

Montgomery County Fire and Rescue Service

FIRE CHIEF'S GENERAL ORDER

NUMBER: 05-05

April 4, 2005

TO: All MCFRS Personnel

FROM: Fire Chief Thomas W. Carr, Jr. 

SUBJECT: Record Management System (RMS)

Fire and Rescue Commission Policy, No. 02-01AMII, Section 5 (d), requires that all personnel must document incidents by accurately, completely, and promptly, entering the required information and reports into the Records Management System.

Section 5 (c) requires the station officer to ensure all personnel have completed and submitted the appropriate reports in a timely manner. Further, Section 5 (b), states, the DFRS Battalion Chief or the LFRD Chief, as appropriate, must ensure that all reports in their Battalion/Department are completed in a timely manner. Timely manner means by the end of the scheduled duty assignment.

It has been determined that there is not 100% compliance from MCFRS personnel. Anything less than 100% compliance is unacceptable. Therefore, any missing or incomplete reports from September 9, 2004 to date must be completed no later than 30 days from the issuance date of this Fire Chief's General Order.

The DFRS Battalion Chief or the LFRD Chief may grant an exception to the timely manner requirement only under the following circumstances:

1. When the RMS system is down (paper reports must be completed as outlined in the RMS Contingency Plan);
2. When there is a heavier than normal call volume for a specific unit;
3. When there are insufficient RMS resources (terminals) to complete reports; or
4. When the individual responsible to complete the RMS report must leave the worksite for an unanticipated reason.

If the DFRS Battalion Chief or LFRD Chief grants an exception, the responsible individual must complete missing or incomplete reports within 10 days of the date of the incident.

Station officers must use the attached missing/incomplete RMS Log to facilitate a standardized mechanism to track missing reports for their station. Shift officers must utilize the log to track and notify their personnel of missing and incomplete reports. When the station officer notifies personnel of outstanding reports, the officer must make an entry in the missing/incomplete RMS log indicating they have notified the responsible individual(s).

MCFRS personnel who fail to complete RMS reports in a timely manner will be subject to appropriate disciplinary action and removal from IECS in accordance with applicable polices, rules, and regulations.

Fire and Rescue Commission Policy, No. 02-01AMII, Record Management System (RMS) can be viewed at:

<http://www.montgomerycountymd.gov/firtmpl.asp?url=/content/firerescue/frc/policies/procedures/index.asp>

The Missing/Incomplete RMS Log can be downloaded at:

<http://www.montgomerycountymd.gov/content/firerescue/sws/forms/index.html>

This Fire Chief's General Order replaces Directive 01-02 dated January 29, 2001.

Issued:	Revised:	Rescinded:
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