I.   PURPOSE

In order to assist management in maintaining and improving the high performance of the Department, certain necessary information must be reported to proper channels for review and record keeping. Much of this information comes directly from the fire incident. Company officers are responsible for reporting, accurately and completely, this necessary information at the conclusion of an incident.

II.   SCOPE

This policy shall apply to all SDFD Personnel.

III. AUTHORITY

The Fire Chief in coordination with the Assistant Fire Chief of Operations, Assistant Fire Chief of Support Services and Deputy Chief Shift Commanders authorize the information within this policy.

IV.   DEFINITIONS (IF NEEDED)

A.   AMA: Against medical advice
B.   EOS: End of shift
C.   Fire RMS: FireRMS is the data system used to complete the fire incident reporting.
D.   PCR: Patient care reports

V.   POLICY

A.   Fire Operations Reports

1.   Fire RMS

a.   FireRMS is the data system used to complete the fire incident reporting.
b.   Company officers shall be responsible for the completion of required incident reports.
c.   All units must clear the incident before the incident report can be closed. (i.e. ambulance must have cleared the hospital).
d.   Reports shall be completed prior to the end of the shift on which they occurred.
e.   Incident reporting may only be delayed with the approval of the Officer's Battalion Chief.
f.   Refer to the in station CAD Manual for more information.

2.   Daily Journals

a.   Pertinent daily information shall be documented in the Day Book tab within the Log tab of Fire RMS. This information shall include but not be limited to:

1)   Meritorious service performed
2)   Finding of valuables

3) Loss of equipment shall be logged in FireRMS and also reported in accordance to Operations Manual Policy, Standard Instruction 06, Section 07, Station / Apparatus Inventory Control.

B. Emergency Medical Services

1. Patient care reports (PCR)

   a. Shall be completed and uploaded prior to the end of shift (EOS).
   b. Ambulance personnel shall make best efforts to ensure that the PCR is left at the hospital if the patient is transported

2. Against medical advice (AMA)

   a. Personnel shall complete all necessary AMA documentation prior to the end off shift.
   b. AMAs completed and that are being held on electronic devices shall be uploaded prior to EOS.