



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 100 - General Rules and Administration

General Rules and Administration - 100.00		
S.O.P. # 100.18	ALS Float Utilization	PAGE: 1 OF 2
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REVISED: 09-06-20	Authorized: Michelle Lilly, Director <i>MLL</i>	

100.18.01 Purpose

To inform personnel of the policies and procedures regarding utilization of ALS Float personnel.

100.18.02 General

Guidelines for the utilization of the ALS Float personnel include both operational and administrative duties. Float personnel are assigned to a chase medic unit, they cover unscheduled leave in the absence of Flex personnel. Flex personnel are those employees assigned to cover scheduled and unscheduled leave.

100.18.03 Policy

1. One ALS Float may be assigned to each twenty-four (24) hour platoon.
2. Personnel assigned to the position of ALS Float will meet the following requirements:
 - a. Employed by Charles County DES for a minimum of three (3) years,
 - b. Current ALS preceptor or eligible to obtain (and must do so at the earliest opportunity),
 - c. ICS-100, 200, and 700,
 - d. Recommendation from the employee’s current supervisor.
3. Personnel must successfully complete orientation for the ALS Float position (checklist attached).
4. ALS Float personnel may be subject to daily assignment changes based upon the operational needs of the Department, to include but not limited to:
 - a. Staff an ALS chase unit,
 - b. Make up staffing with Flex personnel for a Paramedic Ambulance,
 - c. Detailed to a station assignment,
 - d. Detailed to a special event,
 - e. Act as Medical Duty Officer, if qualified.



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5. Daily assignment location will be reflected on CrewSense. When ALS Float personnel are needed to cover an emergent shift opening, notification will be made via phone, text message or the CrewSense reminder feature as soon as possible. ALS float personnel will acknowledge the change of assignment.
6. ALS Float personnel will keep all gear and bedding needed for shift in their personal vehicle. Should an ALS Float be sent to another station while on shift with immediate relief being necessary, thus not allowing time for the retrieval of personal belongings from their base station, their personal belongings will be delivered to them.
7. ALS Float personnel may be utilized as an additional ALS resource and respond to calls for service as they, the 911 Communications Center or the Medical Duty Officer (MDO) deem appropriate.
8. The following are the schedule swap guidelines for ALS Float personnel:
 - a. ALS Float personnel may swap (in order of preference):
 - i. With other ALS Float personnel.
 - ii. Into a vacant ALS Float position (as long as there is only one ALS Float on shift at a time),
 - iii. With ALS personnel holding an active preceptor status, with preference given to those that have previously oriented to the ALS Float position,
 - iv. Into an open shift for which no Flex personnel are available, and with approval from the Scheduling Officer,
 - v. With any ALS provider.
 - b. If approved as an Acting Supervisor, may swap with an MDO, as long as minimum Lieutenant staffing levels are met.
 - c. If floated to fill an open shift or act as MDO, personnel may swap with any employee certified to fill the open shift.
9. After serving a minimum of three (3) months in the ALS Float position, the employee may begin acting supervisor training with the recommendation of their direct supervisor and approval of their Platoon Captain.