

City of Belleville Fire Department

Number: 9001

POLICY:

It is the policy of the Belleville Fire Department that standard procedures be followed when completing witness statements.

Date S.O.G. Comes Into Effect: October 27, 2011

Date S.O.G. Revised: May 26, 2017

Date Committee Approved S.O.G.: October 27, 2011

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GUIDELINE

1:00 Purpose:

1:01 To provide information which may be required for future use in investigations, court appearances or other legal applications.

2:00 Procedures:

2:01 All personnel shall complete a witness statement for the following incidents:

- Fire involving death or injury to any personnel or civilians.
- Fire involving formal investigations
- When personnel have information that may be useful in the investigation or follow up.
- Any fire involving a high dollar loss or extensive damage to property.
- When there are suspicious or unusual circumstances surrounding the incident.

THIS GUIDELINE IS NOT EXPECTED TO SUBSTITUTE FOR GOOD JUDGEMENT AND EXPERIENCE UNDER UNUSUAL CONDITIONS.

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- As directed by the Fire Prevention Officer or Officer in charge.

Note: It is recommended that all personnel should make a copy of their completed witness statement for their records.

2:02 Each completed 'Witness Statement' shall be given to the Officer in charge who will review and ensure that they are complete. The Officer in charge shall forward all completed witness statements to the Fire Prevention division.

2:03 Each 'Witness Statement' shall be completed immediately following the incident and shall be submitted to the Officer in charge prior to leaving the station from duty.

2:04 The 'Witness Statements' should be completed in blue ink. Personnel shall only complete the areas of the 'Witness Statement' that they have undertaken or experienced personally. **Only state the facts that refer to what you actually did, saw or were ordered to do.**

3:00 **Scope:**

3:01 It shall be the responsibility of the Captain/ Officer in charge of each shift to ensure that this guideline is explained and followed.

3:02 It shall be the responsibility of **all employees** to understand and adhere to this guideline.

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