



FIELD INTERVIEWS

INDEX CODE: 1629
EFFECTIVE DATE: 02-26-09

Contents:

- I. Policy
- II. Procedures
- III. Purging of the Record
- IV. Proponent Unit
- V. Cancellation

I. POLICY

It is the policy of the department to utilize the Field Interview Report (FIR) form as a tool to gather information on suspicious subjects and/or situations. The form is appropriately used when circumstances may indicate the possibility of criminal activity. Field interview information is intended for use in conjunction with other types of information for the purpose of developing leads on crime patterns or criminal activity. Interviews will be conducted in a professional manner with due regard given to minimizing any potential adverse reaction by citizens who are interviewed.

II. PROCEDURES

A. Field Interview Circumstances

Although not limited to the following situations, field interviews generally may be conducted under the following circumstances:

1. Documentation of those circumstances when officers find subjects in situations that are suspicious by time of day, location, behavior, etc., but no probable cause for arrest exists.
2. Recording information on subjects who were in the company of persons who were arrested but no probable cause to arrest existed for those subjects.
3. Recording information on juveniles for very minor offenses when no arrest is thought appropriate by the investigating officer.
4. Documentation of circumstances to include subjects and/or vehicles when a crime has occurred but no probable cause for arrest exists.

B. Recording the Field Contact

Field interviews and interrogations conducted by officers will be recorded on the Field Interview Report. The form is self-explanatory and will be filled out as completely as possible to make the information more worthwhile to crime analysts and other officers. Any additional information which may prove to be helpful should be submitted on a supplement report.

Officers will obtain an incident number from Communications when completing an FIR form. Incident numbers must be added to the incident number block on the bottom right of the FIR form.

C. Distribution

The field interview reports will be submitted for review by patrol supervisors and will then be forwarded to the **CID-Crime Analysis Section**. The information contained on the FIR will be *entered into the Crime Analysis database*. The Crime Analysis **Section** will be responsible for appropriate distribution.

Index Code: 1629
Effective Date: 02-26-09

III. PURGING OF THE RECORD

The information will be retained in the database until it is no longer deemed useful by investigators, officers, or crime analysts, and will be purged by the crime analyst.

IV. PROPONENT UNIT: *Patrol Services* Bureau.

V. CANCELLATION: This directive cancels Index Code 1629, dated 09-08-05, and Written Directive Memorandum 05-054.