

# Galveston Fire Department

## 1000.11 Quality Assurance of Reports

**Interim Fire Chief** \_\_\_\_\_

Implementation Date: October 2010

Review Date: August 2011

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### **Quality Assurance of Reports**

In an effort to improve the quality and professionalism of our reports, Battalion Chiefs and Acting Battalion Chiefs shall perform a review and insure corrections are made for Quality assurance, on all incident response (Firehouse) reports and Injury/Accident reports generated during their assigned 24 hour shift.

As a government entity, we are subject to the Federal Open Records Act. Our reports are required to be available to the public within 10 days of receipt of an open records request.

The Battalion Chief and those identified as Acting Battalion Chiefs will have access to the report review capabilities within Firehouse. All incident reports generated between 0630 - 1830hrs will be reviewed prior to the end of the shift. Incident reports generated after 1830hrs may be left for review on the following shift, prior to 12 noon. If a Battalion Chief is aware that he/she will not be on duty the following shift, then all reports occurring within the assigned 24 hour period shall be reviewed prior to being relieved.

In accordance with Galveston Fire Department Rules & Regulations section 330.06 Reports, ***Captains are responsible for completing all reports during and before the completion of their assigned shift. The only exception is for fires occurring near or lasting beyond shift change. These reports are to be completed at the beginning of the next regular shift.*** The Battalion Chiefs are responsible for ensuring these reports are completed correctly.

Please reference SOP # 1600.02 Report Review for an explanation of how to perform a quality assurance check of reports.