

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 5: REPORTS AND RECORDS

EFFECTIVE DATE:

SECTION 1: INCIDENT REPORTS

REVISED: 04-12-2006

- 5.1.1 **PURPOSE:** To establish a uniformed reporting system. To get comprehensive reports, complete and timely.
- 5.1.2 **PROCEDURE:** An Incident Report will be required to be comprehensively completed on all incidents that are issued an Incident Report number by the ECC. The report shall be done by Modem (for remote stations away from the headquarters station) on the Firehouse Incident Reporting System. Each report will be completed fully this includes an E.M.S Report done by the Medic Unit crews, for medical aid calls, stand-by, and covers.
- 5.1.3 **CONTENT:** All reports will have an Incident narrative done on them.
- All Fires and incidents that might have pending litigation shall have a supplemental incident narrative completed with the following questions answered.
1. What happened?
 2. Who did this happen to/ whom was involved?
 3. Where was the involvement - location?
 4. When did things happen? Chronological sequence of events.
 5. Why did it happen? Facts only. No speculations or opinions.
 6. What did you find? / What did you do?
 7. Did you turn incident over to another agency, etc?
- 5.1.4. **COMPLETION:** All reports shall be done/completed as follows in a timely manner.
- 5.1.4.1 **MEDICAL/EMS REPORTS:** Shall be completed by 0800 on the day you are to go off shift, unless the incident happened after 0600 on the morning that you are going off shift, in this event the Incident Report shall be completed the following shift. If you go on a 4-day, reports must be complete before you go off shift.
- 5.1.4.2. All Fire reports shall be completed before you leave your shift.
- 5.1.5. **MISC:** Failure to follow the above Policies will result in disciplinary action.
- 5.1.5.1. The Duty Chief Officer shall be notified for a decision if circumstances arise that would alter the above policies.