

Montgomery County Fire and Rescue Service

FIRE CHIEF'S GENERAL ORDER

NUMBER: 09-10

June 12, 2009

TO: ALL MCFRS Volunteers
FROM: Fire Chief Richard Bowers 
SUBJECT: Random Drug and Alcohol Testing

Effective August 01, 2009, MCFRS will begin random drug and alcohol testing, in accordance with Article 15 and Appendix I of the July 1, 2008 agreement between Montgomery County, Maryland, and the Montgomery County Volunteer Fire and Rescue Association. This testing includes all IECS-listed LFRD personnel. As required in Appendix I of the agreement, all LFRD Chiefs must assign a "Duty Day" to their IECS members to ensure they are available for testing. LFRD Chiefs must submit these lists to the Division of Volunteer Services on a quarterly basis.

The Personnel Information Management System (PIMS) form includes a "drug testing duty day" option for LFRD Chiefs to select and complete. LFRD Chiefs must also enter new personnel in the System, and amend original selections for personnel who change their drug testing duty day. Compliance with this program is **mandatory**, and PIMS is its management tool. The deadline for submitting PIMS entries for drug testing duty days is **July 01, 2009**.

Please see the attached instructions for using the PIMS Drug Duty Day option. If any problems occur while using PIMS for this purpose, contact Ruthie Wills for help at ruthie.wills@montgomerycountymd.gov, or by phone at 240.777.2462.

Entering the Duty Day in PIMS for Random Drug Testing

1. Log into PIMS
2. Search for the person in the Search Membership screen
3. Click on the person's name hyperlink to bring up the Membership Details Screen
4. Click on "Random Drug Test"

Membership Details

Member: A [REDACTED] 6) [Data Sheet](#) [Information Sheet](#) [IECS DETAILS](#) [PSTA Transcript](#) [Back](#)

More Information: [Additional Membership Details](#) [Physical Details](#) [Background Check Details](#) [Random Drug Test](#)

For DVS Administrators and Membership Chairs only - Please click the "Edit" button below to edit this referral.

Personal Data and Status

5. Select the Day, the "From" time and the "To" time; click "Save"

Random Drug Test Details

Ad [REDACTED] 6)

Random Drug Test Duty Day: Sunday

From Time: 1 To Time: 1

Random Drug Test Duty Day	From Time	To Time	Action
Sunday	9 : 00	23 : 00	Delete

6. To change a member's Drug Testing Duty Day, delete the existing Drug Testing Duty Day, and enter the new Drug Testing Duty Day; click Save.
7. For a member who comes in and stays overnight, the entry will look like this:

Random Drug Test Duty Day: Friday

From Time: 20 To Date: 6

Record Saved Successfully

Random Drug Test Duty Day	From Time	To Time	Action
Friday	20 : 00	6 : 00	Delete

8. There should be only one Duty Day per volunteer. If the volunteer is associated with more than one LFRD, the primary department should make the entry.