

SUBJECT: DEPARTMENT JOURNAL (DAY LOG)**SECTION:** 102.10**REVISED:** MARCH 19, 2011**PAGE(S):** 2

PURPOSE

To provide a permanent, concise, and comprehensive daily history of pertinent information relative to the activities of the fire department that are not documented elsewhere.

POLICY

- A. A Journal shall be maintained at the valley fire station.
- B. The Officer-In-Charge shall be responsible for maintaining the Journal during his/her respective tour of duty.
- C. The Officer-In-Charge may delegate the responsibility of Journal entries to other individuals.
- D. All entries shall be neat, clear, legible, and made in such a manner that they may be understood.
- E. Eradication's and/or erasures are prohibited. In the event that a correction must be made, a single line shall be drawn through the incorrect entry and a correct entry made. Corrections shall be initiated by the individual making the correction.

PROCEDURE

Journals shall be entered and maintained in Firehouse Software under the Journal section. The On-duty crew shall be entered under Staff Activity Records. Entries with remarks using the department event records include:

- Housework
- Maintenance of Equipment
- Supplies & Equipment Received
- Additional Remarks

Completed Station Journals shall be printed and kept in the journal book in the alarm room.

All entries from 0800 hours to 0800 hours of the following day shall be entered under the same date heading.

RESPONSIBILITY

Officers-In-Charge are responsible for insuring that those members of their respective commands who are charged with maintaining Station Journals do so in accordance with department policy.

Individuals who are charged with maintaining Station Journals shall do so in accordance with the guidelines and procedures contained within this policy.