

SUBJECT: Performance of Duty: Preparation and Submission of Reports	SECTION: 105.06
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PURPOSE

To assure prompt and efficient reporting of department services and activities and to manage information and reports.

RULES

- A. Any required departmental report or form shall:
1. Be appropriate to the type of activity performed, service provided, or information received.
 2. Cover the subject as completely as possible and contain all pertinent information reasonably available at the time.
 3. Be completed promptly, accurately, comprehensively and legibly by either the employee responsible for its preparation or an employee under his direction when such is appropriate.
- B. Whenever it is reasonably possible, all required reports or forms relating to daily activities, such as day logs, EMS reports, fire hydrants out of service, etc.. shall be completed and submitted by the end of the tour of duty during which activities were performed by the employee responsible for such reports. When such completion and submission is not possible, reports shall be submitted in preliminary form and shall be completed during the employee's next tour of duty unless a supervisor directs otherwise.
- C. Reports submitted by employees shall be truthful and complete. No employee shall knowingly enter or cause to be entered on such reports any inaccurate, false, or improper information.
- D. No EMS squad run reports may be given or sent to anyone without official permission from the Fire Chief. Any reports containing private health information can only be given or sent under the provisions of Federal Law (HIPAA).

- E. Fire run reports are to be given or sent to anyone without official permission from the Fire Chief or Assistant Chief, except as provided in Book 2 and in Codified Ordinances.
- F. Employees shall not remove or destroy any official record or report, nor take any official record from the office where it is kept unless such removal is in the performance of their duty in accordance with due process of law, and only then after having obtained the express permission of the Fire Chief.
- G. Employees shall not copy or otherwise disseminate any official record, report or the data contained therein for unauthorized use or purpose. All distribution to sources outside the department must be by authorization.