

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

**90.02.01**  
**INCIDENT REPORTS**  
**(NON-EMS)**



Adopted: 10/03/17  
Reviewed: 11/21/19  
Revised: 11/21/19

Approved:

A handwritten signature in black ink, appearing to read "Tony Hickman".

**Purpose:** To ensure an accurate and timely incident report is completed after every response.

**References:** RCW 48.48.065

**Procedure:**

1. The incident report is essential for maintaining complete and accurate alarm statistics and factual information related to the incident. It is required under RCW 48.48.065 that incident statistics are sent to the State Fire Marshal's Office. The District is required to submit reports annually to the National Fire Incident Reporting System (NFIRS). Incident reports shall be completed and entered into the computer prior to the end of the duty shift.
2. Incident Roster.  
All incident reports shall list all personnel who responded to the incident, Volunteer, Resident, VOD, Part-time, and Full-time employees.
3. Confidentiality.  
All information contained on the incident report shall not be shared or distributed other than incident reports that are requested through the state's public records act. Incident reports requested through the public records act shall be provided by the Fire Chief and or his/her designee.
4. Officers of all involved units are responsible for completion of the narrative portion of the incident report. They shall describe the actions of their unit and personnel as it relates to the incident.
5. The first due company officer or the company officer of the first unit to arrive on scene is to complete the incident report for all incidents.
6. All reports are to be completed before going off shift. Exceptions must be approved by the on-duty 820 officer. Overtime to complete reports must have prior approval of an on-duty 820 officer.
7. The on-duty 820 officer and any chief officer who responds to the incident is responsible to complete his/her narrative portion of the incident report.
8. The company officer is responsible to ensure that the report accurately portrays the incident. In the event that the dispatch run times are inconsistent with what the

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officer believes to be the reality, modify the times to most accurately reflect what occurred. Note the reason for the modification(s) in the narrative.

9. Officer narrative should include:
  - a) Proper grammar, punctuation, and proper case (not all upper/lower case).
  - b) Apparatus identifier and their "responding from" location.
  - c) Situation found, including unusual conditions.
  - d) Detailed actions taken.
  - e) Unit's status at the conclusion of incident.
  - f) Name of narrative writer.
10. Disposition of notes, patient information, owner or renter information and documents collected on-scene.
  - a) At the conclusion of completing reports, all notes, patient information, and documents collected at the scene will be disposed of.
  - b) Any documents deemed necessary to support the incident report can be scanned and attached to the incident report.
11. All other information and documents not part of the incident reporting shall be shredded when the report is completed. The shredded documents will be placed in the normal trash container.
12. Filing and storage.
  - a) All incident reports shall be filed electronically and saved via the District's computer network/server. Computer data shall remain on the system for three years then data shall be moved to an archive file on permanent media and stored for not less than ten years.