

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 06		DEPARTMENT FIRE
SUBJECT STATION MANAGEMENT: RECORDS AND REPORTS	SECTION 15	PAGE 1 of 4	EFFECTIVE DATE 01/15/08

XV. RECORDS AND REPORTS

A. REPORTS

All officers shall be responsible for submitting complete and accurate records and reports as required by the department. It shall be the responsibility of the company officer in charge of the fire station to be aware of what reports and records and/or other subsequent forms are necessary as a particular situation occurs (i.e., employee injuries, vehicle accidents, counseling, etc) which cannot be completely listed herein. The following guidelines are provided for those basic periodic forms that must be submitted (or recorded) by the company officer through appropriate channels.

1. DAILY

Recordings in the company journal
Recordings on all employees' labor cards/E-Time
Appropriate and necessary FireRMS electronic reports
Appropriate and necessary payroll forms

FDM-7 (Apparatus Pre-Trip Inspections Check List)
FDM-21 (Daily Fuel Reconciliation)

2. BI-WEEKLY

FD-15 (Probationary FF, Eng / OCA Report)

Probationary Reports shall be submitted by the company officer for any reporting period eight hours or greater or after the fourth consecutive shift before days off.

3. MONTHLY

EMS-12 (Controlled Medication Inventory Log, Morphine)
EMS-12A (Controlled Medication Inventory Log, Versed)
EMS-12B (Controlled Medication Usage Log, Morphine)
EMS-12C (Controlled Medication Usage Log, Versed)
FD-105 (Monthly Forms Requisition)
FD-457 (Station Hazmat Inspection Checklist)
FD-458 (Station Maintenance, Safety Inspection)
FDM-8 (Monthly Apparatus Maintenance Report)
FDM-108 (Station / Site Fuel Report)
FDM-109 (Monthly Fuel Dispensing Report)

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4. QUARTERLY

FDM-20 (Apparatus Inventory Report)

5. ANNUALLY

FDM-9 (Apparatus Maintenance Log)

B. EMS REPORTS

Company officers assigned to fire stations that post ALS or BLS transport units shall insure the following EMS forms are submitted by ambulance crews.

1. DAILY

EMS-3A (SDMSE Billing Envelope)
FDM-7 (Pre-Trip Inspection Check List)

Ambulance crews shall also print and submit a CADView End of Shift Report at the end of each work period.

2. MONTHLY

EMS-12 (Controlled Medication Inventory Log, Morphine)
EMS-12A (Controlled Medication Inventory Log, Versed)
EMS-12B (Controlled Medication Usage Log, Morphine)
EMS-12C (Controlled Medication Usage Log, Versed)
FDM-8S (Apparatus Maintenance Report, Ambulance)

C. COMPANY JOURNAL

The company journal is a legal document. All entries shall be clear, consistent and contain information pertaining to the unit's personnel and/or activities.

1. Battalion chiefs shall record daily in their company journal, all company officers assigned to them, including all regularly assigned personnel and any personnel working overtime, trade, etc. Company officer documentation shall include all hours worked and station assignment for each company officer. Notations of these various assignments will clearly account for all company officers assigned

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to the battalion chief for each work period. Battalion chiefs shall record all stations visits in their company journals on a daily basis.

2. Company officers shall record daily in their company journals all personnel assigned to them, including regularly assigned crewmembers and any crewmember working overtime, trades, etc. Crew documentation shall include all hours worked for each crewmember. Documentation in the company journal will clearly account for all personnel assigned to the company officer for each work period. Additionally, company officers supervising ALS or BLS transport units shall record those crewmembers in their company journal. The company officer shall record visits by any chief officer in their company journal on a daily basis. Company officers will be responsible to document information that includes, but is not limited to:
 - a. Personnel assignments, transfers, injuries, illness and all station meetings.
 - b. Equipment transfers, vehicle accidents, malfunctions, breakdowns, repairs made, shop notifications and strip inventory.
 - c. Duties, incidents, drills, station and apparatus maintenance, Code 9, meals, surveys, station and outside inspections.
 - d. A record of all responses, including:
 - 1) Time of incident
 - 2) Incident number
 - 3) Address
 - 4) Type of incident (i.e., STR, MA, Hazmat, Misc. Rescue, MA/TA)
 - 5) Disposition or outcome (i.e. AMA, cancelled, TX by, 1144)
 - e. In order to comply with privacy laws a patient's chief complaint, age, or sex shall not be documented in the company journal.
 - f. Only the following approved abbreviations shall be utilized when making entries:
 - 1) AMA Against Medical Advice
 - 2) B.C. Battalion Chief
 - 3) C Complaint
 - 4) Capt Captain

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- 5) EMT Emergency Medical Technician
- 6) Eng Engineer
- 7) F.C.I.P Fire Company Inspection Program
- 8) FF Firefighter
- 9) FF/PM Firefighter Paramedic
- 10) I.S.T In-Service Training
- 11) MA Medical Aid
- 12) M.A.D Multi-Agency Drill
- 13) M.C.D Multi-Company Drill
- 14) M.U Move up
- 15) P.F.P Pre-Fire Plan
- 16) PM Paramedic (Single Role)
- 17) STR Structure Fire
- 18) TA Traffic Accident
- 19) TX Transported

- g. Officers shall sign the company journal page covering their responsible duty day.
- h. Disciplinary actions, counseling and/or discussions relating to personnel performance shall not be placed in the company journal. If a supervisor discusses with an employee areas that he or she feels are less than satisfactory, but not to a degree that a Performance Development Plan (PDP) is necessary, the supervisor should make written notes of the discussion and preserve those notes in a secure area, away from access by other department members. If these notes are to be used at a later date as support for the need of a PDP, or for any other adverse action, the employee counseled should sign the note documenting the conversation as outlined in the SDFD Disciplinary Procedures Manual.