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|  |  | **Blue Ridge Fire District**  **Policy and Procedure** | | |  | General Order Number  **C208** | |  |
|  |  | | | | | | |  |
|  | Subject:  **Completion of Reports**  **and Records** | | | Effective Date:  **April 1, 2015** | | | Total Pages:  **1** |  |
| Board Approval Date:  **March 21, 2015** | | | Resends: |  |
|  | Application:  **All District Personnel** | | *Signed into effect as authorized by the Board of Directors*  John Banning, Fire Chief | | | | |  |
|  |  | |  | | | | |  |

**Purpose**

To establish a standard process for the timely completion of paperwork,

**Policy**

Supervisors shall be responsible for the proper completion of all records, reports, and forms initiated in their command. All such records, reports, and forms shall be completed by the end of the shift in which the subject occurred, unless specific approval is granted by the next supervisor in the chain of command to delay its completion until the next shift day.

**Guidelines**

All records, reports, and forms shall be completed in a neat, accurate, and proper manner in accordance with departmental procedures. Any illegible, inaccurate, improper, or falsified document may require revision prior to being accepted by the next supervisor or the department secretary.

**Security of Information**

Members shall not divulge any information contained in incident reports or other official department reports and records. All patient records (PCR) shall remain confidential in order to maintain compliance with HIPPA. All requests for information shall be directed to the Fire Chief or appointed designee.

**Requests for Records**

Public records requests shall be processed by the Fire Chief or appointed designee. The Fire Chief or District attorney shall make the final determination on the release of information to the public. Distribution of information will be per District Policy.