



General Order Number: 01-09	Effective Date: January 2010
Division: Administration and Organization	
Chapter: Summary Report Form	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order shall govern the manner in which summary report forms are completed and prioritized.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

1. Background

Each day, the Office of the Fire Chief receives many items for action. These include, but are not limited to, letters for signature, legislative packages, and documents which require a policy decision.

Occasionally, these items are forwarded from within the Fire/EMS Department for action after the deadline (or the day of the deadline) without backup material and without a concise description of the issue, i.e., no indication as to source, intent, impact, timing or coordination with other departments. It is difficult and time-consuming to analyze long, complex memoranda and numerous background documents to determine the actions required, the relationship of the immediate action to a larger issue, and alternative actions available when the above scenario occurs.

In order to facilitate appropriate decision-making and eliminate potential problems when submitting documents and other pertinent materials requiring the Fire Chief's review and approval, several steps which are incorporated in this General Order, must be followed by each person in the chain-of-command.

2. Format

The format described below will clarify the issues, delineate the required actions, enhance coordination, and expedite decisions.

Action items and assignments are to be submitted with the Summary Report Form, which includes the following elements:

- Due Date – Date package is due in the Office of the Fire Chief.
- Overview – Provide an overview summary of the letter, order, etc., “one-liners” will not be accepted.



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- Consequences – Provide statement as to impact on the Department or programs if the package is approved or not approved.
- Recommendations – What action do you and your staff favor on the material submitted.
- Fiscal Impact – The person submitting the package is responsible for making the determination concerning the estimated costs. Suggestions submitted to supervisors must include an estimate of cost, which will be supplied by the sender. Consultation may be required with our Budget Analyst or other Office of the Fire Chief staff.
- Funds Available – Will be completed and initialed by the Fire/EMS Department Budget Analyst when this data is required. Pseudo and location numbers are to be provided.
- Personally Proofread – All preparers and reviewers must sign and date the form in the blocks provided that it has been personally proofread. The package will be returned if this section and the other sections are not completed.
- Resource Person – To be signed and dated by all persons who assist in the compilation/completion of the document/package.
- Data Verified – To be signed and dated by the person responsible for ensuring the preparation and compilation of all data, including checking the accuracy of mathematical calculations.
- Edited By – To be signed and dated by the person reviewing the final document/package.
- Final Disposition – When the document has been finalized, the appropriate Office of the Fire Chief staff shall indicate the action taken (i.e., specific date letter was sent out and indicate where package should be filed).

3. Priority Items

- Items concerning life safety or major policy consequences, addressed to the Fire/EMS Department or government, generally will be classified as PRIORITY. These items shall receive immediate attention as stated, with careful chain-of-command review.
- Items from the County Executive/Chief Administrative Officer requiring action shall be classified as PRIORITY. These items shall receive immediate attention as stated, with careful chain-of-command review.
- When submitting such items, the word “PRIORITY” should be stamped in red in the upper right-hand corner of the form.

NOTE: Lieutenant Colonels and/or Majors shall not assign Priority status to an item simply because deadline dates have not been followed by the individual who received the assignment from the Fire Chief.

REFERENCES

N/A

FORMS / ATTACHMENTS

Summary Report Form (SAMPLE)

**PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
SUMMARY REPORT FORM
(SAMPLE)**

DATE: January 1, 2011

TO: Marc S. Bashoor
Fire Chief

FROM: Jerome F. Lamoria, Acting Lieutenant Colonel
Emergency Operations Command

RE: Self-Contained Breathing Apparatus Not Flow Tested

DUE DATE: _____ Log: _____

OVERVIEW: Attached, for your approval and signature, is an All Fire/EMS Personnel Memo regarding Self-Contained Breathing Apparatus that has not been flow tested.

CONSEQUENCES IF: APPROVED: Sign memo.
(IF APPLICABLE) DENIED: Per your direction.

RECOMMENDATIONS: Sign and forward memo.

SIGNATURE	DATE	PERSONALLY PROOFREAD & APPROVED FOR SUBMISSION BY LT. COLONEL APPROPRIATE MAJOR/DIVISION HEAD PRIOR TO FORWARDING TO THE FIRE CHIEF:
ORIGINAL AUTHOR _____	_____	SIGNATURE
RESOURCE PERSON _____	_____	DIVISION HEAD _____ DATE _____
DATA VERIFIED BY _____	_____	MAJOR/MGR: _____ DATE _____
EDITED BY _____	_____	OFFICE OF LAW: _____ DATE _____
FISCAL IMPACT _____	_____	PROOFREAD BY: _____ DATE _____
FUNDS AVAILABLE _____	_____	PROOFREAD BY: _____ DATE _____
CENTER/LOCATION _____	_____	LEGAL AFFAIRS: _____ DATE _____
BAS/BUDGET APPROVAL _____	_____	
ADMIN. OFFICER (FD) _____	_____	

LT. COLONEL _____ DATE _____ APPROVED _____ DENIED _____
COMMENTS: _____

FIRE CHIEF _____ DATE _____ APPROVED _____ DENIED _____
COMMENTS: _____

FINAL DISPOSITION _____ FILED _____