



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

General Rules & Administration - 100.00		PAGE: 1 OF 1
S.O.P. # 100.35 Minimum Staffing Standards for EMS		
EFFECTIVE: 12/16/2022	Authorized: Lori Cherry, Chief <i>LAC</i>	
REVISED: December, 2022	Authorized: Michelle Lilly, Director <i>MLL</i>	

100.35.01 Purpose

To establish standards for the minimum staffing of EMS personnel reflective of the most current operating budget allowances.

100.35.02 General

It is the responsibility of management and supervisors to ensure that minimum staffing levels are maintained daily with the appropriate level of certified personnel and accurately accounted for on the duty schedule

100.35.03 Minimum Daily Staffing Standards

1. The following listed stations shall be adequately staffed as indicated with the appropriate level of personnel. All other assignments and shifts do not require backfill.
2. Refer to *EMS Division Open Shift Scheduling, SOP 101.11* for fulfilling staffing requirements.

Station Assignment	ALS Personnel	BLS Personnel	Medical Duty Officer	Captain	Operational Period
Station 2 - Hughesville	1	1	0	0	24 Hours
Station 3A - Waldorf	1	1	0	0	24 Hours
Station 3B - Waldorf	1	1	0	0	24 Hours
Station 7 - Potomac Heights	0	0	1	0	24 Hours
Station 8 - Marbury	1	1	0	0	24 Hours
Station 11 - Bryans Road	1	1	0	0	24 Hours
Station 12 - Westlake	1	1	0	0	24 Hours
Station 14 - Newburg	1	1	0	0	24 Hours
Station 51 - La Plata	1	1	0	0	24 Hours
Station 60A - White Plains	1	1	0	0	24 Hours
Station 60B - White Plains	0	2	0	0	24 Hours
Station 16 - La Plata	0	0	1	1*	24 Hours
Station 18 - Waldorf (District 3)	0	0	1	0	24 Hours
Total Personnel	9	11	3	0	23

*Captain is currently not counted in the daily minimum staffing requirement; 12/2022

Signature: 

Michelle Lilly (Apr 6, 2023 13:19 EDT)

Email: lillym@charlescountymd.gov

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Final Audit Report

2023-04-06

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