

2016 - 1 MOBILE FIELD INTERVIEW REPORT (FIR)

PURPOSE OF ORDER

The purpose of this order is to establish de-confliction and sharing of criminal intelligence amongst units within the Department regarding the use and printing of mobile generated Field Interview Reports (FIRs). This will include the sharing of FIRs with outside law enforcement agencies.

SCOPE OF ORDER

All sworn Bureau personnel.

ORDER

The advancement of the Mobile FIR allows Department members to author FIRs electronically by utilizing their Department issued smart phones, Department desktops, and Mobile Digital Computer. The electronic FIR is then evaluated and approved by a supervisor or his designee, for criminal intelligence entry. Only an evaluated and approved FIR will go through the virtual gatekeeper for entry into the CalGang System. The electronic FIR will be an electronic "source document", which may replace the paper FIR cards and will be admissible in court.

When investigators require the source document (FIR), they shall request a printed version from the FIR's authoring station (Bureau team, station detective supervisor when no OSS team is assigned, or OSJ for all custody facilities). Sergeants and lieutenants with valid FIR accounts, as well as the CalGang Help Desk administrators, are the only personnel authorized to print from the FIR system.

With the approval of the FIR's authoring station supervisor, a printed FIR (source document) can be produced. The request and approval for a printed FIR should be submitted via email to ensure a chain of custody/approval from the FIR's authoring station. This is extremely important for both de-confliction of ongoing investigations, as well as it guarantees the sharing of criminal intelligence amongst law enforcement.
