Bath Township Fire Department			Standard Operating Guideline	
Section **Operations**	**Referral No.** **O-27**	**Subject:** **Property Release/Post Incident Report**	**Date Issued** **11/02**	**Date Revised** **03/08**

Purpose:

- To provide guidelines for preliminary fire reporting to ensure compliance with ORC 3737.24 and assist the State Fire Marshal in compliance of ORC 3737.23

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Officer
  - The officer in charge will be responsible for completion of the Property Release/Post Incident Report
- Personnel
  - If a firefighter is in charge, he/she will be responsible for completion of the Property Release/ Post Incident Report

Guidelines:

- The Property Release/Post Incident Report shall be completed in a timely manner and will be forwarded to the Investigation Bureau for review
  - After review, the Investigation Bureau may request additional information as necessary to ensure accurate entry into the Statewide Reporting System
- The person taking the report shall enter it into Firehouse® in a timely manner
- Personnel having questions regarding the Property Release/Post Incident Report's completion will ask any officer for help in completion of the report
- The Owner and/or Occupants Name, Age (or DOB), Phone number, Address, and Social Security Number shall be retained in the Property Release/Post Incident report for any and all incidents that involve damage and/or loss of property
- A description of the incident, actions taken by F.D., Origin and Cause shall be included in the narrative section of the Property Release/ Post Incident Report

Signature: Kenneth Meyer Joseph Kitchen	**Title:** Captain Fire Chief	**Page 1 of 1**