



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

<b>General Order Number:</b> 11-16	<b>Effective Date:</b> January 2010
<b>Division:</b> Personnel Management	
<b>Chapter:</b> Notification of Arrest/License Revocation	
<b>By Order of the Fire Chief:</b> Marc S. Bashoor	<b>Revision Date:</b> N/A

## **POLICY**

This General Order outlines the notification procedure in the event a volunteer or career member of this Department should be arrested, or have his/her driver's license suspended/revoked, or receive a notice to appear in court. This Order also establishes guidelines for proper intake, documentation, and handling of incidents that involve arrest and/or incarceration of career, civilian, or volunteer members.

## **DEFINITIONS**

N/A

## **PROCEDURES / RESPONSIBILITIES**

### **1. General Provisions**

In the event a volunteer or career member of this Department should be arrested, or have his/her driver's license suspended/revoked, or receive a notice to appear in court, such member shall notify the Office of the Fire Chief within 24 hours via the chain-of command.

During normal business hours, notification shall be made directly to the Office of the Fire Chief at 301-883-5200. After normal business hours, including nights, weekends, and holidays, the notification shall be made directly to the Departmental Duty Chief. It shall be their responsibility to ensure that the information is immediately forwarded to the Office of the Fire Chief.

This notification process shall include the respective Lieutenant Colonel in charge of Emergency Operations Command (EOC) and Office of Professional Standards.

The member shall be directed to make contact with the Departmental Disciplinary Coordinator (DDC) to schedule an interview, in which they are required to bring the following documents:

- Any documents related to the arrest
- Any documents related to charges
- Any documents relating to tickets received
- Any documents relating to upcoming court dates
- Any other related document(s)

All information relating to the arrest will be forwarded to the EOC.



## **Absent Without Leave**

(Section 16-226 of the Personnel Law)

Any employee who has been arrested and cannot report for their tour of duty will be charged Absent Without Leave (AWOL) for all time missed. This is a non-pay status wherein the employee is absent from work without a specified grant of approved leave.

## **Conversion to Other Leave**

AWOL may be converted to annual leave, sick leave, or leave without pay with the approval of an employee's appointing authority upon presentation of acceptable proof by the employee that the unauthorized absence of the employee from the employee's position was due to extenuating circumstances beyond the employee's control.

## **2. Disciplinary Actions**

### **Suspension**

If the alleged charges placed against the employee/member are serious in nature (i.e. felony) which brings into question the employee/member's trustworthiness or violates public's trust, the following actions are authorized:

- Suspension from operations
- Suspension and placed on Leave without pay

\*\* The Fire Chief is the only appointing authority that can authorize suspensions.

A copy of the suspension letter shall be sent to the employee/member and a copy forward to the Office of Professional.

It is the responsibility of the member to keep the DDC informed of any new information, actions taken, and provide copies of any documents directly or indirectly pertaining to the alleged charges. Failure to comply may result in additional disciplinary actions.

### **Limited Public Contact (LPC)**

If the alleged charge(s) placed against a career member is less serious in nature than a felony, and a question of public trust exists, the career member may be considered for a LPC position.

A copy of the document placing the career member on LPC will be sent to the employee and a copy forwarded to the Office of Professional Standards.

When an employee or member is removed from Suspension or LPC and returned to a full duty status, EOC will send a letter of re-instatement to the employee/member and a copy sent to the Office of Professional Standards.



### **Issuance of Disciplinary Actions**

Disciplinary Actions will be taken against any employee or member who receives a sentencing other than *"Nolle Prose"* or *"Not Guilty."*

Disciplinary Actions placed against employees will follow the established General Orders and Union Contract. Adverse actions shall follow the guidelines found in the Disciplinary Matrix.

Disciplinary actions placed against Volunteer Members will follow established applicable General Order Division 11 Chapter 23.

### **REFERENCES**

N/A

### **FORMS / ATTACHMENTS**

Flowchart outlining the process



## Arrest of Employee/Member

