

POLICY AND PROCEDURES  
BLOOMFIELD GENOA CITY  
FIRE & RESCUE

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**INCIDENT REPORTING**

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ACCEPTED DATE:

01-01-03

REVISED DATE:

01-18-2007

POLICY NUMBER:

7

NUMBERS OF PAGES

2

ACCEPTED BY:

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**Purpose:**

To ensure the proper documentation of behavior and/or conduct incidents. This information will allow this service to administer fair discipline, focused training, a safe working environment, accurate budgets and improve the overall quality of Bloomfield Genoa City Fire & Rescue (BGCFR).

**Policy:**

It is required that an incident report be filed to document any occurrence, event or situation which is not consistent with the normal care and treatment of a patient, or any occurrence which effects the normal day to day operation of BGCFR.

Some examples are;

- a) Interference from bystanders.
- b) Disturbances at the scene.
- c) Delayed response time.
- d) An unusual or conflicting situation occurs.
- e) Dropped patient.
- f) Possible significant exposure to communicable disease.
- g) Broken or lost equipment.
- h) Hospital or patient complaints.
- i) Another member or employees misconduct if it is deemed unauthorized or unprofessional, or if there is a reoccurring problem with medical or fire-fighting skills.

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Procedure:

Any person or employee may file an incident report. This report shall contain the following information.

1. Date which incident occurred.
2. Date incident report was written.
3. Date incident report was received by the service.
4. The officer who received the report.
5. The nature of the incident.
6. Does the reporter request a response?
7. Report must be signed.
8. Incident report form must be used. Similar format may be accepted.
9. Must receive an incident report number from the Chiefs office

All incident reports must have a signature to become valid. Any officer may request an incident report be made if the officer feels it is necessary. A person filing an incident report may remain anonymous if it is a personnel matter. This must be stated in the report and the report must still be signed.

This is not to be taken as an invitation to be overly critical. In these instances an incident report should only be written as a last resort or if requested by the officer in charge. Every effort should be made to correct any personnel matters by the individuals and/or officers involved prior to filing a report.