



GENERAL ORDER

GENERAL ORDER 100.08

Contingent Protective Services Firefighter/EMT

Emergency Services Bureau

Issue Date: 06/05/1994

Revision Date: 09/24/2013

1 APPLICABILITY

2 All personnel

3 POLICY

4 This policy revises the requirements, hiring process and management of Protective Service Contingent
5 Firefighter/EMTs.

6 DEFINITIONS

- 7 ➤ **Contingent Employee** - An employee who is engaged in contingent employment includes an
8 employee who:
- 9 • Provides staffing support for unanticipated, unusual, or seasonal needs of the County;
 - 10 • Fills in for employees who are absent for an extended period of time; or
 - 11 • Is a part-time, non-benefited employee, as provided in the annual expense budget.
- 12 ➤ **Protective Service** - includes firefighter, security guard, dispatcher, school crossing guard,
13 inspector, or other position related to public safety, code enforcement, or security.

14 PROCEDURES

15 ELIGIBLE PERSONNEL

16 Any individual, excluding current full-time uniformed and classified employees of the Howard County
17 Department of Fire and Rescue Services (the Department) is eligible to be employed as a contingent
18 Firefighter/EMT by Howard County providing he/she meets the minimum requirements for the position
19 as listed in the Job Description for Protective Services Firefighter/EMT (Attachment A).

20 Any individual who desires to perform as a Paramedic while working as a contingent must possess and
21 maintain a valid Maryland Paramedic license issued by the Maryland institute for Emergency Medical
22 Services. Approval to function as a Paramedic in Howard County will be determined by the Department's
23 Medical Director.

24 All contingent personnel will be required to comply with applicable provisions of the Howard County
25 Code, Title I, Personnel Administration; the Howard County Employee Manual, and all orders, policies and
26 procedures issued by the Department of Fire and Rescue Services.

27 Contingent employees shall not be permitted to work at the station where they are volunteer members.

28 **ENTRY PROCESS**

29 The Chief of the Department is the appointing authority for all Protective Service Contingent personnel
30 hired as employees of the Department.

31 Individuals interested in employment who meet all the requirements contained within the Protective
32 Service Firefighter Contingent Job Description must submit an employment application to the
33 Department through the Howard County Human Resources online information system.

34 All individuals being considered for contingent employment will be required to successfully complete an
35 entry level written and/or video-based test, a physical abilities test, a skills test, a comprehensive pre-
36 employment physical, a structured interview with the Department, and a criminal background
37 investigation.

38 **CONTINGENT'S RESPONSIBILITIES**

39 Contingent personnel must be available to work at least seventy-two (72) hours in a thirty (30) day
40 period. Hours may be accomplished through various shifts as scheduled, but may not exceed two (2)
41 twenty-four (24) shifts or a total of forty-eight (48) hours per week. It is the contingent employee's
42 responsibility to assure that he/she does not work in excess of 48 hours per week.

43 A contingent must provide their availability to the Assistant Chief of the Emergency Services Bureau or a
44 designee in advance as prescribed in an established scheduling procedure.

45 A contingent may request an unpaid leave of absence. A written request with supporting documentation
46 shall be forwarded to the Assistant Chief of the Emergency Services Bureau for approval.

47 **MANAGEMENT RESPONSIBILITY**

48 The Assistant Chief of the Emergency Services Bureau is responsible for the management of all Protective
49 Service contingent personnel.

50 Scheduling of Protective Service Contingent personnel shall be performed by the Assistant Chief of
51 Emergency Services or a designee. The schedule shall be made available in advance as prescribed in an
52 established scheduling procedure. Contingents shall not be scheduled for more than 48 hours per week.

53 Contingent personnel will be guided by General Order 110.01, Daily Activities, when on duty. A station
54 log shall be maintained indicating daily activities of all personnel, including protective service contingents.

55 **WORK SCHEDULE AND PAYROLL**

56 Protective Service Contingents will be compensated at Step 1 for Firefighter. Personnel performing the
57 duties of a Paramedic shall receive the established differential.

58 Effective July 1, 2014; Protective Service Contingents may be compensated for additional required
59 Department training and recertification with approval from the Chief of the Department or a designee.
60 Payroll will be maintained and approved by the Department. Payroll reports will be entered daily to the
61 Department's payroll system. At the end of each shift, the appropriate Battalion Chief, or designee, shall
62 enter the contingent's hours into their payroll for the shift and retain a paper copy.

63 UNIFORMS AND PROTECTIVE EQUIPMENT

64 The Department is responsible for securing, issuing, and financing the uniforms and protective equipment
65 for Protective Service Contingent personnel. Items provided are listed in General Order 530.01, Uniforms.

66 Contingent personnel are responsible for the maintenance and care of their uniforms and protective
67 equipment.

68 Contingent personnel will be required to return their uniforms and protective equipment upon
69 termination/resignation.

70 REFERENCES

71 Howard County, MD, Howard County Code; Title 1, Human Resources, Subtitle 3, Pay Plan, Section 1.309.

72 General Order 110.01, Daily Activities

73 General Order 530.01, Uniforms

74 SUMMARY OF DOCUMENT CHANGES

75 New position requirements, hiring process, compensation and work schedule.

76 FORMS/ATTACHMENTS

77 Attachment A: Protective Service Firefighter Job Description

78 APPROVED

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81
82 Deputy Chief John S. Butler
83 Operations Command