



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to maintain a record of all daily activities of each fire company and battalion chief. The journal shall be maintained as a means to supplement the ESO records management software (RMS) and related recordkeeping systems. In addition, a written record of company activities provides a permanent record for reference, historical purposes, and posterity.

It shall be the responsibility of each officer to properly record daily activities of their company. In addition, the battalion chief is responsible for recording the activities of his assignment.

POLICY

During the course of each shift all officers shall record in their journal the following entries:

- Personnel on duty
- Personnel assigned to the company on the shift but absent and for what reason
- Personnel detailed from another company or shift
- Time of shift change
- Receiving morning and evening alarm tests
- Daily activities such as:
 - Physical training
 - Station and/or apparatus maintenance
 - Issuance of new equipment or furnishings
 - Visitation by the public or department officers and other members
 - Company training and/or inspections
 - Emergency responses
 - Fire protection systems in or out of service
 - Normal or unusual events that merits documentation

Approved

Fire Chief

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Guidelines:

- Each entry shall be made promptly to ensure proper and sequential recording.
- Each day of the year shall begin on a new page of the journal.
- Journals shall be maintained by the company officer.
- Journals shall be kept in the captain’s office to ensure their security and safe keeping.
- All entries shall be entered in black ink except emergency responses made by the company which shall be entered in red ink.
- All journals shall be properly maintained at all times and are subject for review by senior officers.
- Completed journals shall be submitted to the Fire Chief for proper filing at which time a new journal shall be issued.

Example Journal Entry

	Monday, June 10, 2010
	Engine Company 3 - A Platoon on duty
	Driver R. Smith (acting captain)
	Driver D. Mailer
	Probationary Firefighter S. Leland
	Absent and Cause: Captain F. Orley 24 hours vacation.
07:30	Shift change - all accounted for.
07:30	Morning alarm test received.
07:35	Daily apparatus checks.
08:00	Daily physical fitness. Back in quarters at 09:40.
10:15	Began weekly apparatus checks.
11:07	Run #32 - 1607 South Broadway - Reported Structure Fire
	Responded with Battalion 1, Engines 1 and 2, Truck 1
11:28	Company back in quarters.
12:00	Apparatus checks complete.
12:35	Chief Smith in Quarters.
13:30	Company drill - ground ladders.
13:45	Hydrant 228 at E. Elm and N. Frankfort out of service per FPB.
15:00	Drill complete.
15:15	Battalion Chief Baker in quarters delivering supplies.
17:28	Run #34 - 841 South Madison - Medical Emergency/fall with injuries.
17:55	Company back in quarters.
18:00	Evening alarm test received.
19:25	Station visited by C. Jones until 20:15.

Approved

Fire Chief