

DEPARTMENT OF FIRE AND RESCUE SERVICES



GENERAL ORDER



100.06

Originating From	Issue Date	Revision Date	Attachments
Administration	12/29/2004	N/A	A-D

SUBJECT: Department Identification Requirements

APPLICABILITY: All personnel

POLICY:

All Howard County Department of Fire & Rescue Services (DFRS) uniform personnel (career/volunteer) shall be required to carry/display proper identification at all times while on-duty.

1 PROPER IDENTIFICATION INCLUDES:

- 1.1 Driver's license (including your Medical Examiner's Certificate for personnel who have a Class B commercial license).
 - 1.2 Departmental identification card (ID card).
 - 1.3 Emergency Medical Technician-Basic (EMT-B), Cardiac Rescue Technician (CRT), Cardiac Rescue Technician-Intermediate (CRT-I), or Paramedic (EMT-P), card.
- 2 Proper identification will also be required of civilian staff and off-duty personnel while on county-owned property or participating in county-sponsored events.
- 3 The condition and location of an individual's personal accountability tag (PAT) and ID card shall be the individual's responsibility. However, these forms of identification shall remain the property of DFRS.

4 TYPES OF IDENTIFICATION

- 4.1 A departmental identification card (ID card) is the required identification issued to all DFRS personnel, both uniformed and civilian.
 - 4.1.1 ID cards shall contain the name, rank (when applicable), photo and emergency identification number (EID) (when applicable) of the card holder, a departmental logo, and departmental contact information should the card be lost.
 - 4.1.2 Uniformed career, county volunteer and designated civilian personnel will be issued radio frequency (RF) ID cards. The RF capabilities of the card provide entry into certain DFRS facilities based on the card holder's current assignment within the department.

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- 4.1.3 Corporate volunteers and most civilian personnel will be issued non-RF cards. If desired, volunteer corporations may purchase RF cards and provide them to the Training Division for issuance to their personnel.
- 4.1.4 The ID card is required to be carried by the card holder at all times.
 - 4.1.4.1 On-duty uniformed personnel shall carry the card in a wallet or pocket.
 - 4.1.4.2 Civilian personnel, out-of-uniform on-duty personnel, or off-duty personnel shall display the card on a lanyard around the neck while on county-owned property or participating in county-sponsored events.
- 4.2 The **personal accountability tag (PAT)** is required identification issued to each uniformed member.
 - 4.2.1 The PAT is required in order for an individual to ride on any DFRS apparatus.
 - 4.2.2 One additional PAT will be issued for each of the individual's specialty activities (e.g., bike team, paramedic SWAT team, Special Operations team, etc.)
 - 4.2.3 Each PAT will contain the name, rank, photo, and EID of the card holder, along with a magnetic strip, departmental logo, and departmental contact information should the tag be lost.
 - 4.2.4 When not in use, the standard DFRS PAT should be attached to the D ring provided on the turnout coat radio pocket or the second closure D ring from the top.
 - 4.2.5 Any additional PATs are to be stored with the card holder's gear associated with the specialty activity.
 - 4.2.6 Each field Battalion Chief shall have five **temporary PATs** available for use should an individual report for duty without his/her PAT. These PATs are strictly for use in cases of lost/damaged PATs and are to be returned to the Battalion Chief as soon as a replacement PAT is acquired by the individual. These tags will also be issued to temporary observers.
- 4.3 **Paramedic or Emergency Medical Technician cards** shall continue to be carried by all on-duty uniformed personnel at all times, as required by law.
- 5 REQUESTS FOR DEPARTMENTAL IDENTIFICATION FOR NEW UNIFORMED AND CIVILIAN PERSONNEL:
 - 5.1 To obtain the required PAT, an Accountability Tag Request Form (Attachment A) must be completed and forwarded to the DFRS Training Division.
 - 5.1.1 Personnel must make an appointment with the Training Division so photos and processing of the request can be accomplished.
 - 5.2 To obtain the required ID card, a Howard County Access Key/Card Request

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(Attachment B) must be completed and forwarded to the Training Division.

- 5.2.1 Personnel must make an appointment with the Training Division so that photos and processing of the request can be accomplished.
- 5.2.2 The Training Division will be responsible for forwarding the Howard County Access Key/Card Request to the appropriate officials.
- 5.3 To change access levels, a Howard County Access/Key Request must be completed and forwarded to the Support Services Bureau. The Support Services Bureau will process the request and forward to the appropriate officials.

6 LOST/DAMAGED PROCEDURES

- 6.1 When a PAT or ID card is lost or damaged, the card holder shall:
 - 6.1.1 Notify his/her Supervisor/Officer In Charge (OIC)
 - 6.1.2 Complete and forward (through the Chain of Command) a Property Loss / Damage Report (Attachment C) and a Special Report (Attachment D) to the Bureau of Support Services. Fax a copy and send the original by interoffice mail.
- 6.2 In the case of a damaged PAT or ID card, the damaged PAT / ID card shall accompany the report that is sent to the Bureau of Support Services.
- 6.3 When a PAT must be replaced, the individual's OIC will notify the appropriate on-duty Battalion Chief so that he/she can issue a temporary PAT to the individual.
 - 6.3.1 The individual will keep the temporary PAT until a replacement PAT is issued by the Training Division.
- 6.4 When an ID card must be replaced, the individual's OIC must notify the appropriate on-duty Battalion Chief, who in turn will notify the Bureau of Support Services.
 - 6.4.1 The Bureau of Support Services will be responsible for notifying Howard County Central Services so that access privileges to DFRS facilities can be immediately revoked on the lost/damaged ID card.
- 6.5 The Training Division will be responsible for producing the replacement PAT or ID card in a timely manner.

