

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 5: RECORDS AND REPORTS

EFFECTIVE DATE: 01-13-1993

SECTION 4: INCIDENT REVIEW

REVISED: 03-24-2018

- 5.3.1 **PURPOSE:** To establish a procedure for the review, responsibility, notification of deficiency and correction of District Incident Reports.
- 5.3.2 **PROCEDURE:** All Incident Reports where legal action is possible or anticipated, District personnel are injured, Law Enforcement is actively involved, Fire District's insurance company may be involved, Multi-Company incidents, MCI's, Hazardous Material responses, incidents involving Explosives or any other incident of significance shall be reviewed by the responsible Duty Chief Officer.
- 5.3.3 It shall be the responsibility of the Duty Chief Officer to ensure that any and all deficiencies are corrected by the individual responsible for the report or any portion there-of. All deficiencies shall be corrected no later than the end of the next work shift.
- 5.3.4 Incident reports shall be reviewed for but not limited to the following;
Spelling, grammar, content, informational accuracy, completeness, times,
facts, involved parties, investigation, personnel on scene, HIPPA requirements, etc.
- 5.3.5 All incident reports shall be reviewed by the responsible Duty Chief Officer prior to being released by the District Administration.