

LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 101.01	ADMINISTRATION
DATE IMPLEMENTED: MAY 8, 2017 DATE REVISED:	TITLE: INCIDENT REPORTS

PURPOSE:

This guideline establishes requirements for the preparations of reports for all incidents to which the Department responds. It was promulgated to:

1. Increase the level of accountability, maintain the authenticity of Incident Reports and integrity of official Department records;
2. Create a permanent record of each incident to which the Department responds;
3. Develop a database for the analysis of the community's need and demand for fire services; and
4. Provide uniform data to the state and other reporting authorities.

SCOPE:

All personnel in the chain of command responsible for providing information and preparing the basic Incident Report.

GENERAL:

1. Prior to leaving the incident scene, the career member completing the Incident Report shall gather relevant details from the Incident Commander. This information, along with data provided to Career Personnel from Company Field Reports, shall be included in the Personnel and Narrative sections of the Incident Report as well as in any other relevant areas.
2. Within reason considering circumstances, every attempt shall be made to complete Incident Reports upon the return of personnel to quarters.
3. All Incident Reports shall include the name of the Officer in Charge (OIC) as well as the Member Making Report (MMR) in section "M Authorization". Obviously, if the OIC and the MMR are the same individual, the names will be the same.
4. Upon the MMR completing the incident report, the "**NFIRS 5.0 Validator**" tab will be activated to determine if the respective report is compliant with NFIRS 5.0 requirements. Should the incident report be found to be non-compliant, the MMR shall make the noted corrections until the report has been fully validated. At this point the report will be reflected as a "N" in the "Done" column on the Red Alert "View Incident" screen.
5. When the MMR fully completes the incident report, he will indicate that by clicking the "**Submit for Approval**" tab which is located in the R-Panel (below the M-Panel or Authorization Section). This will change the "N" in the "Done" column to a "P"

6. At this point, if the respective MMR does not have “approval” authority, the incident report will not be able to be “Approved” and the report will remain listed on the Incident Log with a “P” in the “Done” column.
7. The Captain of the Career Department or his designee will be responsible for checking as well as approving incident reports completed by the MMR for accuracy and completeness. Should an incident report not be done correctly, it will be returned by the Career Captain or his designee to the MMR to properly complete and resubmit for approval.
8. Once a report has been determined to be satisfactory by the Captain of the Career Department or his designee, the “**Approve Incident**” and “**Stamp**” tabs will be activated. This will result in the report being listed on the Incident Log with a “Y” in the “Done” column as opposed to a “P.”
9. The approval of the report, by the Captain of the Career Department or his designee, will be indicated as such on the incident report “R Panel” with the NAME of the respective member approving the report as well as with the date and time of that approval. These details of this will appear on the NFIRS Basic Report when printed.
10. Upon approval of Incident Reports by the Career Captain or his designee, no further changes (additions, deletions, etc.) will be permitted to be made without the approval of the Career Captain or his designee.
11. Incident Reports will be reviewed for Quality Control by the Fire District Administrator or his designee.
12. Requests for copies of Incident Reports will only be processed by Board of Fire Commissioners (BOFC) personnel unless otherwise directed by the Fire District Administrator or his designee.