




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

General Order Number: 11-22	Effective Date: November 23, 2021
Division: Personnel Management	
Chapter: Volunteer Separation	
By Order of the Fire Chief: Tiffany D. Green 	Issue Date: November 23, 2021

POLICY

This General Order shall facilitate the timely transfer of information regarding separations of volunteer members and the retrieval/accounting of all assigned Department property.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

I. General Information

- A. It shall be the responsibility of the Volunteer Chief/President to submit the Volunteer Separation Form (PGC #4590) to the Fire Commission when a member is dismissed or voluntarily leaves the corporation or is deceased. The form must be submitted within five (5) business days of separation to ensure:
 - 1. Retrieval of property. Confirmation that all property, including SCBA face mask and Personal Protective Equipment (PPE) has been returned to Apparatus Maintenance and Logistics is required. ID card and PAT tags are to be returned to the Fire Commission Office for proper disposal.
 - 2. Disabling of Target Solutions and email accounts.
 - 3. Updating of rosters and documentation for insurance, LOSAP, and staffing.
- B. The respective office/unit receiving the returned property will sign the Volunteer Separation Form in the Property Return section, acknowledging return of items.
- C. For any item that cannot be retrieved from the separated member, a Loss Damage Report, with the required County Police Criminal Case Number (CCN) included, must be submitted with the Volunteer Separation Form. The Fire Commission will make notification to the appropriate office/unit of the lost property.
- D. The Volunteer Separation form (PGC #4590) shall not be used for inter-departmental transfers.
- E. The Fire Commission will make notification by email to:
 - 1. LOSAP Coordinator to ensure change in status is made in the LOSAP database.



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2. The Health & Wellness Office to update insurance records.
3. Technology & Information Services Office (TISO) to disable County email and Target Solutions accounts.

F. The Fire Commission will forward a copy of the Volunteer Separation Form to the Volunteer Services Command.

REFERENCES

N/A

FORMS / ATTACHMENTS

Attachment A – PGC Form #4590, Volunteer Separation Form (Revised 8/21)

VOLUNTEER SEPARATION FORM**NAME:** _____**ADDRESS:** _____
_____**VOLUNTEER CORPORATION AFFILIATION:** _____**FIRE/EMS DEPARTMENT ID NUMBER:** _____**REASON FOR LEAVING CORPORATION:** ☐ **VOLUNTARY**☐ **DISCIPLINARY****REASON FOR SEPARATION (CHECK ONE):**☐ **Resignation** ☐ **Termination** ☐ **Deceased (Condition not required)****CONDITION OF SEPARATION (CHECK ONE):**☐ **General (separated in good standing)**☐ **Failure to complete required training**☐ **Unsatisfactory probationary period**☐ **Criminal/Disciplinary**☐ **Medical**(IF ADDITIONAL INFORMATION IS REQUESTED, NAME AND PHONE NUMBER OF CONTACT PERSON)
_____**SIGNATURE OF VOLUNTEER CHIEF OR PRESIDENT SUBMITTING SEPARATION FORM:**

CHIEF: _____

DATE: _____

PRESIDENT: _____

DATE: _____

PROPERTY RETURNED (Required for Operational Members):

ID CARD & PAT TAG SIGNATURE: _____ DATE: _____

SCBA FACE MASK* SIGNATURE: _____ DATE: _____

PPE* SIGNATURE: _____ DATE: _____

*ATTACH COPY OF TURN IN RECEIPT

FIRE COMMISSION SIGNATURE: _____ DATE: _____