



Stamford Fire Department

201 E McHarg

Stamford, Texas 79553

Subject: Reports
Revised: 11/15/08, 3/11/09

Purpose

To develop a procedure for handling all reports as required for daily operations.

14.01

TXFIRS reports will be filled out on all incidents responded to by the Stamford Fire Department. The Officer in Charge (OIC) will be responsible for verifying all reports are completed on a timely basis.

14.02

Each Officer in Charge will be responsible for checking all fire reports entered into the system. The OIC shall review the report for accuracy. If any corrections are necessary the OIC will make the corrections needed.

14.03

Hand written reports will be entered into the FireHouse reporting program exactly as written on the incident intake form.

14.04

Texas Forest Service Reports shall be done the TICC website before the end of each month as needed. This reporting is critical due to possible reimbursement funding from the TFS or FEMA during a wildland fire season where the Governor of the State declares an emergency.

14.05

On the first working day of each month, the previous month's reports will be sent via postal service or email to the State Fire Marshal's Office. At this time the FireHouse data will be backed up to CD.

14.06

All reports and forms concerning either vehicle or personnel accidents shall be completed and submitted within 3 days of the accident. Both the personnel involved in the accident and the officer on scene shall be required to complete and submit accident report information as required by department and city policy and procedures. These documents include a full Stamford Fire dept. accident report, and a Worker's Comp packet from the City Secretary's Office.

14.07

Sign-in sheets shall be filled out after each run, meeting or training drill. It will be the member/employee's responsibility to verify they are on the sign-in sheet.