

Columbus Police Division Directive	EFFECTIVE	NUMBER
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<b>Field Interview Reports</b>		



**Cross Reference: 7.07, 10.06**

## 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 information gatherers and responsible for reporting any information that may help identify criminal activity, conspirators, and perpetrators.
- 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 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, **extremist activities, or extremist groups as defined in the “Criminal Gang Identifiers” directive.**
- 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 and include 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.

**Note: A field interview can constitute a “Terry” stop if the person does not willingly consent to the interview. Therefore, a non-consensual field interview requires reasonable suspicion to support stopping and detaining the person. Refer to the appropriate sections of the Arrest, Search, & Seizure Manual for additional guidance.**

### 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 and include 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 Field Interview Report for each person arrested.
  - b. Note the circumstances of the contact, and include all pertinent information such as charges, the 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. **The** electronic Field Interview Report(**s**) may be emailed to Division personnel.

#### B. Criminal Intelligence **Section**, Crime **Analysts**, Criminal Intelligence Analysts, and Investigators

1. 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 Report(**s**).
2. Search appropriate Subject Codes.
3. Review the electronic Field Interview Report data to identify probable suspects.

#### D. Homeland Security Section Lieutenant

1. Initiate training for all personnel upon changes to the collection, processing, and sharing of intelligence information and homeland security activities.