



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

General Order Number: 06-11	Effective Date: April 7, 2021
Division: Emergency Operations	
Chapter: Acting Volunteer Command Officers	
By Order of the Fire Chief: Tiffany D. Green <i>[Signature]</i>	Issue Date: April 7, 2021

POLICY

From time to time, it may become necessary to temporarily allow a qualified volunteer member to fill-in for a current Command Officer of a Volunteer Corporation due to vacation, injury, disciplinary action, etc. This General Order establishes procedures to be used for filling-in for Volunteer Command Officers.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

I. General Provisions

- A. In order to provide sufficient time to review and approve volunteer officers to fill-in for Chief Officers of Volunteer Corporations, the following procedures shall be followed:
 1. Volunteer officers may only assume the rank to which they are certified by the Fire Commission, in accordance with Subtitle 11, Division 7, Section 11-331 through 11-344.
 2. Two (2) weeks in advance of the leave period, Volunteer Company Chiefs and/or the Board of Directors of each company shall submit to the Fire Commission the names of individuals they wish to have fill-in when current approved officers are on leave. These requests must identify the specific time frame of the absence.
 3. Once the Fire Commission has confirmed the fill-in officer meets all requirements in accordance with Subtitle 11, Division 7, Section 11-331 through 11-344, the Fire Commission shall notify the respective Deputy Fire Chief for the Emergency Services Command and the Volunteer Services Command. The respective Volunteer Company Chief shall be copied on the notification.
 4. As an alternative, the Volunteer Company Chief and/or Board of Directors may submit names annually for prequalification to designated ranks through the Fire Commission's annual officer certification process. A list of prequalified officers will be maintained by the Fire Commission and the Volunteer Services Command. In this case, the Volunteer Company Chief shall submit a request for an officer fill-in at least 72 hours in advance of leave dates, unless there is an emergent need. Only those prequalified officers who have been approved through the above process shall be submitted.



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

- B. The Deputy Fire Chief, Emergency Services Command, will notify in writing the Office of the Fire Chief, other Commands, and the respective Volunteer Company Chief and/or Board of Directors, if the request for temporary fill-in has been approved or denied.

- C. Only those officers certified by the Fire Commission and approved by the Deputy Fire Chief, Emergency Services Command shall be recognized as Volunteer Command Officers. Any person operating outside these parameters is subject to disciplinary action up to and including operational suspension and dismissal.

REFERENCES

Subtitle 11 Fire Safety Code, Division 7 – Minimum Qualifications for Volunteer Firefighters and Emergency Medical Service Care Providers, Sections 11-331 through 11-344.

FORMS / ATTACHMENTS

Prince George's County Fire Commission Officer Certification Form #1579

PRINCE GEORGE'S COUNTY FIRE COMMISSION

FIRE SERVICES BUILDING
6820 Webster Street Landover Hills, MD 20784



Date: _____

OFFICER CERTIFICATION

PRINCE GEORGE'S COUNTY VOLUNTEER FIREFIGHTERS AND RESCUE SQUADSMEN

POSITION APPLYING FOR:

- | | | |
|----------------------------------|--|--|
| | FIRE DEPARTMENT OFFICER <input type="checkbox"/> | E.M.S. OFFICER <input type="checkbox"/> |
| CHIEF <input type="checkbox"/> | DEPUTY CHIEF (A) <input type="checkbox"/> | ASSISTANT CHIEF (B) <input type="checkbox"/> |
| CAPTAIN <input type="checkbox"/> | LIEUTENANT <input type="checkbox"/> | SERGEANT <input type="checkbox"/> |

Applicant's Name: _____
LAST FIRST MIDDLE

Address: _____

PGFD I.D. Number: _____ Age: _____ D.O.B.: _____

Fire or Rescue Company: _____
NAME

Years of County Experience as:

F.F or EMS care Provider: _____ Sgt. or Lt.: _____ Capt.: _____ A or B Chief: _____

All Volunteer Officers must comply with the requirement for the position applied for as set forth in the Prince George's County Code, Subtitle 11, Division 7, Section 11-331 et seq. titled "Minimum Qualifications for volunteer Firefighters and Emergency Medical Service Care Providers. (CB 82-1994)

The Fire Commission requires documentation to be attached to this form with a photocopy of all required training.

Required for All Officers:

Captains and all Chiefs

All Chiefs

- | | | |
|--|---|--|
| <input type="checkbox"/> Firefighter 2 Cert. | <input type="checkbox"/> Fire Officer 1 Cert. | <input type="checkbox"/> Fire Officer 2 Cert. |
| <input type="checkbox"/> E.M.T. ___ Card (Current) | <input type="checkbox"/> Instructor 1 | <input type="checkbox"/> Continuing Education (Minimum 12 hours) |
| <input type="checkbox"/> or 1 st Responder Card (before 11/94) | <u>E.M.S. Officers</u> | <input type="checkbox"/> NIMS IS 800 |
| <input type="checkbox"/> C.P.R. Card (Current) | <input type="checkbox"/> EMS Officer 1 Cert. | <input type="checkbox"/> NIMS ICS 300 |
| <input type="checkbox"/> NIMS IS 100 <input type="checkbox"/> NIMS IS 200 <input type="checkbox"/> NIMS IS 700 | | |

We, the undersigned, do hereby certify that the above applicant has satisfactory met all requirements in accordance with the Laws of Prince George's County, Maryland as described above.



From: _____

Term of Office:

To: _____

President (Print) (Sign) Date

Secretary (Print) (Sign) Date

Fire Chief (Print) (Sign) Date