



POLICY AND PROCEDURE

No. 01-05

MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

7/ 01 /1999

TITLE

STANDARDIZED STATION LOG BOOK POLICY

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STANDARDIZED STATION LOG BOOK POLICY

Issued by Montgomery County Fire and Rescue Commission

Policy No. 01-05

Authority: Montgomery County Code Section 21-2.(d)(2)

Effective: July 1, 1999

- SUMMARY:** This policy establishes uniform requirements for fire and rescue station log book format, information entries, and security access and limitations.
- DEADLINES:** Montgomery County Fire Board Comment: April 2, 1999
Local Fire and Rescue Departments Comment: April 2, 1999
Division of Fire and Rescue Services Comment: April 2, 1999
- ADDRESS:** Send all comments pertaining to the proposed policy to Beth Feldman, 12th Floor, 101 Monroe Street, Rockville, Maryland 20850
- STAFF:** For additional information, you may contact Beth Feldman on 217-2461
- BACKGROUND:** Log books are an official record of the daily activities, both emergency and non-emergency, of the fire and rescue stations. They are maintained by both divisions of the Montgomery County Fire and Rescue Service and are the property of the Local Fire and Rescue Departments, subject to the provisions of this policy.
- Sec. 1. Purpose:** To maintain an official record of the daily activities of the fire and rescue stations.



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Sec. 2. Definitions.

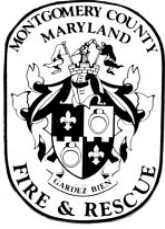
- a. **Local Fire and Rescue Department (LFRD).** An individual fire or rescue squad corporation, authorized by Montgomery County Code Section 21-6 to provide fire or rescue services.
- b. **Log book.** The official, complete and accurate daily record of the activities, both emergency and non-emergency, of a fire and rescue station.
- c. **Personnel.** All members of the Montgomery County Fire and Rescue Service, both career and volunteer.

Sec. 3. Applicability. These procedures apply to all **personnel** assigned to a fire and rescue station.

Sec. 4. Policy. An official station **log book** must be maintained at every fire and rescue station. **Personnel** must enter in the **log book** information regarding all incidents, security, administration, and any other recordings appropriate to accurately document the day's activities.

Sec. 5. Procedures.

1. The **log book** must provide a complete and accurate daily history, in chronological order, of station activities and operations.
 - a. A **log book** day begins at 0001 hours and ends at 2400 hours. A new page must be started each day at 0001 hours. At 2400 hours, an entry must indicate the end of the day, and a diagonal line must be drawn through the unused spaces on the page.
 - b. The day and date must be entered on the first line of the new page.
 - c. Each day at the beginning of a shift, an entry must be made in the **log book** indicating the on-duty shift.
2. All **log books** must be a permanently-bound type, with numbered pages. Pages must not be removed from the **log book**.



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- a. All entries must be legible and must be initialed by the writer.
 - b. Blank lines must not be left between entries. A line must be drawn through the remainder of an unfinished page. "Late Entry" must be written at the left of the time of entry for any entry that is not in chronological order. All unused spaces on the page of the previous day must have a diagonal line drawn through them.
 - c. If an error is made, a single horizontal line must be drawn through the incorrect entry. The corrected entry must be made and initialed by the individual making the correction. Erasures and the use of correctional fluid or tape are prohibited.
 - d. Enter the log book's start and end dates on the book's inside or outside front cover. Enter the statement "End of this log book" as the last entry of each log book.
3. Fire and rescue incident entries must be printed in red ink. All other entries must be printed in black or blue ink. Pencil entries are prohibited.
4. Uniform information captured must include:
- | Time Out | Incident # | Run # (if used) | Address | Incident type |
|----------|----------------|-----------------|-----------------------------|---------------|
| Time In | Nature of call | Units/Unit OIC | Name of person making entry | |
5. Entries must document scheduled and unscheduled apparatus maintenance.
 6. Entries must document the drill topic or number, and start and end times.
 7. On-duty **personnel** must enter their arrival for duty and departure from duty, unless another approved LOSAP log is maintained.
 8. Activities, and **personnel** or other matters requiring attention or notification, must be entered in the **log book**. Entries must include, but are not limited to:
 - a. apparatus in/out of service;



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- b. apparatus movement (PSTA, PT, for service, etc.);
- c. damage to apparatus;
- d. damage to property;
- e. **personnel** information, e.g., injuries, work substitutions, mid-shift sick leave, etc;
- f. lost, stolen, or missing property;
- g. visits by contractors or business representatives;
- h. notifications made to any chief officers and **LFRD** officers, if appropriate; and
- i. station alerting, CAD, and FIRES in or out of service.

9. Access and Security. The information in the **log book** is confidential; only authorized members of the Montgomery County Fire and Rescue Service may have access.

- a. **Log book** information may be released to the public only with prior approval of the **LFRD** chief, DFRS District Chief, or designee.
- b. Both the current and most recently retired **log books** must be available at each station. The **LFRD** must secure **log books** which are no longer in current use in a central location, with controlled, limited access.

Sec. 6. Responsibility. The on-duty station officer-in-charge must ensure that all entries are legible, accurate, complete, and in compliance with this policy.

Sec. 7. Effective Date. This policy is effective on July 1, 1999.

Attest:

Gordon A. Aoyagi, Chair
Fire and Rescue Commission

July 1, 1999
Date

Standardized Station Logbook policy BF 6/10/99