

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Field Interview Reports		



Cross Reference: 3.01, 7.07, 10.06

Patrol SOP: 2.02

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, **and** Seizure Manual for additional guidance.

III. Procedures

A. Sworn Personnel

1. **Physical contact with subjects**

- a. Advise Communications personnel of the location of the stop, **or contact**, when conducting the field interview.
- b. **If conducting a stop**, advise the person being interviewed of the reason for the stop.
- c. 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.

2. **Documenting information or activity regarding a criminal gang/ criminally motivated group.**

- a. **Complete the electronic Field Interview Report documenting information obtained or known through observation and research.**
- b. **Enter the appropriate Subject Code under the Individuals Tab.**

3. 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, CrimeAnalysts, Criminal IntelligenceAnalysts, and Investigators

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

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