



# SPECIAL ORDER

## SPECIAL ORDER 2015.17

### Personnel Changes

#### OFFICE OF THE FIRE CHIEF

Issue Date: April 7, 2015

Expiration Date:

#### 1 OVERVIEW

2 The current supervisor of each transferred person shall prepare and deliver a mid-cycle performance  
3 evaluation, and then forward it to the new supervisor. Battalion Chiefs shall coordinate the transfer of  
4 pertinent employee documentation and information.

#### 5 DEFINITIONS

Abbreviations:

A	A Shift	TBA	To Be Announced	(A)	Acting Position
B	B Shift	En	Engine	ESB	Emergency Services
C	C Shift	Tr	Truck/Tower	BOSH	Occup Safety & Health
D	Day Work Schedule	Tn	Tanker	ASB	Admin Services
B1	Battalion 1	Ai	Aide	LOG	Logistics
B2	Battalion 2	Fl	Float	OFM	Office of Fire Marshal
MHO	Mandatory Hold Over	Mdo	MDO	OFC	Office of Fire Chief
NA	Not Applicable	Sa	Safety Officer	E&T	Education & Training
NC	No Change	Bc	Battalion Chief	OEM	Emergency Management

#### 6 TOPIC DETAILS

7 The following Acting position changes and detail assignments will take effect Monday April 6, 2015:

Name	Rank	From	TO	RANK	Kelly	MHO	Unit ID
Pratt, Richard	FF	C-01-En	C-FI-B2	A/LT	NC	NC	NA

#### 8 FORMS/ATTACHMENTS/REFERENCES

9 Approved:

10

Fire Chief John S. Butler  
Office of the Fire Chief

11  
12  
13  
14  
15



Howard County Department of Fire and Rescue Services

# SPECIAL ORDER

16  
17

Author:

A handwritten signature in black ink, appearing to read "Gordon Wallace".

18  
19  
20  
21

---

Acting Assistant Chief Gordon Wallace  
Emergency Services Bureau