



Division 11 Personnel Management

Chapter 07 – Employee Identification/Identification Cards and PATs

January 2009

POLICY

This General Order shall set forth the policy that all Prince George's County Fire/EMS Department personnel shall wear and display the proper identification when in any County building. This General Order shall also outline procedures pertaining to employee identification cards and Personnel Accountability Tags (PAT) tags.

the individual with the utilization of a chain or clip.

An employee that is in need of a Prince George's County identification card is to contact Human Resources at 301-883-7644. Employees/volunteer members that are in need of a PAT tag are to contact Nancy Roberts of the Volunteer Fire Commission at 301-583-1914.

DEFINITIONS

N/A

In cases where the PAT tag has been lost, a Loss Damage Report, PGC Form #556, must be given to Nancy Roberts in order for a new PAT tag to be issued.

PROCEDURES

All personnel of the Prince George's County Fire/Emergency Medical Services (EMS) Department, (sworn, civilian, or volunteer), conducting official duties of the Department, are to be identified at all times in any County building.

REFERENCES

Administrative Procedure 211

All uniformed personnel are to abide by General Order 10-02, Career Uniforms. Sworn employees and volunteer members wearing civilian clothes are to have a PAT tag or a Prince George's County Fire/EMS flat badge prominently displayed.

FORMS/ATTACHMENTS

N/A

Identification for non-uniform personnel shall consist of a Prince George's County Government Official identification card. Employees must visibly wear employee I.D. card while in a County-operated facility and while conducting County business. This identification card is to be clearly visible on