



**MONTGOMERY COUNTY
FIRE AND RESCUE SERVICE**

06-02

Policy and Procedure

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MCFRS Document Policy

02/24/16

Issued by: Fire Chief Scott E. Goldstein

Policy Number: 06-02

Authority: Montgomery County Code Section 21-3 (b)

Supersedes: DFRS Policy and Procedure No.1, "*Policies and Procedures*", and FCGO 05-01 "*Bill 36-03 Implementation and Changes of Business Practice*"

Effective Date: February 24, 2016

SECTION 1. Purpose:

To establish a standard for writing, issuing, and amending policies, procedures, bulletins, orders, and directives.

SECTION 2. Applicability:

All personnel in the Montgomery County Fire and Rescue Service (MCFRS).

SECTION 3. Background:

Division of Fire Rescue Services (DFRS) Policy and Procedure 1 was applicable to career uniformed employees. This policy updates information and is applicable to all personnel in MCFRS.

SECTION 4. Definitions:

- a. **DFRS Policy and Procedure:** A legacy document that was applicable to career employees when written.
- b. **Directive:** A statement of direction, policy, or procedure which primarily affects one Division of MCFRS or is limited in scope.
- c. **Document Control Officer:** The MCFRS employee assigned by the Fire Chief who has the responsibility for policy and procedure review and development.
- d. **Executive Regulation:** A County-wide policy that has been approved by County Council, pursuant to Montgomery County Code, Section 2A-15. Executive Regulations are stored and grouped with MCFRS Policies and Procedures.
- e. **Fire Chief's General Order (FCGO):** An operational or administrative order, issued by the Fire Chief, and applicable to all MCFRS Divisions, Sections, and personnel, established by, and pursuant to Montgomery County Code, Section 2-39A.



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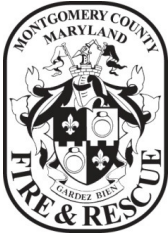
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- f. **Form:** A standardized document, electronic or hard copy, which is used to record or transmit specific information.
- g. **Information Bulletin (IB):** A statement issued by an MCFRS Section or Division providing information about a specific topic. IB's do not provide direction to personnel, but they may describe a process used by the Section or Division.
- h. **MCFRS Policy and Procedure (P&P):** A document issued by the Fire Chief that gives a broad vision as well as specific directions. Unless specifically designated otherwise, MCFRS Policies and Procedures apply to all MCFRS personnel. Policies and Procedures issued prior to 2005 were referred to as Fire and Rescue Commission Policies.
- i. **MCFRS Policies and Procedures Webpage (P&P Webpage):** The official method of collecting, storing, and transmitting MCFRS Policies and Procedures, Orders, Directives, and Bulletins.
- j. **Notice and Opportunity (N&O):** A process for represented bargaining groups to review and comment on new or revised controlling documents.

SECTION 5. Policy:

- a. This policy does not limit the Fire Chief's authority to create or issue documents independent of this process.
- b. An index of current and rescinded Policies and Procedures, Orders and Directives must be maintained and archived.
- c. New documents on the MCFRS P&P Webpage must be posted as searchable pdf's.
- d. Rescinded Policies and Procedures, Orders, and Directives must remain available and searchable on the MCFRS Policy and Procedure Webpage. Rescinded documents must include the effective date and a brief notation of the reason or authority for the rescission.
- e. MCFRS Policy and Procedures are of equal authority to Fire Rescue Commission Policies, but do not supersede Executive Regulations, orders by the County Executive, Montgomery County Administrative Procedures, Personnel Regulations, or Collective Bargaining Agreements.
- f. The Fire Chief, in his or her sole discretion, may approve an exception to any MCFRS Policy and Procedure, Order, Directive, or other controlling document. Notice of such action must be provided to the certified bargaining units.
- g. Distribution of a new or revised document automatically cancels the previous version of the same document and will be identified by a new issue date and a cancellation section.
- h. FCGO's, Directives, and Bulletins must include an automatic expiration date if they are written for limited duration events or scenarios.



