

<b>SCOTTS VALLEY FIRE PROTECTION DISTRICT</b>		
<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: II</b>	<b>SOP: 2600</b>
	<b>SECTION: 2600 INCIDENT COMMUNICATIONS</b>	
	<b>SUBJECT: COMPANY JOURNAL</b>	

**Purpose:** To provide a guide and standard for making entries into the computer-based company journal.

**Scope:** These instructions shall be followed by all officers and acting officers when making entries into the company journal, a Firehouse software product.

**Procedure:**

The company journal shall be used to record a concise, comprehensive daily history of pertinent information relative to the command operation of each station. Entries into the journal shall be guided by the following instructions.

1. Information regarding staffing status, incidents, department activities and training events shall be captured in the journal. The following items should be entered into the company journal as they occur in chronological order.
  - Shift roll call and subsequent staffing changes
  - Duty chief coverage
  - Apparatus and vehicle movement (other than administrative vehicles)
  - Incident activity
  - Mutual aid units in district quarters
  - Inquiries to personnel
  - Damage to apparatus
  - Out of service apparatus
  - Maintenance to apparatus and equipment
  - Training activities
  - Work details
  - Station tours
  - Meetings and conferences conducted at station
  
2. Company officers shall be ultimately responsible for all journal entries.

<b>DATE:</b> 5/01/98	<b>APPROVED:</b> 	<b>PAGE 1 OF 2</b>
-------------------------	---	--------------------

**SCOTTS VALLEY FIRE  
PROTECTION DISTRICT**

**STANDARD  
OPERATING  
PROCEDURES**

**ARTICLE: II**

**SOP: 2600**

**SECTION: 2600 INCIDENT COMMUNICATIONS**

**SUBJECT: COMPANY JOURNAL**

3. The company officer, upon reporting for duty, shall familiarize himself/herself with journal entries made during his/her period of absence.
4. The on-duty company officer shall perform roll call and enter the roster into the journal prior to 0815 hrs each morning.
5. Any personnel absences shall be noted in the *note section* of the entry and should contain the name of the person, the reason for absence and the anticipated length of absence.
6. Journal entries shall be completed prior to end of shift.
7. Whenever possible, all entries should be in chronological order.
8. Officers shall provide narratives on any entry requiring explanation or supplemental detail. This information is best entered into the *note section* of the related journal entry.

<b>DATE:</b> 5/01/98	<b>APPROVED:</b> 	<b>PAGE 2 OF 2</b>
-------------------------	--	--------------------