


<b>TITLE: 2.3 Record Keeping and Filing of Reports</b>	
 <b>OAK POINT</b>	<b>City of Oak Point  Department of Public Safety  Fire Department</b>
<b>TITLE: Record Keeping and Filing of Reports</b>	<b>SECTION/TOPIC: General Administration</b>
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**Purpose**

To provide guidelines and proper procedures for members of the OPDPS Fire Department for entering EMS and Fire reports.

**Scope**

This guideline applies to all OPDPS Fire members.

**Policy:**

Records of attendance, overtime forms, incident reports, EMS patient reports and any other records are to be completed and filed on the same date as the occurrence.

**Reports and Department Forms:**

- Personnel shall be responsible for filling out the proper forms regarding departmental business or supplies (i.e.: EMS supplies taken from the supply room for supplying the rescue, personal data, timesheets, etc.).
- File the proper reports for personal injury, vehicle accident, damaged equipment or damaged buildings. Training classes attended. Information regarding the incident, such as the supplies used to restock the apparatus prior to the end of shift.
- All reports are to be completed immediately after returning to the station day or night, and before leaving shift for all incidents during that shift.