

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: C-30
SECTION: Operations Division
DATE: 08/03/2020
SUPERSEDES: 2/10/2000
TITLE: Incident Reports - Completion Requirements

Description: Establish a guideline with uniformed and comprehensive expectations for completing incident reports within the District's FireRMS™ and ePCR computer database system.

Policy: All incidents shall be documented using the FireRMS incident reporting system. An NFIRS/RMS incident report shall be completed on all incidents that have been issued an incident case number by Stanislaus County Communications Center (SR 911). Each report shall have all required and pertinent data fields completed fully and accurately.

Definitions:

- NFIRS:
National Fire Incident Report System
- FireRMS™:
The Districts Incident Reporting System
- ePCR:
Electronic Patient Care Report
- Shift:
24 Hrs. scheduled work period
- Significant Loss:
Will be recognized as: All Working Structure Fire, any incident with a fatality, or any significant dollar loss. *Significant dollar loss will be determined by The fire Investigator.*

Procedure: All NFIRS incident reports shall be completed prior to the conclusion of all assigned shifts. Incidents with a recognized "significant loss" shall be completed within 24hrs of the occurrence.

All ePCR's shall be completed within the allotted time frame as described within Mountain Valley EMSA Policy 560.11 Section B (1).

If an incident is generated after 2200 hours of the second day and does not include any "significant loss," completion may be postponed until next shift.

If the responsible Company Officer has any scheduled or pre-approved leave time, then all incident report(s) shall be completed prior to beginning the approved leave.

All incident reports shall be done without incurring overtime. If overtime must be generated, prior approval of the "On Duty" Battalion Chief will be obtained. This includes ePCR's generated from ALS contacts made by engine company paramedics.

A NFIRS/RMS incomplete/missing reports list will be generated no less than once a month. An email of any incomplete incidents will be sent to the responsible personnel. A "Master List" of all incomplete/missing reports will be sent no less than once a month to the Fire Chief, Deputy Chief, and all Battalion Chiefs.

Repeated failure to follow the above policy may result in disciplinary action.

Written By: Donald E. Hankins II, Captain

Date: February 13, 2020

Approved By: 
Michael W. Whorton, Fire Chief

Date: August 3, 2020