



General Order Number: 03-17	Effective Date: April 2010
Division: Communication and Information Management/Technology	
Chapter: Long Distance Telephone Access Codes	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order shall govern the procedures for the issuance, use of, and security of long distance telephone access codes.

DEFINITIONS

Long Distance Access Code (LDAC) – A randomly generated seven (7) digit number issued to an individual for the purpose of permitting and tracking long distance telephone calls.

PROCEDURES / RESPONSIBILITIES

1. Provisions

Fiscal Affairs will be the liaison with the Office of Information & Technology (OITC) for the purposes of requesting and cancelling access codes. OITC is responsible for generating the LDAC.

Each volunteer station will be issued two (2) long distance access codes, generally one for the President (administrative) and one for the Volunteer Chief (operational). Volunteer corporations that have multiple stations will still receive two (2) access codes, which will be issued to the Vice President and the Volunteer Assistant/Deputy Chief.

All members elected to the Prince George's County Fire Commission and the Prince George's County Volunteer Fire & Rescue Association will be issued a LDAC.

Volunteer personnel holding two (2) or more offices, i.e. Volunteer Chief and Association President, will be issued a LDAC for each respective position. It will be the responsibility of that individual to ensure he/she uses the LDAC associated with the business they are conducting.

Management Services Command (MSC) will determine which civilian and career employees will be issued a LDAC.

2. Personnel Changes

When changes in volunteer leadership occur, the attached memorandum (Attachment 2) should be submitted for new long distance access code(s) through the Fire Commission to Fiscal Affairs.

New career and civilian employees should request a LDAC using the attached memorandum (Attachment 2) through their chain-of-command to Fiscal Affairs.



3. Long Distance Usage

Long distance telephone use is limited to official County business only. In addition to being impractical, the County does not have a mechanism to be reimbursed for personal long distance telephone charges; therefore, personal long distance telephone calls are not permitted.

Fiscal Affairs and the Fire Commission will be monitoring long distance telephone usage on a monthly basis.

4. Security Breach

Each individual is responsible for the security of his or her LDAC, and therefore it should not be shared with anyone. If an individual believes his or her LDAC has been compromised or misplaced, it is incumbent upon him or her to notify Fiscal Affairs immediately by telephone or email, and follow-up with a new LDAC request, in writing.

5. Unofficial Long Distance Charges

Unofficial long distance telephone charges incurred will be the responsibility of the employee, volunteer member, and/or his or her volunteer corporation. In addition to appropriate disciplinary action, restitution will be mandatory, which could include the recovery of long distance charges from the volunteer corporations' station management funds.

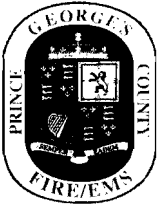
REFERENCES

N/A

FORMS / ATTACHMENTS

Attachment #1 - Long Distance Access Code Form

Attachment #2 - LDAC Request Memorandum



Prince George's County Fire/EMS Department

Fiscal Affairs Long Distance Telephone Access Code Form

Date Issued: _____

Name: _____

FD ID# _____

Affiliation: Career Volunteer Civilian

Station/Office Assignment: _____

Volunteer Affiliation: _____

Rank/Position: _____

Long Distance Access Code: _____

The long distance access code (LDAC) that has been issued above should only be used for conducting official business on behalf of the Prince George's Fire/EMS Department. For security purposes, the LDAC should not be shared with anyone.

Signature: _____

Date: _____

My signature above acknowledges that I have received a LDAC and that I will comply with Fire/EMS Department General Order 03-17, Long Distance Telephone Access Codes, which outlines the procedures and responsibilities pertaining to this issue.

Fiscal Affairs

Signature: _____

Date: _____

Printed Name: _____



INTER-OFFICE MEMORANDUM

PRINCE GEORGE'S COUNTY, MARYLAND

Date _____

TO: Fiscal Affairs Manager
Management Services Command

THRU: Chain-of-Command

FROM: _____

RE: Long Distance Telephone Access Code

Please issue a Long Distance Access Code (LDAC) to the individual below.

