

DEPARTMENT OF FIRE AND RESCUE SERVICES



SPECIAL ORDER



2009.018

Originating From Logistics	Issue Date 3/31/2009	Expiration Date	Attachments Tag Form
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SUBJECT: PAT Tag Transmittal Form
APPLICABILITY: All Operational Personnel

Beginning today, a new procedure will be used to reduce the amount of trips necessary to pick up replacement PAT tags. The tag(s) will be sent through interoffice mail to the appropriate Battalion Chief for dispersal to the affected member. The attached form will be sent with the tag as a receipt of issue.

Please be sure to obtain the employee's signature and return the form and old tags to Jackie Tindale, Administrative Support Technician, Logistics Section at Headquarters. If they cannot be returned please include a brief description.

Please note that new I.D. cards must still be picked up and signed for at Headquarters.

Approved:

William F. Goddard, III
Fire Chief

**Howard County Department of Fire
and Rescue Services**



New PAT Tags (Attached)

To: _____
(Battalion Chief)

Date: _____

A Shift **B Shift** **C Shift**

Employee Name: _____ FD# _____

Assignment: _____

Acknowledged Receipt of PAT Tags:

Employee Signature _____ *FD#* _____

**Return this form and old PAT tags to Jackie Tindale in Logistics, HQ
or explain below:**
