

**PHOENIX REGIONAL
STANDARD OPERATING PROCEDURES**

FIELD INCIDENT REPORTS POLICY

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PURPOSE

This policy establishes guidelines for the completion, review, and submission of Field Incident Reports (FIRs). FIRs are legal documents that serve as the initial record of findings at a fire scene and may also function as a preliminary fire investigation report for incidents where the origin and cause are clearly identifiable. **A FIR should be completed by the first arriving company officer for any fire response unless a Fire Investigator is dispatched to the incident.**

SCOPE

This policy applies to all company officers for incidents within the jurisdiction of the Phoenix Fire Department.

POLICY

1. Completion of FIRs:

- **Responsibility:** The company officer of the first responding unit is responsible for completing the FIR unless a Fire Investigator responds to investigate.
- **Timeline:** FIRs must be entered within 24 hours of the incident.
- **Content:** FIRs must include:
 - Date, time, and location of the incident.
 - Description of the incident, including the type of structure, materials involved, and extent of damage.
 - Observations regarding the fire's origin and cause.
 - Actions taken by fire crews (e.g., extinguishment methods, ventilation, search and rescue).
 - Identification of any hazardous materials encountered.
 - Notable safety concerns or challenges during the incident.

2. Accuracy and Objectivity:

- FIRs must be factual, concise, and free from subjective opinions.
- Speculative statements must be avoided unless supported by observations or evidence.
- Use professional terminology consistent with fire service standards.

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3. Review and Approval:

- Upon completion, FIRs must be reviewed, any errors or omissions identified must be corrected prior to submission.
- Supervisors at the Battalion Chief level or higher may audit FIRs for quality assurance.

4. FIRs as Preliminary Investigation Documents:

- For incidents where the origin and cause are clear and do not require the involvement of a Fire Investigator, the company officer's FIR will serve as the official initial investigation record.
- If the incident warrants further investigation, the initial company officer or Incident Commander should promptly request a fire investigator.

5. Retention and Access:

- FIRs will be stored in the department's digital record management system in accordance with the city's document retention policy.
- Access to FIRs is restricted to authorized personnel only.