
	<b>COUNTY OF ALBEMARLE</b> <b>Department of Fire Rescue</b> <b>STANDARD ADMINISTRATIVE POLICY</b>	
	<b>Subject:</b>	Station Activity Reports
	<b>Reference Number:</b>	SAP-OPS-001
	<b>Effective Date:</b>	1 January 2004
	<b>Last Revision Date:</b>	N/A
<b>Signature of Approval:</b>	 <b>J. Dan Eggleston, Chief</b>	

**Purpose:**

The purpose of this policy is to establish the procedures in completing the monthly activity report.

**Policy:**

Each monthly report will compile of run statistics, personnel information, activities, and projects from the first day, to the last day of the previous month. The original monthly report will be completed and forward to the Operations Chief on the first of each month and the Captain at the station will file a copy so it can be readily accessible.