GENERAL ORDER

TO:	ALL PERSONNEL	**ORDER #:** 17-006		**DATE ISSUED:**	02/03/2017
SUBJECT:	FIRE REPORT ASSIGNMENT & COMPLETION POLICY			**DATE RESCINDED:**	

PER ORDER OF: *B. Michael Thurlow*, Fire Chief

Note: This General Order updates and replaces GO 15-005 which has been rescinded.

In order to facilitate the prompt and accurate completion of fire reports the following process shall be used effective immediately:

- Dispatchers shall assign a fire report to the appropriate Duty Lieutenant (Car 8) for all incidents created during the Duty Lieutenant's shift as outlined below regardless of the actual Incident Commander.

- A fire report number shall be created for the following:
  - All calls for service both emergent and non-emergent when an apparatus and/or personnel respond
  - Box service requests when we need to send an apparatus to plug out a master box or physically disconnect a fire alarm system
  - Fire prevention & public education service runs and events
  - Responses to check on complaints, for instance a burning permit complaint check
  - Any other event when you are requested to generate a number
  - Essentially anytime our personnel respond and provide a service **with the exception of fire inspections and training sessions** which are tracked separately.

- On duty personnel are responsible for accurately and completely filling out their section of all reports for incidents they responded to prior to leaving at the end of their shift as outlined in SOP 1370 – NFIRS Incident Reporting Procedure.

- The Duty Lieutenant (Car 8) is responsible for verifying all required reports were generated by dispatch and are complete and accurate by approving all of them by the end of their shift.
  - There is an exception for incidents handled by a call company response when no on-duty personnel responded. In this case Car 8 shall backfill the responding apparatus and enter the appropriate Incident Call Type, then re-assign the report to the appropriate call company Captain via Case Management.

- Call Captains are responsible for payroll entry and all fire reports handled by their call members as outlined in SOP 1370.