1. **PURPOSE**
2. To establish a standard for completion of the station journal.
3. **AUTHORITY**
4. Pacific Fire Protection District SOG Manual
5. **PROCEDURE GUIDELINES**
6. The station journal shall serve as an accurate and complete history of the activities and operations of the day.
7. All pertinent activities of occurrences shall be recorded in the journal. These shall include, but not be limited to:
8. Staffing changes.
9. Calls for service.
10. Training.
11. Any unusual occurrences, whether or not reported to the Duty Chief.
12. The names and affiliation of all visitors, if attainable. This shall include all family members. The purpose of the visit and arrival/departure times shall be included.
13. Emergency vehicles leaving their assigned station for reasons other than emergency calls. The purpose, destination, and station departure/return times shall also be recorded.
14. Equipment out of service and reason for being placed out of service.
15. Automatic alarms out of service; business, reason placed out of service and by whom. Estimated time out of service.
16. The Station Officer is responsible for ensuring the station journal is completed accurately.
17. The Station Officer shall record all entries for the prior 24 hour period before 0800, except in extenuating circumstances. Entries which cannot meet the deadline shall be recorded at the first available opportunity.

**Revision History:**

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| **Rev. level**  **changed to** | **Change Description** | **Change approved by** | **Last issue Date** |
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