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**Ocean City Fire Department  
Standard Operating Guidelines**

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## Organization

Subject: Fire Chief's General Orders  
Revised: 03.28.2024  
Effective: 04.22.2024  
Approved: 04.08.2024  
Section: 103.00

### 103.01 Purpose

The Fire Chief's General Orders (FCGO) have been established to provide specific or timely additional direction for operational and administrative items for Ocean City Fire Department members not effectively covered by, or supplementing, the Department's Standard Operating Guidelines. FCGOs are direct standing orders and supersede Standard Operating Guidelines. Any SOG that is in conflict with a Fire Chief's General Order will be identified and listed.

### 103.02 Policy

- A. Fire Chief's General Orders will remain in effect indefinitely, except in the following circumstances:
  - 1. The FCGO is rescinded by the Fire Chief;
  - 2. The FCGO is replaced by, or otherwise incorporated into an approved Standard Operating Guideline, or;
  - 3. The FCGO contains a specific expiration date/time.
  
- B. Fire Chief's General Orders are divided into the following categories:
  - 1. Time Critical – orders in this category are critical for adapting or implementing immediate changes to Department Standard Operating Guidelines. This category can be, but is not limited to employee policy implementation, legislative changes, and/or immediate safety or operational corrections. These orders are to be reviewed within 30 days for conversion to policy.
  - 2. Standard – orders in this category shall be reviewed by the Policy Review Group established in SOG 102.00, on an annual basis, and recommendations be made for the order to continue, be rescinded, or be converted to policy.
  - 3. Time Limited – orders in this category will display an expiration date/time and will sunset and be removed upon the passing of the expiration date. Topics may include, but are not limited to special events, weather events, promotional/hiring policies, etc., and may or may not have an attached Incident/Event Action Plan.

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### 103.03 Responsibility

- A. The Fire Chief shall have overall responsibility for control of the generation, distribution and proper usage of FCGOs.
- B. FCGOs shall remain posted in each station and electronically on the Town's website and/or on the Department's online learning management system.