



**MONTGOMERY COUNTY
FIRE AND RESCUE SERVICE**

06-11

Policy and Procedure

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Identification Cards and Facility Access

02/23/2016

Issued by: Fire Chief Scott E. Goldstein

Policy Number: 06-11

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

Supersedes: N/A

Effective Date: February 23, 2016

SECTION 1. Purpose:

The purpose of this policy is to ensure that all MCFRS personnel have access to facilities as necessary to carry-out their duties and responsibilities and to ensure that facility access systems are uniform and compatible.

SECTION 2. Applicability:

This policy applies to all MCFRS personnel. It was developed in cooperation with the International Association of Fire Fighters Local 1664 and the Montgomery County Volunteer Fire and Rescue Association.

SECTION 3. Background:

This policy establishes a department-wide identification system for individuals to access facilities and to ensure the safety of personnel and the security of MCFRS facilities.

SECTION 4. Definitions:

- a. **Career Employee:** Uniformed and non-uniformed employees of Montgomery County assigned to MCFRS.
- b. **Facility Access System:** Any system, electronic or otherwise, that is designed or used for facility security, including, locking mechanisms on doors.
- c. **Fire Chief:** The Fire Chief is the uniformed head of the MCFRS, appointed by the County Executive, who serves as the Director of the Montgomery County Fire and Rescue Service.
- d. **Local Fire and Rescue Department (LFRD):** An individual fire or rescue squad corporation authorized under Section 21-5 of the County Code to provide fire and rescue services.
- e. **Montgomery County Fire and Rescue Service (MCFRS):** A department of County government consisting of a Division of Operations, a Division of Volunteer and Community



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Services, including the local fire and rescue departments, and other divisions necessary for effective management and administration of the department.

- f. **MCFRS Personnel:** All employees and volunteers of the Montgomery County Fire and Rescue Service, including LFRD members and employees.
- g. **Separation:** Separation occurs when an individual is no longer employed by MCFRS or is no longer a member of a LFRD. Separation includes, but is not limited to, an individual's resignation, retirement, dismissal, discharge, termination, or removal from the MCFRS or a LFRD.

SECTION 5. Policy:

It is the policy of MCFRS to ensure the security of MCFRS facilities and the safety of personnel and to ensure that its facilities are equipped with compatible facility access systems and locks.

- a. All personnel will be issued MCFRS identification cards that will provide access to MCFRS facilities equipped with card access systems. Access to facilities will be provided on an "as needed" basis and as required to perform duties and responsibilities.
- b. Personnel will be provided alternate means of access (i.e. lock codes, etc.) at facilities not equipped with card access systems in the same manner described in Section 5(a) above.
- c. All facility access systems must be approved by the Fire Chief or designee prior to installation at any MCFRS facility.
- d. Department identification cards will be issued under the following circumstances:
 - 1. New issue;
 - 2. Replacement for lost or stolen identification cards;
 - 3. Replacement because of normal wear;
 - 4. Changes in an individual's name; or
 - 5. As otherwise determined by the Fire Chief.
- e. All Personnel must carry their MCFRS identification on their person at all times while on-duty.

SECTION 6. Responsibility:

- a. Identification cards will be issued by the MCFRS Internal Affairs Section.
- b. Personnel must report lost or stolen identification cards to their supervisor. Stolen identification cards must be reported to the police.



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- c. Personnel must return MCFRS identification cards to an appropriate supervisor upon separation from the MCFRS.
- d. Each LFRD President is responsible to ensure that LFRD personnel return issued identification cards immediately upon separation from the LFRD. Each LFRD President or designee is responsible to notify the Division of Volunteer and Community Services when personnel separate from the LFRD and to ensure the return of surrendered identification cards to the MCFRS Internal Affairs Section.
- e. The Division of Volunteer and Community Services must notify the MCFRS Internal Affairs Section of the separation of LFRD personnel on a monthly basis.
- f. The Division of Human Resources must notify the MCFRS Internal Affairs Section of the separation of career employees on a monthly basis.

SECTION 7. Procedure:

All MCFRS personnel are required to have an Identification Card. The Division of Human Resources will coordinate the distribution of cards for career employees. The Division of Volunteer and Community Services will coordinate LFRD requests for ID cards in cooperation with LFRD Presidents.

SECTION 8. Cancellation: N/A

SECTION 9. Attachments: N/A

Approved:

A handwritten signature in black ink that reads 'Scott Goldstein'.

Scott E. Goldstein, Fire Chief

February 23, 2016

Date