



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

<b>General Order Number:</b> 11-21	<b>Effective Date:</b> January 2010
<b>Division:</b> Personnel Management	
<b>Chapter:</b> Volunteer Leadership Information Form	
<b>By Order of the Fire Chief:</b> Marc S. Bashoor	<b>Revision Date:</b> N/A

## **POLICY**

This General Order shall ensure that a current, accurate list of the volunteer leadership for each volunteer organization is maintained and provided to the Emergency Operations Command Lieutenant Colonel.

## **DEFINITIONS**

N/A

## **PROCEDURES / RESPONSIBILITIES**

### **1. General Provisions**

The station supervisor shall immediately notify the Battalion Chief of any changes due to special appointment and/or yearly elections. The supervisor may be required to gather the requested information.

The Battalion Chief shall immediately forward the names and ranks of the newly elected president and chief officers to Fire/Rescue Operations and the Emergency Operations Command (EOC) office via the Chain-of-Command. Fire/Rescue Operations shall forward the standard correspondence related to the change of officers to the EOC office within 24 hours.

The Division Commander shall ensure that the completed Volunteer Leadership Information Form (Attachment 1) is submitted to Fire/Rescue Operations and the EOC office within 72 hours.

### **2. Responsibility**

It is the responsibility of the Battalion Chief to maintain an accurate record of the volunteer leadership in his/her respective Battalion.

## **REFERENCES**

N/A

## **FORMS / ATTACHMENTS**

Attachment #1 – Volunteer Leadership Information Form

# EMERGENCY OPERATIONS COMMAND



PRINCE GEORGE'S COUNTY, MARYLAND  
FIRE/EMS DEPARTMENT



## *VOLUNTEER LEADERSHIP INFORMATION FORM*

**Station:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Duration of Office:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Volunteer Chief:** \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Volunteer President:** \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Volunteer Deputy Chief(A):** \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Volunteer Assistant Chief(B):** \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Email Address: \_\_\_\_\_