



GENERAL ORDER

GENERAL ORDER 100.16

Notification of Legal Action

ADMINISTRATIVE SERVICES

Issue Date: 5/9/2012

Revision Date: 11/13/2013

1 APPLICABILITY

2 All Personnel

3 POLICY

4 Howard County Department of Fire and Rescue Services (the Department) expects all personnel (career,
5 civilian, volunteer) to meet the highest standards of integrity and professional conduct in their
6 interactions with citizens and co-workers, regardless of work status or location.

7
8 All members of public safety agencies and organizations, including career and volunteer, whether
9 uniformed or civilian, have a greater responsibility to the public they serve. Fire fighters and support
10 personnel have been given a special trust by the citizens and have an obligation to account for the
11 exercise of that trust.

12
13 The purpose of this policy is to require all personnel to report certain events to the Department that may
14 impact the public's perception of the Department or the individual, or may have an impact on licenses
15 and/or certifications required for the individual's essential job functions, and/or may trigger the need for
16 the Department to take administrative or disciplinary action against the individual.

17 DEFINITIONS

19 PROCEDURES

20 GENERAL GUIDELINES

- 21 • All Department personnel shall obey all laws of the United States, the State of Maryland, and the
22 Howard County Code.

24 REPORTABLE EVENTS

- 25 • An individual of the Department who has been involved in any of the following events shall follow
26 details in the "Notification" section listed below in lines 34 through 40:
 - 27 ○ Arrested in any capacity
 - 28 ○ Charged with a serious traffic offense requiring a "Must Appear" in court, including DUI and
29 DWI
 - 30 ○ Charged with a criminal misdemeanor



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- 31 ○ Charged with a criminal felony
- 32 ○ The resolution of a criminal case in which the individual is a defendant, including by entry of a
- 33 guilty plea, a finding of guilt, entry of probation before judgment, or conviction
- 34

35 NOTIFICATION

- 36 ● In order to comply with the notification requirement, the individual shall submit a memorandum
- 37 via the chain of command to the Assistant Chief, Administrative Services Bureau within 24 hours
- 38 and shall include:
- 39 ○ Name, rank/classification, and assignment
- 40 ○ Date of the reportable event, as defined above in lines 22 through 30 of this General Order
- 41 ○ Description of the reportable event, including the nature of the conduct giving rise to the
- 42 reportable event and what official action was taken
- 43

44 ADMINISTRATIVE ACTION

- 45 ● Any incident reported to the Department within the scope of this policy may be subject to a
- 46 departmental investigation. During the investigation, a work status determination may be made
- 47 by the Chief of the Department or designee.
- 48
- 49 ● Conduct giving rise to one of the reportable events may or may not be cause for departmental
- 50 disciplinary action. As permitted by and in accordance with the Howard County Employee Manual,
- 51 Howard County Code, and applicable Department General Orders/policies, the Department may
- 52 take appropriate disciplinary action, based on the underlying conduct, independent of criminal
- 53 charges or legal action.


54 REFERENCES

56 SUMMARY OF DOCUMENT CHANGES

57 Converted to newest GO version 4/25/2013 by SG #8232.

58 FORMS/ATTACHMENTS

60 APPROVED

61
62 

63 Deputy Chief John S. Butler
64 Operations Command