



ANN ARBOR FIRE DEPARTMENT



Standard Operating Procedures

4.6 Fire Prevention Bureau Activity Log

FIRE PREVENTION BUREAU ACTIVITY LOG

Effective: September 14, 2018
Scheduled Review: September 14, 2021
Replaces: None
Approved: Fire Chief Mike Kennedy

I. PURPOSE

To outline the procedures and requirements for proper completion of a fire inspector activity log.

II. RESPONSIBILITY

A fire inspector activity log shall be used to summarize daily activities in the course of regular working hours.

III. PROCEDURES

A. Completion of daily activity log

- i. Each fire inspector shall correctly/professionally complete a daily activity log for each regular work day.
- ii. At the start of each work day, a fire inspector shall complete the "Administration Section" in its entirety. Areas of no data value shall be filled in as "N/A".
- iii. Within the "Activity Description Section", the "Time", "Type" and "Location & Description of Activity" shall be completed for each activity conducted. The appropriate start and end times; total time (minutes); type, and location & description of activity are to be listed.
- iv. Additional "Activity Description Sections" are available to be complete a fire inspector's daily log activity.
- v. The "Activity Summary Section" shall be completed by the respective fire inspector by entering a total count of specified activities and total time (minutes) within the categories of "Inspection Services"; "Investigative Actions"; "Service Requests", and "Administrative Duties".

B. Submitting of daily activity log

- i. Fire inspector activity logs shall be correctly/professionally submitted by the respective fire inspector via city email to an identified assistant chief and/or his/her designee by the conclusion of each work day.
- ii. Proper time management is expected and no overtime is authorized to complete and submit a fire inspector's daily activity log in accordance with this standard operating procedure.