



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

General Order Number: 08-19	Effective Date: February 16, 2024
Division: Health and Safety	
Chapter: Station Inspection and Evaluation Program	
By Order of the County Fire Chief: Tiffany D. Green <i>TJG</i>	Prior Revision: January 21, 2013

POLICY

This General Order shall set forth guidelines for the station-level inspection and evaluation program. The station-level inspection and evaluation program aim to ensure a high level of station operation, management, and compliance with Departmental policies. This valuable tool will measure the administrative skills and the officer's ability to direct crews through basic evolutions to ensure the operational readiness of all members.

SCOPE

This General Order is intended for all sworn and volunteer members of the Department.

DEFINITIONS

N/A

PROCEDURES

I. General Provisions

- A. The evaluation and inspection process shall be conducted semiannually by the appropriate ESC Battalion Chief/ESC Volunteer Duty Chief or their designee as assigned by the Emergency Services Command Deputy Fire Chief. All results shall be forwarded to the appropriate station leadership through the Chain-of-Command. These programs will utilize a regular review process to assist Career Station Commanders/Volunteer Company Chiefs in their assigned duties.

RESPONSIBILITIES

I. Areas of Review

- A. The following are the areas of review to be considered by the appropriate ESC Battalion Chief/ESC Volunteer Duty Chief assigned by the Emergency Services Command Deputy Fire Chief, as deemed applicable:
 - 1. Station Management
 - a) Station filing system
 - b) Physical Fitness Program
 - c) Apprentice training books/career recruit manuals



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- d) Station operation guidelines or SOPs
 - e) Volunteer contact numbers
 - f) Attendance
 - g) Names and contact information of assigned personnel
 - h) Preplan records
 - i) Training records
 - j) Station logbook
 - k) Apparatus maintenance, hose test, and rope records
 - l) Station maintenance program records/building repairs
 - m) Apparatus maintenance (equipment upkeep)
 - n) Uniform appearance
 - o) Personnel knowledge of duties and responsibilities
 - p) Fixed assets
 - q) Multifamily inspections
2. Personal Protective Equipment
- a) The Career Station Commander/Volunteer Company Chief shall ensure compliance with Departmental policies and guidelines listed in General Order 08-13 (Personal Protective Equipment). Additionally, they shall ensure compliance with completing monthly gear inspections in Target Solutions and assist with addressing any safety concerns.
3. Apparatus
- a) The Career Station Commander/Volunteer Company Chief shall ensure that all station apparatus daily, weekly, and monthly inspections have been completed and submitted to the Apparatus Maintenance Division (AMD) through the Check-It Application in Target Solutions as defined in General Order 02-06 (Apparatus Checks, Equipment Repair and Maintenance).
4. Building and Grounds
- a) The Career Station Commander/Volunteer Company Chief shall ensure that a full inspection of the fire station is completed monthly (15th day). Any noted deficiencies shall be immediately forwarded to the facilities office via email at PGFDFacilities@co.pg.md.us.
 - b) They shall conduct inspections on the following:
 - 1) Building interior
 - 2) Fire Protection System(s)
 - 3) Building exterior and grounds
 - 4) Compressed cylinders
 - 5) Electrical appliances
 - 6) Generator



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5. Training/Certifications Required for Operations

- a) The Career Station Commander/Volunteer Company Chief shall ensure all personnel are operationally ready per General Order 04-01 (Required Training to Maintain Operational Status) and other Department policies and procedures.

6. Station Drills/Evolutions

- a) The Career Station Commander/Volunteer Company Chief shall ensure the operational readiness of all members. Any drill conducted shall be recorded per General Order 04-08 (Target Solutions). The station officer shall determine these drills/evolutions with strong consideration for the safety and welfare of all members participating.
- b) The Emergency Services Command Operational Performance Office can be consulted for ideas for drills and evolutions if needed. Any requests to be placed unavailable for training (UAT) shall follow the provisions in General Order 06-29 (Unit Production and Accountability)

7. Station Quiz

- a) The Station Officer shall assign all quizzes through the Department's Learning Management System (LMS), Target Solutions. Once vetted by the Operational Performance Office, all tests or quizzes will be created and loaded into the Target Solutions program available to all members, career and volunteer, and assigned by their supervisor.
- b) All quizzes shall be composed of questions from various Departmental procedures as well as area, apparatus specifications, and locations of tools and equipment.

II. Responsibility

- A. ESC Battalion Chiefs/ESC Volunteer Duty Chiefs or designees assigned by the Emergency Services Command Deputy Fire Chief shall conduct quarterly inspections in collaboration with the semi-annual schedule of the Career Station Commander/Volunteer Company Chief's quarterly inspection cycle. This will provide preparation for and follow-up to the Departmental inspection. Appropriate records shall be kept at the Battalion level, with copies forwarded to the appropriate office (e.g.: Health and Wellness, Operational Performance Office, Apparatus Maintenance Division).
- B. ESC Operational Performance Office shall support Career Station Commanders/Volunteer Company Chiefs as assigned by the Emergency Services Command Deputy Fire Chief.
- C. Career Station Commanders/Volunteer Company Chiefs are responsible for ensuring



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that all members under their direct supervision obtain and remain in compliance with established rules and regulations.

REFERENCES

General Order 04-01 (Required Training to Maintain Operational Status)

General Order 04-08 (Target Solutions)

General Order 06-29 (Unit Production and Accountability)

General Order 08-13 (Personal Protective Equipment)

FORMS / ATTACHMENTS

N/A