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A-15 INCIDENT REPORTING REQUIREMENTS**NFIRS Completion for Firehouse**

The current Report Management System (RMS) being utilized by Heartland Fire Communications Authority (HCFA) is provided by Firehouse Software. The RMS is a separate system from the Computer Aided Dispatch (CAD) and performs different functions. Data that is created in CAD is transferred to RMS after the incident has been closed. To allow each agency to manage its own data, each department has its own partition or section within the database and security settings only allow a user to access their own agencies' records. These limitations are the basis for this incident reporting policy.

Basic Report Requirements

The RMS system is configured to place an initiated, incomplete NFIRS report in each agencies individual database for each incident. This initiated report will be created based on FDID of responding units and the agency having jurisdiction. All initiated reports shall be completed. No incomplete reports. It will be the responsibility of each agency to determine how to make sure all reports are completed and finalized. If an agency needs information from another agency to complete their incomplete report, the agency having jurisdiction (requesting agency) will initiate a request for a copy of their completed NFIRS record from auto aid provider. If the agency having jurisdiction is filling a records request, they will initiate a request for copies of reports from agencies that provided aid.

Auto Aid reports

If an incident occurs within the boundaries of a jurisdiction, regardless if that agency has units available or not, and outside units respond to the incident, the receiving agency will have the incident created in their database but will be unable to finalize the report without local personnel assigned to the incident. To solve this without affecting statistics in an adverse way the following procedure should be utilized:

An entry should be made into the staff section of firehouse that represents each agency in Heartland.

- The "LAST NAME" field should state: "Auto/mutual aid personnel".
- The "FIRST NAME" field should state the agency name, i.e. "Lakeside"
- The STAFF ID field should show the agency number, i.e. Lakeside =4100

During completion of the report the fictitious name shall be placed under the "Units and Personnel" tab, in the Personnel section.

Utilizing this standard Heartland wide will ensure that reports can be saved without statistics being affected (these fictitious units can be filtered out).

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