Name: _____ Telephone: ____ - ____ - ____

Station/Office Assignment: _____

Volunteer Affiliation: _____

Rank/Position: _____

Volunteer Request

Signature: _____ Date: _____ Approved _____ Denied _____
Fire Commission Chair or Vice Chair

Career or Civilian Request

Battalion Chief: _____ Date: _____ Approved _____ Denied _____

Major/Manager: _____ Date: _____ Approved _____ Denied _____

Lt. Colonel: _____ Date: _____ Approved _____ Denied _____
EOC/ASC/SSC

Lt. Colonel: _____ Date: _____ Approved _____ Denied _____
Management Services Command

Adkins, Ryan G.	Callaway, Jeffrey L.	Forby, Tyrone C.
Angell, Jr. Robert J.	Carbone, Michael J.	Francis, Alicia A.
Angell, Kristen R.	Cardello, Joseph A.	Frankel, Brian J.
Antonin, Alain W.	Case, Trisha	Franklin, Sylvia M.
Archer, Carlton A.	Chandler, Michelle A.	Fraser, Edward C.
Arhar, Mark E.	Chatel, Denny C.	Frazier, Michael W.
Armstrong, Larry D.	Chesnut, Jason E.	Fusco, Kenneth F.
Armstrong, Theodore E.	Cissel, Paul D.	Gallagher, Stephen J.
Augustine, Regina L.	Collins, Brian G.	Garcia, Oscar E.
Baione, John D.	Collins, Lee R.	Gatland, John I.
Ball, Martin A.	Constantino, Jesse R.	Gay, Brehon D.
Balogun, Oluwafemi A.	Conver-White, Sayshan L.	George, Erroll W. Sr.
Barker, Christine A.	Cooper, Angela	Giampetroni, Dale
Bauer, Francis A.	Crampton, Mary L. (Evans)	Gibson, Brian M.
Bauer, Sargent W.	Crampton, Ross C.	Gibson, Myron D.
Beardmore, Gerald D.	Crippen, Derek P.	Gill, Michael D.
Beck II, John E.	Crisman, John M.	Glaubitz, Michael D.
Bell, Michael J.	Crisman, Teresa A.	Godfrey, John III
Belle, John N. II	Crosby, Wayne A.	Goff, Brandon M.
Benedetti, Daniel	Cruz, Paul J.	Goldsmith, David V. Sr.
Berg, Roland D.	Cunningham, Diane V.	Gomez, Paul A.
Betts, Samuel R.	Davies, Sarah	Green-Forrest, Tiffany D.
Bilko, Robert G.	Davis, Murray D.	Griffin, John S.
Bird Jr., Philip S.	Dawson, LaVonne C.	Grooms, Sr., George M.
Birden, William L.	Dellosa, Linda	Haas, Fred P.
Black, Craig W.	Delosier, Brian A.	Haber, Christine A.
Black, Paula M.	Dennis, Neal B.	Hagood, Ava C. (Joy)
Blackistone, Christopher B.	Dickens, Denice L.	Hardy, Karen L.
Blackistone, Kimberly J. (McGown)	Donn, Dianna L.	Harris, Binokhar J.
Blake, Kova D.	Doubleday, Alan C.	Harris, Christopher L.
Blocker, Mary L.	Dougherty, Brian F.	Harris, Fayette M.
Bond, Scott J.	Dowling, Michael A.	Hawkins, William J.
Borchardt, David O.	Drake, Deeann	Heaton, Marie
Brady, Jr., John N.	Drury, James T.	Heggs, Connie L.
Brady, Mark E.	Dubich, Nicholas S.	Hess, Steven L.
Breen, Ashley L.	Dunn, Kevin P.	Hill, Christopher E.
Bresnahan, William L.	Dunn, Quinndel G.	Hinkle, Ray A.
Bridges, Ronald A.	Duppins, Shaun P.	Hoglander, Scott K.
Bridgett, Bruce A.	Eaby, Robert P. Jr.	Holsey, Carey D.
Brooks, Dana N.	Ednock, Dale A.	Hoover, Mark G.
Brown, Ronald A.	Elie, John M.	Hosselrode, Thomas E.
Brown, Stephen R.	Farrell, James A.	Howard, Brooks M.
Brown-Mercer, Eugenia	Fennell, Diana M.	Howard, Maria T. (Hargreaves)
Brushwood, Richard J.	Ferrara, Christopher M.	Hughes, Ernest D.
Budd, William P.	Fitzgerald, Earnestine A.	Hughes, Warren A. III
Bullock, Darryl H.	Flanagan III, George E.	Hunt, Christopher H.
Burke, Enrique L.	Fletcher, Jr., Donald V.	Hurt, Eric C.
Burris, Everett R.	Flinn III, Charles E.	Jackson, Amanda B.

