

III-11 FIELD INTERVIEW

EFFECTIVE: 01/01/2005

CALEA Standards: 41.2.4

CFA Standards: 18.12

I. POLICY: The purpose of this procedure is to establish guidelines for conducting field interviews. Field interviews are a productive tool and source of information for the police department. They should be used only in the pursuit of legitimate goals of the department. When used properly, they can discourage criminal activity, identify suspects, and add intelligence information to the files of known criminals.

II. DEFINITION:

A. Field Interview - The stopping and questioning of a person by a law enforcement officer because the officer has reasonable suspicion the subject may have committed, may be committing, or may be about to commit a crime; believes the subject may be a hazard; or believes the interview may have a preventive effect.

III. GUIDELINES FOR CONDUCTING FIELD INTERVIEWS:

A. A Field Interview should be conducted under the following circumstances:

1. The person contacted is a named suspect in a reported crime, but additional information, such as a current address, is needed to complete an ongoing investigation.
2. The contact is a possible suspect in a crime or his physical description matches the suspect in a specific crime.
3. The contact committed a minor infraction in the officer's presence. Subject was warned and a Field Interview Card was completed in lieu of arrest.
4. The contact was engaged in suspicious activity which caused the officer's attention to be focused upon him or her, including, but not limited to, loitering around closed businesses, erratic driving for no reason, and/or attempting to hide from an officer(s), etc.

IV. COMPLETION OF FIELD INTERVIEW CARDS:

A. Officers should make an attempt to obtain identification from the field contacts.

B. Officers will complete all sections of the Field Interview Card (FIC) (Appendix A), giving special attention to attire, marks, tattoo's etc.; circumstances for stop and reason given; and other pertinent data, such as personal computer checks, if arrest was made, etc. In case of a juvenile, the parent or guardian's name, address and phone number will be written on the card.

C. In some instances, F.I. cards may be of evidentiary value, such as when a subject is arrested for loitering or prowling after having been interviewed in the area at an earlier time. If a F.I. card is placed into evidence, a copy will be made and forwarded to the Criminal Investigations Division (CID).

1. F.I. cards may also eliminate a suspect thought to be involved in a crime.

D. Officers may obtain fingerprints and/or photographs in field contacts, NTA=s and traffic stops where the identity of the subject cannot be clearly ascertained

1. Voluntary consent by the subject must be obtained in all field interviews and traffic stops before any prints or photographs are collected.
2. Officers will strictly adhere to all local, state and federal laws when gathering this information.

E. Officers will enter the F.I. card information into CAD utilizing their mobile computer system before clearing the incident.

F. Officers will write legibly, as other persons will be reading the forms.

G. Officers will turn in completed F.I. cards at the end of their shift for review by their supervisor. All F.I. cards will be forwarded to CID for review:

1. The Intelligence Officer will review all F.I. cards and forward them to the detective assigned or responsible for the area the information applies to.

V. FILING OF FIELD INTERVIEW CARDS:

A. Upon receipt of F.I. cards by CID, the F.I. cards will be placed into a 31 day working file in date order.

B. The working file will be purged monthly. Those F.I. cards will then be stored by month and will be maintained by CID for a period of at least two (2) years, but not more than five (5) years.

VI. REFERENCE:

- F.S.S. 119 Public Records.
- F.S.S. 901.151 Stop & Frisk.
- F.S.S. 322.15 License to be carried and exhibited on demand; fingerprint to be imprinted upon a citation.

Delsa R. Bush, Chief of Police

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Old SOP # 6.620.025, 18.06
Revision Dates: 06/01/1999, 12/17/2003, 02/14/2004, 01/01/2005

Job Title Task Files: Intelligence Officer, Supervisors

Appendix A

DATE		TIME		LOCATION				PD018 (REV. 11/93)	
LAST NAME			FIRST		M.		NICKNAME		
RACE	SEX	D.O.B.	HT.	WT.	HAIR	EYES	COMPLEXION		
BUILD	SCARS, MARKS, TATOOS			CITY & STATE OF BIRTH					
SSN			D/L			OCCUPATION			
RESIDENTIAL ADDRESS					WORK OR SCHOOL ADDRESS				
VEH. COLOR	YEAR	MAKE	STYLE			LIC # STATE AND YEAR			
DAMAGE OR FEATURES					GANG INFORMATION				
OFFICERS NAME				UNIT		I.D. NUMBER			

CLOTHING		
CIRCUMSTANCES/REMARKS:		
REASON GIVEN:		
ASSOCIATES/NEXT OF KIN 1.	2.	THUMB PRINT