

Montgomery County Fire and Rescue Service FIRE CHIEF'S GENERAL ORDER

NUMBER: 05-17

October 5, 2005

TO: All MCFRS Personnel
FROM: Fire Chief Thomas W. Carr, Jr.
SUBJECT: Records Management System (RMS) Compliance- Phase 2

Fire and Rescue Commission Policy No. 02-01AMII, **Records Management System**, requires all personnel to document incident and unit reports accurately, completely, and promptly, entering the required information into the Records Management System in a timely manner. I have defined "timely manner" to mean that a report must be completed within **7 calendar days** from the date the incident occurred. Fire Chief's General Order #05-05, which was issued on April 4, 2005, also on the subject of the MCFRS **Records Management System**, discussed Phase 1 of mandatory compliance requirements, and focused on the timely submission of Command Officers' missing reports.

This General Order focuses on Phase 2 of mandatory compliance, and on the timely submission of Unit Officers' missing reports. Consistent with the terms established for Command Officers in General Order 05-05, **any missing or incomplete Unit Officers' incident and unit reports from September 9, 2004, to the date of this order, must be completed within 30 days from the issuance date of this General Order.** MCFRS Unit Officers who fail to comply with this order are subject to appropriate disciplinary action, and/or removal from the IECS, in accordance with applicable County policies, rules, and regulations.

MCFRS Unit Officers who fail to complete RMS reports within 7 calendar days of an incident are subject to appropriate disciplinary action, and/or removal from the IECS, in accordance with applicable County policies, rules, and regulations. However, an LFRD Chief or Career Battalion Chief may grant an extension to that individual to complete the report up to 10 days from the date of the incident under the following circumstances:

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

The missing/incomplete RMS Log can be downloaded at:
www.montgomerycountmd.gov/content/firerescue/sws/forms/index

Issued:

Revised:

Rescinded: