



General Order Number: 01-07	Effective Date: January 2010
Division: Administration and Organization	
Chapter: Office of the Fire Chief Guidelines	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

The Office of the Fire Chief, located at the Largo Government Center (LGC), 9201 Basil Court, Suite 452, Largo, Maryland, is the headquarters for the Prince George's County Fire/Emergency Medical Services (EMS) Department. Procedures have been established to address assigned personnel and visitors.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

1. General Guidelines

The Office of the Fire Chief consists of:

- The Fire Chief, his/her Executive Officer, and immediate staff
- All Lieutenant Colonels and their immediate staff
- Press Information Officer (PIO) and his/her immediate staff
- County Attorney
- Receptionist

Authorized personnel conducting business in the Office of the Fire Chief consists of:

- Personnel from the third floor of the LGC conducting business with their respective command
- Majors/Civilian Managers who are conducting business with their respective command

All other personnel having business in the Office of the Fire Chief shall report directly to the receptionist to sign in and be seated in the waiting area.

The Executive Administrative Aide in the Office of the Fire Chief will be responsible to ensure that the receptionist desk is staffed at all times. If sworn personnel are required, only personnel in good standing shall be utilized.

The main door to the Office of the Fire Chief is to remain closed at all times. The interior stairwell shall only be utilized by assigned or authorized personnel.



REFERENCES

N/A

FORMS / ATTACHMENTS

N/A