



POLICY MANUAL

Daily Operations - Reports

Department Monthly Report

Revised: 05-04-98

Code: 1 – 12 – 2

Book Chapter Subject

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2.0 Purpose: Establish Guidelines For The Completion Of The Department Monthly Report.

2.01 Scope: All Officers and Acting Officers.

2.02 **GOAL**

To communicate Department activities and accomplishments on a periodic basis.

2.03 **POLICY**

Each Captain must submit a brief [monthly report](#) to their supervisor by the end of the first shift of each month.

Chief Officers will submit a monthly report to the Fire Chief by the end of the second shift of each month.

The following areas should be reviewed and included if there has been activities to move a program/project forward to meet a goal/objective.

- * Program updates/goals
- * Significant incident summaries
- * Personal achievements
- * Safety issues
- * Special events
- * Updates to projects
- * Achievement of annual program objectives
- * Other Department activities
- * New ideas

The following information should be included in the monthly activity report. This data should reflect actions for the reporting month only.

Provide the total hours committed to the following duties:

- * Apparatus maintenance (on Mondays)
- * Emergency equipment repairs (on Mondays)
- * Total training
- * Hose testing



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Provide the total number completed for each of the following duties:

- * Inspections
- * Drills with TO/ATO
- * Drills you instructed
- * Building tours
- * Response area tours
- * Classes attended
- * Pre-emergency pre-plans reviewed
- * Hydrants inspected
- * Apparatus steamed cleaned
- * Pump tests completed

2.04 **TRAINING**

The Sunpro training report software program shall be used to record and document training received or provided. The Company Officer or Acting Company Officer is responsible to insure this is accomplished as per [SOP 2-1-5](#).

Training summary reports can be generated using the Sunpro software. The Battalion Chief shall review training records at the end of each shift.

The Training Officer shall prepare a *Department Monthly Training Report* as required by the Fire Chief.