



DISTRICT OFFICE
609-582-8668
FAX LINE
609-589-0239

**WASHINGTON TOWNSHIP FIRE DISTRICT
TOWNSHIP OF WASHINGTON, GLOUCESTER COUNTY
NEW JERSEY**

Board of Fire Commissioners
P.O. Box 653
Turnersville, NJ 08012-0653

**FIRE DEPARTMENT POLICY # 9 - 97
regarding**

Fire Companies:
Grenloch
Hurffville
Whitman Square

COMPLETION AND DISTRIBUTION OF FIRE REPORTS

It is the policy of the Washington Township Board of Fire Commissioners to require all Washington Township fire companies to complete a report for each fire or emergency incident that the respective fire company responds to or is dispatched to. The general format of the incident report shall be the National Fire Incident Reporting System (NFIRS) as followed by the New Jersey Division of Fire Safety. The report shall include all pertinent data outlined on the NFIRS report form as well as any additional information deemed to be necessary by the officer in charge of the company. Supplementary reports shall be completed as necessary for describing firefighter injuries, etc., consistent with the NFIRS format.

All incident reports shall be maintained in permanent files by the fire companies at the respective fire stations. The permanent files may be in printed form and/or on computer disks.

Copies of all incident reports in NFIRS format shall be provided to the New Jersey Division of Fire Safety in accordance with the standard procedures of the Division. Such reports shall be submitted to the Division on a monthly basis, and each submission shall include all of the reports for the previous month.


Fire and other emergency incident reports are public records, and copies will be provided to persons requesting them according to the procedures outlined herein. All requests shall be made to the Washington Township Fire Official, who shall record the names and organizations of the respective parties submitting the requests along with the dates of the requests. The Fire Official shall also document that reports have been provided in response to such requests. When a request for an incident report is received by the Fire Official, he shall notify the company Chief or ranking officer available that a copy of a report is needed. The report copy shall be provided to the Fire Official within forty-eight (48) hours of the receipt of the request, so that he can forward it to the party wishing to obtain a copy in a timely manner.

No fire company or fire company personnel are authorized to release copies of any incident reports to the public. If a request for a copy of an incident report is received by a fire company member, the person submitting the request shall be referred to the Fire Official.

Copies of incident reports may occasionally be needed as part of the records of an official investigation by the Fire Official or other agency. Copies of these reports will be provided within forty-eight (48) hours of receipt of a request from the Fire Official.

This policy was adopted at a regularly scheduled meeting of the Board of Fire Commissioners on June 5, 1997.

BY:



Edwin L. Etschman, Chairman

Attest:



John F. Ryder, Secretary

Distribution:

Commissioners
Grenloch Fire Company
Whitman Square Fire Company
Hurffville Fire Company
Washington Township Firemen's Association

Adoption Record:

Original: February 7, 1979
Revised: June 5, 1997