
RECORDS AND REPORTS

OBJECTIVE:

To establish rules, guidelines for the creation, retention, and release of necessary department reports, records, files, rosters, communications, and correspondence.

GUIDELINE:

28.1 CCF/R records subject to this policy include, but are not limited to, the following:

- .1 Incident response reports, including computer ANFIRS reports, computer patient reports, EMS incident reports.
- .2 Training records, including individual training files and attendance rosters.
- .3 Station records, including pass-down logs, vehicle check sheets, and equipment check sheets.
- .4 Administrative records, including personnel files, confidential files, accident reports, memoranda, correspondence, budget information, testing information, and equipment testing reports.

28.2 CCF/R general policy requirements:

- .1 Department records shall be accurate and complete accounts of those matters for which the record is being produced. Falsification of records making misleading entries, or the willful destruction of any department record paper, or document is prohibited.
- .2 Employees are prohibited from releasing any incident response reports or any information from those reports except as provided in this policy.
- .3 Violation of the above rules shall be cause for disciplinary action up to, and including, dismissal.
- .4 No employee shall have any reasonable expectation of privacy in any communications that are sent or received by the employee on the department's computer system.

28.3 Incident response reports:

An incident report shall be completed for each call for service that the department is dispatched to. Reports shall be completed as soon as possible following the

call. In all circumstances, incident reports are to be completed prior to the individual responsible for filing the report going off duty. Overtime for completing reports will be approved only if the incident occurs after 0700 hours. Captains and acting station officers are, in all cases, responsible for ensuring the completion of incident reports.

28.4 Training records:

Copies of certifications and other relevant information should be provided to department headquarters for inclusion in the employee's training file. Training rosters showing attendance, subject, and duration of training should be submitted to department headquarters following completion of the training.

28.5 Station records:

Pass-down logs, and equipment check sheets need only be retained for the period for which that record is active. Controlled substance check sheets and vehicle check sheets should be forwarded to department headquarters when completed. Vehicle check sheets need not be retained after review from Administration.

28.6 Administrative records:

Administrative records will be retained at department headquarters as directed by the Fire Chief.

28.7 Release of Information

Department personnel are only authorized to release information to the public through the department's media phone line, or by any other means, as provided for in this section.

For EMS calls: Number of EMS calls responded to during reporting period
 Number of patients transported from a traffic accident or other significant event.
 HIPAA privacy considerations prohibit the release of any other information to the public. See attached CCF/R Notice of Privacy Practices.

For Fire Calls: Time of Call
 Nature of Call
 Street Location of Call
 Equipment responding
 Number of personnel
 Area of fire

Cause of fire if determined
Amount of damage if determined

See Release of Information Standard Operating Guideline # 30 for more information.

- 28.8** Information regarding any fatalities occurring in connection with a CCF/R incident will only be released by the law enforcement agency involved in the incident.
- 28.9** Any requests for additional information regarding incidents shall be referred to department headquarters.