Check</i>".
0900-1700 hours	<ul style="list-style-type: none"> Wash and clean apparatus, Restock apparatus as needed; Complete assigned station maintenance duties; Check county email and Power DMS; Perform any assigned training details for the day.
1900 hours	<ul style="list-style-type: none"> Personnel may retire to sleeping quarters if desired.
End of Shift	<ul style="list-style-type: none"> Personnel shall insure that all <i>ePCR</i> reports are completed' Deliver a face to face shift pass-on.

WEEKLY

Monday	<ul style="list-style-type: none"> It is the duty of each Monday's shift to complete a "<i>Weekly Apparatus Check Sheet</i>" in conjunction with the normal assigned morning tasks.
Tuesday Post Payday	<ul style="list-style-type: none"> Each employee shall have their timesheets submitted to their Supervisor no later than close of business the Tuesday after each payday.



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

100.04.03 Restrictions & Exemptions

1. Personnel are restricted from watching television or other leisure activities on their down time unless all of their collateral duties and task assignments have been completed.
2. Shifts experiencing a heavy call volume (unit utilizations above 5.0) may be exempt from station maintenance duties with authorization of their supervisor.
3. Shifts experiencing a heavy call volume (unit utilizations above 5.0) may be exempt from daily training assignments if their supervisor deems fit.