Jagtiani, Shajahan K.
James, Gilbert L. Jr.
James, Greyllind L.
James, Thomas E.
Jenkins Pierce, Phyllis T.
Jenkins, Thomas D.
Jiron, James M.
Jones, Euguene
Jordan, Anea
Joroff, Jaimee L.
Joy, Brittany A.
Kareem, Muhammed H.
Keller, John W.
Kerper, Michael G.
Key, James M.
Kidane, Frehiwet
Kight, Robert C. Jr.
Kilpatrick, Paul S.
Kling, Steven H.
Krichbaum, Gary L.
LaBille, Charles R.
Lambdin, Richard M.
Lambert, Michael
LaMoria, Jerome F.
Lawhorne, Jennifer M. (Hagan)
Lawman, William A. Jr.
Lazo, John E.
Lea, William D.
Lent, Cynthia
Leonhard, Howard R. Jr.
Lindqvist, Ernest S.
Linynsky, Michael K.
Lipscomb, Julius Jr.
Loor, James A. Jr.
Lozano-Chevez, Xiomara
Ludden, Brian P.
Ludy, Matthew M.
Lynch, Andrew J.
Lyngge, Christopher L.
Mack, Jonn A.
MacKay, Eric R.
Mahoney, William A.
Mangum, Gregory T.
Mansfield, Darryl S.
Manuel, Edward
Marino, Michael J.
Marshall, Michael R.
McBride, Damu
McClelland, James E. Jr.
McCloskey, Matthew W.
McCormick, Anthony P.
McDonald, Patrick J.
McNair, Yvette M. (Virgins)
McSwain, Kenneth D.
Meade, Timothy M.
Meunier, Teresa A.
Michaelides, George N.
Michaelides, Thelmetria A. (Newman)
Milza, Gianfranco A.
Murray, William A.
Mutchler, Robert P.
Mycka, John A.
Nedab, Douglas
Newby, Aaron E.
Nichter, Frank N.
Oladeinde, Mufutau O.
Orr, Scott W.
Pantelis, Andrew K.
Parker, Jerome
Parkinson, Danita M.
Parkinson, Edward J.
Patterson, Kendall B.
Patterson, Richard A.
Peden, Angela M.
Peters, Kelly R.
Pinkett, Jeffrey R.
Poe, Russell L. III
Poole, Donald L. Jr.
Porter, William J. III
Powell, Harvey L.
Pride, Kevin J.
Proctor, Lillian S.
Quade, Joseph B.
Radinsky, Brian S.
Rasheed, Latif
Reilly, James V.
Reith, Eric V.
Richardson, Floyd M.
Richardson, Rebecca A.
Riley, Jacqueline
Roberts, Kevin L.
Rouse, Robert W.
Ruffin, Randy D.
Salviejo, Anthony M.
Sarra-Hinkson, Bobbi C.
Scheffer, Alison J.
Schrader, Daniel R.
Shafer, Patrick E.
Smedley, Corey A.
Smith, Craig E.
Smith, LeRoy O. IV
Smith, Mark D.
Smith, Thomas H.
Smothers, Melissa D.
Smothers, Robert J.
Snyder, Adon W. Jr.
Spears, Diana B.
Spies, Bryan
Stack, Kenneth F. Jr.
Stanback, Horace
Stavely, Michael J.
Steele, Jr., John R.
Stevenson, Spencer A.
Stewart, James M. Jr.
Street, Timothy J.
Strickler, Gregory D.
Sudik, Douglas P.
Summers, Ricardo L.
Sutphin, Sheila R.
Tabak, Israel S.
Talbert, Christopher M.
Talbert, Kurt E.
Taylor, Susan L.
Teague, Jeffrey C.
Thompson, John R.
Thorn, Douglas
Thorn, Maynard M.
Townes II, Daniel
Trexler, James W.
Tucker, Gladys H.
Ushinski, Danon P.
Valencis, Grady A.
Viars, Lisa A. (Malinowski)
Waggoner, Charles O. III
Wallace, Robert B.
Ward, Kenneth D. Jr.
Ware, Darren O.
Wargo, Christian B.
Watkins, Cassandra L.
Watkins, Denise A.
Welch, Ralph T.
Wenzel, Michael J.
Westmoreland, James A.
White, Sharon D.

Personnel to Receive LDAC

Attachment

White, Steven E.
White, Terence M.
Whittington, Christopher M.
Williams, Scot A.
Williams, Steve
Wilson, Bridgette P.
Wilson, Jon M.
Wiseman, Jason C.
Wiseman, John L.
Wood, Dennis C.
Worley, Richard A.
Wrenn, Miriam J.
Wright, Arlean
Yancy, Keith D.
Yates, Timothy A.