

PALM BEACH GARDENS POLICE DEPARTMENT		
FIELD INTERVIEWS		
POLICY AND PROCEDURE 4.2.1.16		
Effective Date : 06/05/09	Accreditation Standards: CALEA 1.2.3, 42.1.6 CFA 18.09	Review Date: 05/01/2016

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PURPOSE: To establish guidelines for conducting field interviews.

SCOPE: All Members

REVIEW RESPONSIBILITY: Patrol Operations Bureau Commander

POLICY: 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.

1. GUIDELINES FOR CONDUCTING FIELD INTERVIEWS

- a. A field interview should be conducted under the following circumstances:
 - i. The person contacted is a named suspect in a reported crime, but additional information, such as current address is needed to complete an on-going investigation.
 - ii. The contact is a possible suspect in a crime, or his physical description matches the suspect in a specific crime.
 - iii. The contact committed a minor infraction in the officer's presence.
 1. Subject was warned, and a field interview report (FIR) was completed in lieu of arrest.
 - iv. The contact was engaged in suspicious activity which caused the officer's attention to be focused upon him, such as:
 1. loitering around closed businesses
 2. erratic driving for no reason
 3. attempting to hide from an officer(s), etc.
 - v. The contact is an individual deemed truant; in which case the interview should contain:
 1. school information
 2. the name of the official the truant was released to

2. COMPLETION OF FIELD INTERVIEW REPORTS

- a. Officers should make an attempt to get verifying identification from contacts.
- b. Officers should enter FIR information into RMS (Records Management System) utilizing the Field Contact database which is accessible through their mobile data terminals or desktop computers.

- c. Officers should complete all sections of the FIR giving special attention to:
 - i. dress, clothing
 - ii. marks, scars
 - iii. tattoos, piercings
 - iv. circumstances for the stop
 - 1. response reason given
 - v. other pertinent data such as personal computer checks
 - vi. if arrest was made, etc.,
 - vii. in case of juvenile,
 - 1. parent or guardian's name
 - 2. address
 - 3. phone number
- d. In some instances, an FIR may be of evidentiary value, such as a subject being arrested in an area for loitering or prowling after having been interviewed in an area at an earlier time.
 - i. If an FIR is placed into evidence, a copy of it should be forwarded to the Detective Sergeant.
 - ii. FIRs may also eliminate a person suspected of being involved in a crime.
- e. Officers may, with voluntary consent, obtain fingerprints and/or photographs in field interviews, NTAs and traffic stops when the identity of the subject cannot be clearly ascertained.
 - i. Officers will strictly adhere to all local, state and federal laws when gathering this information.
- f. Officers will turn in any written FIRs by the end of their shift for review by their supervisor.
 - i. Supervisors will forward all written FIRs to the Records Section for entry into the Field Contact database.
 - ii. Officers should make every attempt to be neat and write legibly as other persons will be reading the forms.

3. FILING OF FIELD INTERVIEW REPORTS

- a. The Records Section enters written FIRs into RMS and then forwards them to the Detective Sergeant for review.
- b. FIRs will be maintained in the RMS Field Contact database.
- c. Corrections to FIR information will be directed to the Records Manager for completion.
- d. Written FIR forms will be maintained by the Detective Sergeant in accordance to State of Florida General Records Schedule GS2 #43.

4. GLOSSARY

Field Interview Report: The stopping and questioning of a person by a law enforcement officer because the officer has reasonable suspicion that 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.

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DRAFTED: SDD / 05-18-09 FILED: 4.2.1.16.pdf

APPROVED:



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06/05/09

Date