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SECTION 6. Responsibility:

- a. All MCFRS personnel are responsible for:
 1. Familiarizing themselves and adhering to all Policies and Procedures, FCGO's, Directives, and Bulletins.
 2. Supervisory personnel are responsible for ensuring that subordinate personnel know and comply with all applicable Policies and Procedures, Orders, Directives and other controlling documents.
- b. Station Officers are responsible for reviewing new Policies and Procedures, FCGO's, Directives and other controlling documents with on-duty personnel.
- c. Division Chiefs and the leaders in all MCFRS organizational elements are responsible for:
 1. Annually reviewing Policies and Procedures, Orders, Directives and Bulletins that directly affect their Division, Section, or organizational element; and
 2. Initiating the development, revision, or rescission of documents;
 3. Ensuring the continued progress of new and revised documents from start to finish;
 4. Considering the comments and feedback received; and
 5. Reviewing and commenting on all other draft policies and procedures and directives in a timely fashion.
- d. The Document Control Officer or designee is responsible for:
 1. Maintaining master files of issued documents in editable and protected formats;
 2. Assigning document numbers;
 3. Coordinating the distribution and receipt of documents going to and from Notice and Opportunity; and
 4. Annually reviewing the Policy and Procedure Webpage.

SECTION 7. Procedure:

- a. Any MCFRS personnel may forward a proposal to their Division Chief via the chain-of-command, to establish, revise, or modify a current policy or procedure.
- b. Documents must be prepared in accordance with the format and standards contained in this policy and its attachments. The originator must submit draft documents to his or her Division Chief via the chain-of-command. Each level of the chain-of-command will provide appropriate comment and/or recommendation. The Division Chief will then forward the draft document to the Document Control Officer.
- c. All MCFRS Policies and Procedures, Orders, Directives, Forms, and Bulletins must be typed using the "Arial 12 point" font.



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- d. All MCFRS Policies and Procedures, Orders, Directives, Forms, and Bulletins must include:
 - 1. A header including a County or MCFRS emblem and the relevant Section or organizational unit if applicable;
 - 2. The date issued, updated, or effective;
 - 3. Page numbers; and
 - 4. A position (ie, The EMS Battalion Chief), Section, or Division to contact for information.
- e. MCFRS Policies and Procedures must be formatted as in Attachment A.
 - 1. All nine section headers must be included in every Policy and Procedure.
 - 2. If any of the sections aren't relevant, they should be marked "Not applicable"
- f. Fire Chief's General Orders must be formatted as shown in Attachment B and numbered sequentially by year (e.g., 15-01).
- g. Directives must be formatted as shown in Attachment C and numbered sequentially by year (e.g., 15-01).
- h. Information Bulletins must be formatted as shown in Attachment D and numbered sequentially by year (e.g., 15-01).
- i. The Document Control Officer or designee will review the draft document for organization, conflict, and readability, making appropriate changes according to recommendations received from the chain-of-command.
- j. The draft document will be circulated for comment to Division Chiefs and to the affected MCFRS Section. Comments must be returned to the Document Control Officer within 30 days of distribution of the draft for each round of comments.
- k. The Fire Chief or designee may request an expedited N&O for time-sensitive documents and the bargaining units must make a good-faith effort to comply.
- l. When sending draft documents out for comment, the Document Control Officer will distribute:
 - 1. A clean copy incorporating the proposed changes with brackets and underlines removed.
 - 2. A marked-up version containing the proposed changes with indications of new and deleted language (If the document is a revised or amended version). If there are extensive changes, the marked-up version may be omitted with a notation that all parts of the document should be considered changed.
- m. After receiving input generated by the N&O process, the Document Control Officer or designee will review the draft document comments, make final editorial changes, and prepare a final copy for the Fire Chief's signature.
- n. Signed FCGO's, Directives, and Information Bulletins will be published on the Webpage and an email notification will be sent to all MCFRS County email addresses.



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- o. Signed FCGO's will be sent to the Fire and Emergency Services Commission (FESC) for approval or disapproval.
- p. The Fire Chief or designee will send Executive Regulations and MCFRS Policies and Procedures to the FESC for approval or disapproval.
- q. Once approved by the FESC, MCFRS Policies and Procedures will be published on the Webpage and an email notification will be sent to all MCFRS personnel who have County email addresses.
- r. Cancellation or rescission of documents will be done in writing and issued by the Fire Chief.
- s. Rescinded documents will have bold markings placed on the front page indicating the rescission. A brief description of the reasons for cancellation will be added to the document for future research.

SECTION 8. Cancellation:

This policy cancels and replaces DFRS Policy and Procedure No.1, "Policies and Procedures" issued December 5, 2002 and FCGO 05-01 "Bill 36-03 Implementation and Changes of Business Practice"

SECTION 9. Attachments:

- A. Policy and Procedure format
- B. Fire Chief's General Order format
- C. Directive format
- D. Information Bulletin format

Approved:

A handwritten signature in black ink that reads "Scott Golds".

Fire Chief

Montgomery County Fire and Rescue Service

February 23, 2016