

Springdale Fire Department  
Policy & Procedures Manual  
Volume 1 – Administration  
Section 101 – General  
101.7 – Report Completion

Personnel shall complete all required reports (EMS Patient Care Reports and Firehouse Incident Reports) in a timely manner during the course of their shift.

Reports should be completed as soon as possible following the incident. It is unacceptable for personnel to save up reports for completion until the end of a shift or until a later date (shift). Company Officers shall be responsible to ensure that all reports are completed appropriately and in a timely manner.

Whenever personnel experience incident responses very late in their shift or when extreme call volume or other unique circumstances occur, personnel may be unable to complete their report until after the shift has ended. When this occurs personnel are to remain at their station (past shift change) and complete the report in as timely a manner as possible. Personnel “staying over” after shift change to complete their report will be paid overtime. Company Officers shall be responsible to ensure that personnel who are required to “stay over” to complete a report receive such overtime.

All personnel are required to make every reasonable effort to limit the frequency when reports must be completed by personnel after shift change so that overtime costs are minimized.