2016 - 1 MOBILE FIELD INTERVIEW REPORT (FIR)

PURPOSE OF ORDER

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

SCOPE OF ORDER

This order applies to all sworn Bureau personnel.

ORDER

The advancement of the Mobile FIR allows Department members to electronically author FIRs using their Department-issued smartphones, desktops, and Mobile Digital Computer. The electronic FIR is then evaluated and approved by a supervisor or designee, before criminal intelligence entry. Only evaluated and approved FIRs will pass through the virtual gatekeeper for entry into the CalGang System.

The electronic FIR serves an official “source document", which may replace the traditional paper FIR cards and will be admissible in court.

When investigators require a source document (FIR), they shall request a printed version from the FIR's authoring station (Bureau team, station detective supervisor if no OSS team is assigned, or OSJ for all custody facilities).

Only the following personnel are authorized to print from the FIR system:

- Sergeants and lieutenants with valid FIR accounts
- Cal Gang Help Desk administrators

With approval from the FIR's authoring station supervisor, a printed FIR (source document) may be produced. Requests and approvals for printed FIRs must be submitted via email to ensure chain of custody and approval from the FIR's authoring station. This process is critical to both the de-confliction of ongoing investigations and to ensure the effective sharing of criminal intelligence amongst law enforcement agencies.