

**CAPITAL CITY FIRE/RESCUE**

**SOG NUMBER 50.3**

**STANDARD OPERATING GUIDELINES**

**DATE: 8/30/06**

**REVISION DATES:**

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**COMPLETION OF INCIDENT REPORTS**

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**OBJECTIVE:**        **to ensure timely completion of incident reports**

**GUIDELINE:**

**50.3.1** All incident reports are to be completed as soon as possible after the conclusion of the incident. In all circumstances, incident reports are to be completed prior to the individual responsible for filing the report going off duty.

**50.3.2** Overtime for completing reports will be approved only if the incident occurs after 0700 hours.

**50.3.3** Captains and acting station officers are, in all cases, responsible to ensure that this guideline is followed.