



Rogers Fire Department Standard Operating Procedures

Policy Title:	Unusual Circumstance Reporting		
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PURPOSE

The purpose of this policy is to provide guidance for the reporting of unusual incidents and circumstances.

POLICY

Members of the department will record and report unusual circumstances and events using the reporting system contained within this policy. This reporting system is designed to be used with the following types of circumstances:

- Policy and Protocol Deviations
- Citizen Complaints
- Damage to FD Equipment or Property
- Damage to Civilian Property
- Inter-Agency Interaction
- Equipment Lost or Stolen
- Near Miss Event (Report Only)

A Form 48 will be completed by the senior ranking member who is directly involved in the unusual circumstance. All Form 48's will be turned into the appropriate Battalion Chief. For those members in the Training Division and Prevention Division, Form 48's will be delivered to their assigned Deputy Chief.

Unusual circumstances shall be reported immediately following an event or interaction. Because this reporting system is used for citizen complaints and policy deviations, it is imperative that members report issues in a timely manner to provide sufficient time for investigation and review.

Use of this reporting system does not replace or supersede other reporting systems that may have to be used concurrently based on city and department policy.

Near Miss Reporting

Near miss reporting will involve the formal communication of events that could have resulted in serious injury or death to department personnel or damage to department equipment. Members should exercise this reporting system during these circumstances so that identified areas of improvement can be addressed prior to another similar incident occurring. Near miss reporting is the only time that a Form 48 can be completed anonymously.