

April 8, 2010

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Field Investigation Reports (FIRS)

REJIS, FIRS

FIELD INVESTIGATION REPORT (FIR)

422.00 PURPOSE

The purpose of this General Order is to establish procedures for conducting field investigations.

422.01 POLICY

- A. The FIR will be used and completed on persons, persons and vehicles in their possession or unoccupied vehicles in all instances when an officer feels that any of the above may be in the area for a questionable or suspicious purpose. Persons and vehicles should be checked for stolen or wanted when completing a FIR.
- B. Officers will follow the instructions printed on the inside cover of the REJIS FIR book and use standard abbreviation where appropriate. Shaded areas on the FIR book are required information on persons or vehicles or both if applicable. Incorrect FIR's will not be accepted by REJIS and dispatchers will return to the officer's supervisor for correction.
- C. Officers will turn completed FIR's to their supervisor prior to the end of their watch for corrections. The supervisor will then give them to the on duty dispatcher for entry into the computer. After the FIR has been entered into the computer, the communications section will then forward the FIR to the Bureau of Investigation where it will be filed.
- D. Blank FIR books are provided by REJIS and are available to officers through their Watch Commander.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel