



Lauderdale-By-The-Sea Volunteer Fire Department

S.O.P Number: 500	Effective Date: October 1, 2010
Section: 513	
Subject: Documentation and Reports	
By Order of the Fire Chief: Steven Paine	

Section 513 – Documentation and Reports

Purpose: To establish a uniform standard for documentation, and record keeping for the Lauderdale-by- the-Sea Fire Department.

Scope: This procedure has been put in place to maintain a consistent and uniform process for documentation, and record keeping for the Lauderdale-by- the-Sea Fire Department members as it relates to the goal and objectives of the fire department and the services provided to the town of Lauderdale-by- the-Sea.

Policy: The following procedures apply to all members of the Lauderdale-By-The-Sea Fire Department.

- All run reports (SUNPRO) shall be completed by the chief on duty before shift change.
- All sign in sheets must not be dropped in the box and shall not be taken out of the fire department premise, without express permissions from the Fire Chief.
- All E-mails and memos sent to the membership shall be approved by the Fire Chief prior to distribution.
- Under no circumstances shall any reports or documents be removed from the premise without the Fire Chief's approval (i.e. Run reports, fire reports, incident reports)
- No member shall be permitted in the file storage area without the expressed permission of the Fire Chief
- No person, including members of the department shall review any member personnel file without approval from the records custodial and the Fire Chief.



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- No person, including members of the department shall review any member medical file without approval from member, the records custodial and the Fire Chief.
- No digital information (i.e. financial information, member information) shall be removed from the premise without the Fire Chief's approval.
- All incident reports documenting member counseling, injuries or disciplinary actions shall be submitted to the Fire Administrator and the Fire Chief via E-mail.
- All member complaints must be submitted in writing to the Fire Chief and must include names, dates, and locations, nature of the complaint and a brief narrative of the complaint.
- All uniforms and equipment request must be requested in writing via Email through the chain of command.
- All documentation (i.e. Training reports, run reports, ISO sheets) shall be filled out in black ink only and no photocopies of any reports will accepted.