



OFFICE OF THE CHIEF OF RESCUE

April 4, 2014

INSTRUCTIONAL BULLETIN #14-11

TO: All Fire and Rescue Personnel

FROM: Ivan T. Mote, Division Chief/Rescue *ITM*

RE: **Emergency Pro- Lead Crew Member**

The Emergency Pro report system is designed to recognize the report writer as the lead crew member. This is required by Jacksonville Fire Rescue Department and the Department of Health. Improper name placement may result in legal ramifications during depositions and court cases. The improper placement of the report writers name will also affect the Transport Percentage report. The proper procedure is for all report writers to ensure your name is listed in the first (top) position on the sign in roster. This will correct any further issues.

Thank you for your cooperation in this matter!

ITM/MB/af

