



Division 01 Administration and Organization

Chapter 08 - Bi-Weekly Reports

January 2009

POLICY

This General Order shall set forth a standardized format for the Bi-Weekly Reports. These reports provide the management information necessary to formulate effective policy decisions with respect to Departmental operations and objectives. As such, it is imperative that these reports be prepared in an accurate, concise, and well-written manner.

DEFINITIONS

N/A

PROCEDURES

1. Bi-Weekly Reports

Bi-Weekly reports shall be completed by each Bureau, Division and Battalion. Bureau Chiefs shall overview the Division and Battalion reports and the Deputy Fire Chiefs shall overview the Bureau reports, consolidating all reports and submitting them to the Office of the Fire Chief on Wednesday the week opposite when timesheets are due.

The Bi-Weekly report submitted by the Deputy Fire Chiefs will utilize the following basic format:

Significant Events

- Complete overview of the major events and activities of the reporting period.

Major Project Status Report

- Summary of progress on assigned major project.

- The following format will be used to describe the individual project status:

GOAL:
CURRENT STATUS:
DISPOSITION/ACTION:
COMPLETION DATE:

- Projects to be reported under this section are assigned by the Fire Chief. Requests to either add/or delete a project from this section must be submitted through the chain-of-command with proper justification.

Special Reports

- Special reports as assigned are to be included in this section.
 - Personal Injuries
 - Vehicle Accident Summary
 - Transfers/Major Personnel Actions
 - Statistical Reports
 - Others as Necessary and Assigned

Individual Bureau and Division Reports

- The reports at the Bureau and Divisional level will include the following:
 - Significant Events
 - Special Reports
 - Statistical Information

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A