TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 01		DEPARTMENT FIRE-RESCUE
SUBJECT INCIDENT REPORTING PROCEDURES	**SECTION** 14	**PAGE** 1 of 2	**EFFECTIVE DATE** November 5, 2025

I. PURPOSE

The purpose of this policy is to provide guidance on reporting information at the conclusion of an incident.

II. SCOPE

This policy applies to all sworn San Diego Fire-Rescue Department (SDFD) personnel, excluding Lifeguard personnel.

III AUTHORITY

The Fire Chief authorizes this policy.

IV. POLICY

A. Fire Operations Reports

1. Fire Record Management System (FireRMS)
   - i. FireRMS is the data system used to complete the fire incident reporting.
   - ii. The first-in Company Officer is responsible for the timely completion of required incident reports, including cross-staffed units.
   - iii. All units must clear the incident before the incident report can be closed.
     - a) This does not include ambulances assigned to the incident.
   - iv. Personnel will strive to ensure that the reports are completed prior to the end of the shift (EOS) on which they occurred.
     - a) All incident reports must be completed no later than two working shifts following the incident.
   - v. For incident reporting assistance:
     - a) While in FireRMS, select "..." then "Support"
     - b) Email SDFDInformationSystems@sandiego.gov

A Emergency Medical Services

1. Electronic Patient Care Reports (ePCR)
   - i. Must be completed and uploaded prior to the EOS.
   - ii. Ambulance personnel will strive to ensure that the ePCR is completed and submitted prior to leaving the hospital or prior to EOS.
   - iii. Documentation must be in accordance with Electronic Patient Care Report policy.
2. Non-Transported Patient Documentation
   - i. Personnel must complete all necessary documentation prior to EOS.
   - ii. Documentation that is being held on electronic devices must be uploaded prior to EOS.
   - iii. Documentation must be in accordance with the Against Medical Advice/Patient Release policy.

B Miscellaneous

1. Meritorious service performed
   i. Refer to the Service Awards policy to report personnel who perform exceptionally.
2. Finding of valuables
   i. Refer to the Safeguarding Property policy when valuables are turned in to or found by personnel.
3. Lost/damaged equipment
   i. Must be submitted in PS TRAX.
   ii. Must be reported in accordance with the Station/Apparatus Inventory Control policy.