




**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

General Order Number: 11-25	Effective Date: January 2010
Division: Personnel Management	
Chapter: Volunteer Inter-Departmental Transfers	
By Order of the Fire Chief: Marc S. Bashoor 	Issue Date: February 16, 2017

POLICY

This General Order shall facilitate the timely transfer of Departmental volunteer members from one corporation to another corporation.

PROCEDURES/RESPONSIBILITIES

I. General Provisions

The following procedures will be strictly adhered to:

- A. The member requesting transfer must be in “Good Standing,” with no pending or on-going disciplinary actions against them. All disciplinary time/requirements must be served or completed prior to any transfer being considered. Any member whose membership has been terminated is not eligible to transfer; they must submit a complete application package, same as a new member.
- B. A new Prince George’s County Fire/Emergency Medical Services (EMS) Department Personnel Record Form – PGC Form #673 – Revised 11/2001 MUST be submitted to the Fire Commission for processing. The box indicating that it is for a transfer must be checked. (Reference Attachment A)
- C. The transfer application must be signed by the Volunteer President or Volunteer Chief of the member’s current corporation. No transfer application will be signed by the corporation officer if the member is not in good standing, as described above.
- D. If the current corporation officer(s) refuses to sign the transfer request, the member can appeal to the Fire Commission.
- E. No member being transferred will participate in any emergency operations prior to being formally accepted as a member of the receiving corporation, in accordance with their Constitution & By-Laws and verification of compliance with required training.



II. Transfer of Personal Protective Equipment (PPE) and Records

- A. The Volunteer President/Volunteer Chief of the current corporation will maintain possession of the member's County issued PPE, including SCBA facepiece until the Volunteer President/Volunteer Chief of the receiving corporation has confirmed that the transferring member has completed the transfer process and has been formally accepted into their corporation.
- B. Once it has been confirmed that the member has been formally accepted into the receiving corporation, all training records must be forwarded to include:
 - 1. Compliance with Sub-Title 11, Division 7 – Minimum Qualifications for Volunteer Firefighters and Emergency Medicals Service Care Providers.
 - 2. Fit Test compliance.
 - 3. Last MIEMSS Protocol Update.
 - 4. Compliance with all refresher training. (Reference Attachment B)
- C. A LOSAP Form #1023 – Volunteer Membership Information (Reference Attachment C) and LOSAP Form #1025A – Annual Report Signature Page (Reference Attachment D) will be completed by the current corporation and forwarded to the receiving corporation documenting the current LOSAP service credit.
- D. The receiving corporation must submit a new SCBA Agreement and submit it to Apparatus Maintenance to properly document the transfer of equipment in the fit test database. (Reference Attachment E)
- E. The receiving corporation must also submit a new MIEMSS Affiliation Form and submit it to the Training and Leadership Academy to ensure the MIEMSS database is updated. (Reference Attachment F)

REFERENCES

N/A

FORMS / ATTACHMENTS

Attachment A – Personnel Record Form – PGC Form #673VC – Revised 9/2014
Attachment B – Volunteer Inter-Departmental Transfer Checklist
Attachment C – LOSAP Form #1023 – Volunteer Member Information – Revised 6/2015
Attachment D – LOSAP Form #1025A – Annual Report Signature Page – Revised 5/2015
Attachment E – SCBA Agreement – PGCFC Form #2001
Attachment F – MIEMSS Affiliation Form