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7 CHANGE OF INFORMATION

7.1 When an individual needs to change personal information on a PAT and/or ID card, a Access Key/Card Request must be forwarded to the Bureau of Support Services. The PAT and/or ID card to be replaced must accompany the request.

7.1.1 The Training Division will be responsible for producing the replacement PAT and/or ID card in a timely manner.

7.2 When changes must be made to a PAT, the individual's OIC will notify the appropriate on-duty Battalion Chief so that he/she can issue a temporary PAT to the individual.

7.2.1 The individual will keep the temporary PAT until a replacement PAT is issued by the Training Division.

7.3 The Bureau of Support Services will be responsible for notifying the Training Division and Howard County Central Services.

Approved:

A handwritten signature in cursive script that reads "Joseph A. Herr".

Joseph A. Herr
Fire Chief

Accountability Tag Request Form



Use one personal information area per person. Have form filled out and forward to training for processing. Have personnel report to the Training Division for photos and processing. Call Training for appointment. 410-313-5870

Course: _____ Location: _____

Instructor: _____ Contact Information: _____

Personal Information

Last Name	
First Name	
EID #	
Rank	
Station	
Contact Number:	

Personal Information

Last Name	
First Name	
EID #	
Rank	
Station	
Contact Number:	

Personal Information

Last Name	
First Name	
EID #	
Rank	
Station	
Contact Number:	

DEPARTMENT OF COUNTY ADMINISTRATION
BUREAU OF MANAGEMENT SERVICES



- ACCESS KEY/CARD REQUEST -

I HEREBY REQUEST THE FOLLOWING ACCESS KEYS, FOR ISSUANCE TO THE BELOW NAMED INDIVIDUALS, FOR THE REASON AND PURPOSE INDICATED:

PLEASE TYPE OR PRINT INFORMATION BELOW:

NAME & EMPLOYEE NUMBER	LOCATION OF DOOR OR KEY NUMBER	REASON FOR REQUEST
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

CHARGE TO ACCOUNT NUMBER: _____
FUND - AGENCY - ORGANITN - ACTIVITY - OBJECT

REQUESTING DEPARTMENT: _____ PHONE: _____

DEPARTMENT HEAD APPROVAL: _____ DATE: _____

DEPUTY CHIEF
ADMINISTRATIVE OFFICER: _____ DATE: _____

-- CENTRAL SERVICES USE ONLY --		SYS. #: 9110
OCS DATE FILLED: _____	OCS TOTAL CHARGE: _____	

HOWARD COUNTY
PROPERTY [] LOSS REPORT
[] DAMAGE REPORT

CLAIM NO. _____
(Risk Management Use Only)

DEPT., BUREAU, OFFICE: _____ DATE: _____ PHONE: _____

PROPERTY WAS ISSUED TO/RESPONSIBILITY OF: _____

LAST NAME: _____ FIRST: _____ INITIAL: _____

PROPERTY DESCRIPTION			
MAKE:	MODEL:	FAICS NO. OR	SERIAL NO.
OTHER: (DESCRIBE)			

CIRCUMSTANCES OF LOSS/DAMAGE		
DATE & TIME OF LOSS/DAMAGE	LOCATION OF PROPERTY WHEN LOST/DAMAGED:	REPORTED TO POLICE: (REPORT NUMBER)
KIND OF LOSS/DAMAGE (Fire, Wind, Explosion, Etc.)	PROBABLE AMT. (Total Loss) \$	PROBABLE AMOUNT DAMAGE \$

HOW LOSS OR DAMAGE OCCURRED:

REPORTED BY: _____ DATE: _____ PREPARED BY: _____ DATE: _____
 (Signature) (Signature)

FORM RM-2
 REVISED (4/98)

To: B/C Jane Doe Date: June 15, 2001
Thru: Capt. F. R. Johnson
From: Lt. James Smith Bureau: Operations/E-71
Subject: Lost Identification Tag

On June 15, 2001, Firefighter S. Smith of Engine Company 71, during his morning check of his personal protective equipment found that his PAT tag was cracked where it connects to the O-ring and in danger of coming loose.

To: B/C Jane Doe Date: June 21, 2001
From: Capt. F. R. Johnson Bureau: Operations
Subject: Damaged PAT Tag

1st Endorsement:

After conducting an investigation of the above-referenced incident, Firefighter S. Smith shall be relieved of the responsibility of the damaged PAT tag. It appears that this has occurred through the normal wear and tear that these tags take over period of time. I have directed my lieutenants to remind each member of Engine Company 71 about the importance of checking their PPE.

I recommend that the damaged PAT tag be replaced as soon as possible.