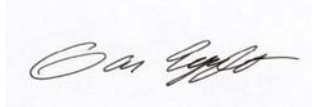
	COUNTY OF ALBEMARLE Department of Fire Rescue STANDARD ADMINISTRATIVE POLICY	
	Subject:	Station Logbook
	Reference Number:	SAP-OPS-005
	Effective Date:	1 January 2004
	Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose:

The purpose of this Standard Administrative Policy is to create a uniform procedure on how the daily logbook should be filled out for review by the Operations Chief. The logbook is a legal document and the Captain shall be responsible for its proper upkeep and accuracy.

Policy:

All operations personnel shall use the following guidelines when using the logbook to record daily activities.

1. Station name and number inscribed on the front binding.
2. The date should be the first entry on each day, skipping a line before and after writing the month, day and year.
3. Each firefighter shall be logged in each morning when his/her shift begins, and logged out when his/her shift ends for the day.
4. A daily entry shall be made for personnel assigned to the station that are on leave or detailed.
5. All shift activities and emergency calls during that day shall be logged.
6. When logging any shift activities, all entries shall be written in **black ink**.
7. Each emergency call shall be written in **red ink**. When documenting an emergency call, write the dispatch time, in service time, incident number, unit number, type of call, location, and signature of the person making the entry.
8. Do not erase entries, strike a single line through any mistakes and initial.
9. In stations that have twenty-four hour shifts, the station will also have a pass down book to record any problems/information for the next shift to review.
10. Each Captain shall ensure that the logbook is current before his or her shift ends.

Example:

			June 30, 2003		
0600			FF A on duty		
0615			apparatus check on E-85		
0700			FF B on duty		
0800			Captain D on duty		
			FF C on annual leave		
10:05	10:52	3552	E-85 Medical Assist	1440 Seminole Trail	Signature
			EMS training		
			Station cleaning		
1600			FF A off duty		
1700			FF B off duty		
1800			Captain D off duty		