

**TOWNSHIP FIRE DEPARTMENT
CHAPTER 1: ADMINISTRATION OPERATIONS**

Part 2: Administrative Policies

Subject: Report Writing/Submission

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Section: 1-2-34

Effective Date: 05-28-19

Reviewed/Revised Date: 06/26/2023

34.01 Purpose. To provide a standard for timely filing of incident reports and sign-up sheets, to ensure compliance with Wisconsin Department of Safety and Professional Services requirements.

34.02 Goal. To provide a policy for all Township Fire Department members who are Incident Command of a scene for the timeline to submit a report of the incident.

34.03 The person in charge of an incident shall submit a complete and accurate report within 15 days of an incident.

34.04 Information Gathering

- A) Members are responsible for the gathering of any information that is required to completely and accurately fill out a fire incident report.
- B) Members are to gather as much information while on scene as possible.
- C) Information can be obtained in the following ways:
 - a. Contact with the Owner/Occupants
 - b. From on scene Law Enforcement
 - c. From Law Enforcement reports:
 - i. Request through Township Fire Department Dispatch
 - ii. Provide the law enforcement case number to dispatch
 - d. By contacting tow Companies for vehicles involved in motor vehicle crashes
 - e. Through resources such as the County GIS and Tax Rolls
 - f. Checking for information in vehicles at scenes.
- D) Ensure all info is obtained for appropriate type of incident. Some incidents require more information than others.
- E) In the event of an incident being cancelled by another agency before any Township Fire Department units arrive on scene, the most senior officer responding shall be responsible for writing the report. If the response is cancelled before any Township Fire Department's units respond, the Dispatcher will complete the report.

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34.05 Report Writing

- A) Reports submitted via Image Trend.
- B) Members should save the report under the appropriate case number. (IE: TFD Report YY-xxx)
- C) All blanks should be filled out as needed.
- D) If assistance is required to fill out report, contact a station officer
- E) For assistance on NFIRS codes, search “NFIRS Reports” on the internet and the guide to NFIRS report writing is available.

34.06 Non-compliance:

- A) Failure to complete the incident report within the 15-day timeline shall result in a verbal warning, unless there are mitigating circumstances allowed by the Chief of the Department.
- B) A second failure to complete the incident report within the 15-day limit shall result in a written warning placed in the members personnel file, unless there are mitigating circumstances allowed by the Chief of the Department.
- C) Three or more failures to complete the incident report within the 15-day limit shall result in demotion, suspension, or termination of the member, at the discretion of the Chief of the Department.

34.06 Submitting Reports

- A) All reports must be submitted within 15 days of the incident date and time. NO EXCEPTIONS.
- B) If a report is incomplete, send completed sections within 15 days of the incident.
- C) For corrected or updated reports, re send as soon as possible and use subject line: “CORRECTED TFD Report 19-xxx.”
- D) Once a report is completed, use the subject line “TFD Report YY-xxx” and then the report should be sent to the following four people for submission:
 - 1) Chief Kerry Parker: Chief@townshipfire.org
 - 2) TFD Dispatch: Dispatch@townshipfire.org
 - 3) TFD Office Manager: tfdoffice@townshipfire.org
 - 4) Battalion Chief of the Township incident was in: [See member roster](#)