

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Field Interview Reports		



I. Introduction

- A.** Information gathering is a fundamental and essential duty of sworn Division personnel. While criminal intelligence may be the assigned responsibility of specific Division personnel, all **sworn** personnel **are criminal intelligence gatherers and** responsible for reporting information that may help identify criminal activity, conspirators and perpetrators. **The law (28 CFR Part 23) regulates the collection and use of criminal intelligence information.**
- B.** During the course of their regular duties, personnel may become aware of information related to criminal or suspected criminal activity, **or** identify individuals who are members of organizations, gangs or groups involved in criminal activity, terrorism, anti-government actions, or other civil disorder.
- C. The Division** utilizes the **electronic** Field Interview Report to record the information and document the action(s) taken. This should not be considered the only method of information gathering. All Division personnel are encouraged to provide any information which may assist in identifying crime trends and possible suspects.

II. Policy Statements

- A. All Division personnel shall immediately notify the Counter-Terrorism Unit if they become aware of a situation involving any homeland security issues, to include individuals with ties or suspected ties to terrorism.**
- B.** Non-sworn Division personnel encountering suspicious and/or criminal activity shall report the activity to sworn Division personnel as soon as possible to have **an electronic** Field Interview Report completed.
- C.** Sworn personnel shall complete **an electronic** Field Interview Report as soon as possible, including as much information as possible. **The report shall** record and document **all available information regarding encounters** with suspicious persons, descriptions of suspicious situations or vehicles, and contacts related to criminal activity.

III. Procedures

- A. Sworn Personnel**
1. Advise Communications Bureau personnel of the location of the stop when conducting the field interview.
 2. Advise the person being interviewed of the reason for the stop.

3. Complete the **electronic** Field Interview Report, including an explanation of the circumstances and as much information as possible. Enter the appropriate Subject Code under the Individuals tab.
 4. If any arrests are made in which the Columbus Division of Police does not retain custody of the arrestee(s):
 - a. Complete the appropriate **electronic** report for each person arrested.
 - b. Note the circumstances of the contact and include all pertinent information, such as charges, agency retaining custody, names of participating Division sworn personnel, and/or any injuries to the suspects or personnel.
 5. In situations requiring an immediate response, notify appropriate bureaus/units that **an electronic** report was completed and provide the report number. **Electronic** Field Interview Reports may be emailed to Division personnel.
- B. **Strategic Analysis Unit and Criminal Intelligence Analysts**
Review the **electronic** Field Interview Report data to identify probable suspects and/or crime trends.
- C. **Supervisors of Investigative Units**
 1. Open **the electronic** Field Interview Reports.
 2. Search appropriate subject codes.
 3. Review **the electronic** Field Interview Report data to identify probable suspects.
- D. Homeland Security Section Lieutenant
Initiate training for all personnel upon changes to the collection, processing, and sharing of intelligence information and homeland security activities.