



GENERAL ORDER

GENERAL ORDER 610.02

Code Enforcement

OFFICE OF THE FIRE MARSHAL

Issue Date: April 10, 1995

Revision Date: February 06, 2018

1 APPLICABILITY

2 All Personnel

3 POLICY

4 This order provides information and procedures related to initiation of enforcement action for
5 violations of the Howard County Fire Prevention Code as set forth in the Howard County Code;
6 Title 17, Section 104.

7 DEFINITIONS

- 8 ➤ **Contractor Portal** – An online portal for fire suppression and alarm contractors to
9 submit their inspection reports to the Office of the Fire Marshal (OFM).
- 10
- 11 ➤ **OFM Help Desk** – An online portal for all personnel of the Department of Fire and
12 Rescue Services (Department) to submit concerns to OFM.
- 13
- 14 ➤ **Code Enforcement Division (CED)** – The division of OFM responsible for enforcement of
15 the Howard County Fire Prevention Code.

16 PROCEDURES

17 GENERAL:

18 The Howard County Code designates the Fire Administrator (Fire Chief) as the Enforcement
19 Official for Howard County, Maryland. This General Order delegates authority from the Fire
20 Chief to the OFM. The Code Enforcement Division within the OFM is tasked with the day-to-day
21 operations of code enforcement. Enforcement action for violations of the Fire Prevention Code
22 is initiated through several avenues including:

- 23 • Specific complaints of violations filed by the Department’s operational companies, other
24 County agencies, or the public at large.
- 25 • Violations discovered during scheduled fire safety and Hazardous Materials inspections.
- 26 • Violations discovered through the Contractor Portal.

27
28
29



Howard County Department of Fire and Rescue Services

GENERAL ORDER

30 COMPLAINTS:

31 Any member of the Department, members of other County agencies, or members of the public
32 may bring a potential code violation to the attention of OFM in several ways, including:

- 33 • Department personnel should use the OFM Help Desk, located on the Department's
34 intranet site. This is the preferred method of contact for members of the Department.
- 35 • By dialing the OFM main telephone number at 410-313-6040.
- 36 • By sending an email to howardfirecode@howardcountymd.gov.

37
38 In the event that an imminently dangerous situation is found, such as blocked egress or
39 overcrowding, the Officer in Charge or discovering party shall page the on-call fire marshal to
40 immediately report the situation.

41 42 FIRE AND LIFE SAFETY INSPECTIONS PROGRAM:

43 The goal of the inspections program is to reduce the number of fires and fire losses through the
44 enforcement of the Fire Prevention Code by conducting fire safety inspections. As authorized
45 by the Fire Prevention Code, all commercial businesses in Howard County are inspected on a
46 predetermined schedule. Fire safety inspections are conducted by uniformed and contingent
47 employees of OFM.

48 49 CONTRACTOR PORTAL:

50 Commercial fire protection and alarm systems must be tested and maintained in accordance
51 with NFPA standards. This is carried out by private fire protection contractors. Pursuant to the
52 Fire Prevention Code, all fire protection contractors that perform these services in Howard
53 County must report their findings to CED via a Contractor Portal. CED then follows up with the
54 building owner to ensure that repairs are being completed and that systems are in operating
55 order.

56 REFERENCES

- 57 • Current Version – Howard County Fire Prevention Code

58 SUMMARY OF DOCUMENT CHANGES

59 Updated Format and Workflow

60 FORMS/ATTACHMENTS

- 61 • None

62
63
64
65
66
67



GENERAL ORDER

68

APPROVED

69

70

71

72

73

74

75

76

77

78

79

Author:

80

81

82

83

84

85

86

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

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

A handwritten signature in cursive script, reading "Gordon Wallace", written over a horizontal line.

Gordon Wallace, Assistant Chief
Office of the Fire Marshal