



# GENERAL ORDER

## GENERAL ORDER 110.06

### Employee Volunteer Participation

#### ADMINISTRATIVE SERVICES BUREAU

Issue Date: February 07, 1997

Revision Date: April 16, 2018

#### 1 APPLICABILITY

2 All Uniformed Career Personnel

#### 3 POLICY

4 The Howard County Department of Fire and Rescue Services (Department) is committed to the  
5 safety of its employees. To maintain a high level of operational safety and a clearly defined  
6 chain of command during emergency incidents in Howard County, the Department restricts the  
7 activities of its employees that have the potential to create operational conflicts and/or confuse  
8 supervisory roles.

#### 9 DEFINITIONS

- 10 ➤ **Operational Activities** – Any exercise, function, assignment, action, or duty related to  
11 the delivery of fire, rescue, emergency medical services, or any other emergency service  
12 deployment. These activities and/or assignments may include, but are not limited to:  
13 emergency response, duty crews, line officer, chief officer, apparatus driver, fire, rescue,  
14 and EMS training.
- 15
- 16 ➤ **Howard County Volunteer Fire Corporations** – independent non-profit corporations  
17 organized for the purpose of assisting in providing fire and rescue services within the  
18 County. Howard County Volunteer Fire Corporations recognized in Howard County Code  
19 (HCC), Sec. 17.103 (i) are: Elkridge Volunteer Fire Department, Inc., Ellicott City  
20 Volunteer Firemen’s Association, Inc., West Friendship Volunteer Fire Department, Inc.,  
21 Lisbon Volunteer Fire Company, Inc., Fifth District Volunteer Fire Department, Inc.,  
22 Savage Volunteer Fire Company, Inc.
- 23
- 24 ➤ **Department County Volunteer Program** – a program designed to provide volunteer  
25 support to the five County managed stations within the Department. Governed by GO  
26 120.01: County Volunteer Firefighter/EMS Program.
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### 31 PROCEDURES

#### 32 GENERAL:

- 33 • Uniformed career personnel are prohibited from participating in the Department  
34 County Volunteer Firefighter Program.
- 35 • Uniformed career personnel may, as volunteers, participate in Operational Activities or  
36 maintain operational status in any Howard County Volunteer Fire Corporation identified  
37 in (Section-1.2) above with the following stipulations:
  - 38 ○ Career personnel who volunteer in any Howard County Volunteer Fire  
39 Corporation are prohibited from holding a rank for the Volunteer Fire  
40 Corporation that is greater than the rank they currently hold as a career member  
41 in the Department as prescribed in the Howard County Employee Manual  
42 Classification Plan and the Pay Plan (HCC Sec.1.300).
  - 43
  - 44 • Uniformed career personnel may, as volunteers, participate in Operational Activities or  
45 maintain operational status in any jurisdictions outside of Howard County with the  
46 following stipulations:
    - 47 ○ Career personnel who volunteer in companies that are dispatched or have the  
48 potential to be dispatched into Howard County on a first alarm assignment are  
49 prohibited from holding a rank for the out-of-county volunteer fire corporation  
50 that is greater than the rank they currently hold in the Department as prescribed  
51 in the Howard County Employee Manual Classification Plan and the Pay Plan  
52 (HCC Sec.1.300).
    - 53 ○ Personnel who volunteer in companies that are not dispatched or do not have  
54 the potential to be dispatched into Howard County on a first alarm assignment  
55 are not prohibited from holding a rank for the volunteer fire corporation that is  
56 greater than they hold in the Department; however, in the unlikely event these  
57 personnel are dispatched to Howard County, they are prohibited from  
58 functioning at a rank higher than the rank they currently hold in the Department  
59 as prescribed in the Howard County Employee Manual Classification Plan and the  
60 Pay Plan (HCC Sec.1.300).
    - 61
    - 62 • Employees must notify the Battalion Chief of Administrative Services by email of any  
63 and all volunteer fire, rescue, and emergency medical services affiliations and rank.  
64 Notification shall be submitted annually with the employee performance evaluation.
    - 65 • Any changes in either volunteer status or rank held for any Volunteer Fire Corporation  
66 located either inside or outside the geographical boundaries of Howard County, must be  
67 submitted by email to the Battalion Chief of Administrative Services within 30 days of  
68 the change.
    - 69 • Failure to comply with this policy may result in disciplinary action in accordance with GO  
70 110.13: General Disciplinary Policy.
    - 71
    - 72



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## 73 REFERENCES

- 74 • None

## 75 SUMMARY OF DOCUMENT CHANGES

- 76 Updated to new format
- 77 Removed specific date relating to notifying ASB of volunteer affiliations
- 78 Added language to clarify volunteer activity addressed by this GO is fire, rescue, and EMS
- 79 related only.

## 80 FORMS/ATTACHMENTS

- 81 • None

## 82 APPROVED

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