

	<b>UNION CENTER FIRE COMPANY INC.</b> <b>Best Operating Guidelines</b>	
	<b>Subject: Incident Reporting</b>	<b>BOG Series General</b>
		<b>Initiated 01/01/04</b>
<b>Approved: Chief Mark Belensky</b>	<b>Revised 05/07/22</b>	

1. It is the responsibility of the Incident Commander to complete a State NFIRS incident report be used in a court of law. If a member falsifies information on an incident report, this member will be subject to disciplinary action.
2. It will be the responsibility of the Fire Chief to make sure all reports are completed and submit all reports to the State at least once a year, at the minimum.
3. Fire Reports, where the Company was placed on a standby only, for a mutual aid department, and no Officer is present, it is the responsibility of a Chief Officer to complete the incident report.
4. EMS Reports. Incidents where there was “no response”, will be the responsibility of the EMS Captain to complete and submit the incident reports.
5. Rip and Run reports will be made available to all Officers or anyone in need via electronic mail.