



# GENERAL ORDER

## GENERAL ORDER 100.03

### Appropriate Usage of County-Owned Property

#### ADMINISTRATIVE SERVICES BUREAU

Issue Date: February 20, 1999

Revision Date: May 09, 2018

#### 1 APPLICABILITY

2 All Personnel

#### 3 POLICY

4 The Howard County Department of Fire and Rescue Services (Department) shall govern the use,  
5 display and demonstration of all Howard County owned property within its fleet/inventory.

#### 6 DEFINITIONS

7 ➤ **Howard County-Owned Property**- shall include any apparatus, vehicle, object and/or  
8 equipment that has been assigned to the Department.

#### 9 PROCEDURES

##### 10 GUIDELINES FOR THE DISPLAY OF HOWARD COUNTY-OWNED PROPERTY:

- 11 • Howard County-owned property may, at the discretion of the Fire Chief, be publicly  
12 displayed when deemed beneficial to the Department.
- 13 ○ Property shall not be displayed in any situation that may bring disrepute upon the  
14 Department.
- 15
- 16 • The Department authorizes the use of apparatus and vehicles for procurement of food,  
17 supplies and/or other items, providing units are immediately available for emergency  
18 response. Units will maintain radio contact at all times.
- 19 • Howard County-Owned Property shall not be used in any situation that would profit a  
20 commercial vendor, or any fire services department and/or individual.
- 21 • Property shall not be used or loaned to anyone for personal use or gain.

#### 22 REFERENCES

- 23 • None

#### 24 SUMMARY OF DOCUMENT CHANGES

25 Updated to new format and edited for clarity



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26 **FORMS/ATTACHMENTS**

- 27 • None

28 **APPROVED**

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A handwritten signature in black ink, reading "John S. Butler", written over a horizontal line.

John S. Butler, Fire Chief  
Office of the Fire Chief

Author:

A handwritten signature in black ink, reading "Louis A. Winston Jr.", written over a horizontal line.

Louis Winston, Assistant Chief  
Administrative Services Bureau