



Division 11 Personnel Management

Chapter 22 – Volunteer Separation

March 2009

POLICY

Attachment #3 – Volunteer Membership Process chart

This General Order shall facilitate the timely transfer of information regarding Volunteer Separations.

DEFINITIONS

N/A

PROCEDURES

It shall be the responsibility of the Volunteer Chief/President to submit Volunteer Separation Form (PGC #4590) to the Fire Commission if member is dismissed or voluntarily leaves the corporation. The form is submitted at the time of dismissal to ensure:

- Retrieval of gear. (Property of the Prince George’s County Fire/EMS Department)
- Change of status of insurance
- LOSAP recording

The Fire Commission will forward a copy of Volunteer Separation Form to the Emergency Operations Command

REFERENCES

N/A

FORMS/ATTACHMENTS

Attachment #1 – PGC Form #4590, Volunteer Separation Form

Attachment #2 – Employment Separation Clearance Form

VOLUNTEER SEPARATION FORM

NAME: _____

ADDRESS: _____

VOLUNTEER CORPORATION AFFILIATION: _____

FIRE/EMS DEPARTMENT ID NUMBER: _____

REASON FOR LEAVING CORPORATION: _____

VOLUNTARY

DISCIPLINARY

(IF ADDITIONAL INFORMATION IS REQUESTED, NAME AND PHONE NUMBER OF CONTACT PERSON)

**SIGNATURE OF VOLUNTEER CHIEF/PRESIDENT OR AUTHORIZED CORPORATE OFFICER
SUBMITTING SEPARATION FORM:**

CHIEF: _____ DATE: _____

PRESIDENT: _____ DATE: _____

CORPORATE OFFICER: _____ DATE: _____

DISTRIBUTION:

WHITE: Fire Commission

YELLOW: Investigator

PINK: Local Company