

## BERKELEY POLICE DEPARTMENT

DATE ISSUED: November 1, 1999

GENERAL ORDER R-29

SUBJECT: FIELD INTERVIEWS

### PURPOSE

- 1 - The purpose of this General Order is to establish policy and procedures for conducting field interviews and maintaining records of those citizen contacts.

### POLICY

- 2 - Field interviews should be used only in the pursuit of legitimate goals of the Department and not to harass any individual. Field interviews are a productive tool and source of information for the Department. When used properly, they can discourage criminal activity, identify suspects, and add useful information to Department files.

### PROCEDURES

- 3 - The Field Interview Card (referred to in this order as "Form") shall be used to record information where persons are stopped and interviewed in the field and where no numbered report is made. Field Interview Cards should be completed under the following circumstances:
  - (a) The person contacted is a named suspect in a reported crime, but additional information, such as current address or photograph for a lineup, is needed to complete an ongoing investigation.
  - (b) The person contacted is a possible suspect in a crime, or his/her physical description matches the suspect in a specific crime. A. photograph may be taken for identification or elimination purposes.
  - (c) The person committed a minor infraction in the officer's presence and was warned; the Field Interview Card was completed in lieu of arrest.
  - (d) The subject was engaged in suspicious activity which caused the officer's attention to be focused upon him/her. Examples of such activity would include loitering around a closed business or known drug spot without apparent business, erratic driving, attempting to hide from the officer, etc.
- 4 - A supply of the forms will be maintained in the **Squad Room with additional forms available in Support Services Division.\***
- 5 - The originating officer shall legibly print the required information on the form at the time contact is made. The officer shall be responsible for determining whether or not there are any outstanding warrants or "wants" on the subject.
  - (a) The officer should also search the criminal files to determine whether the subject has a criminal record.

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- (1) If a record is located, the officer should indicate by a check mark in the appropriate box at the bottom of the form whether it is a felony or misdemeanor.
  - (2) If the subject has a CORPUS personal file number, the number should be written on the lower portion of the form.
  - (3) If there is no record, the word "No" should be written in each box.
- (b) The FI form should be fully completed before being turned in.
- 6 - The officer should promptly place the completed form into the "Stop Card **Tray\***" located in the Squad Room.
- (a) It shall be the responsibility of the Detective **Bureau Secretary\*** to remove the completed forms from the tray\* and process them properly.
  - (b) The **Detective Bureau Secretary\*** will be responsible for entering the forms into the Records Management System.
  - (c) By agreement with the Police Review Commission, Field Interview Cards are purged from the Records Management System after 90 days.
- 7 - In those instances where the officer feels that the person stopped would be of interest to a particular Detective **Bureau\*** detail, e.g., Sex, Robbery, etc., the officer shall photocopy the form and route the copy to the particular detail.
- (a) Appropriate information shall be included in the section titled, "Circumstances of Stop," as well as the notation that a copy has been sent to the concerned detail, e.g., "cc: Sex Detail."
  - (b) The original of the form shall be handled as outlined in paragraph 6, above.

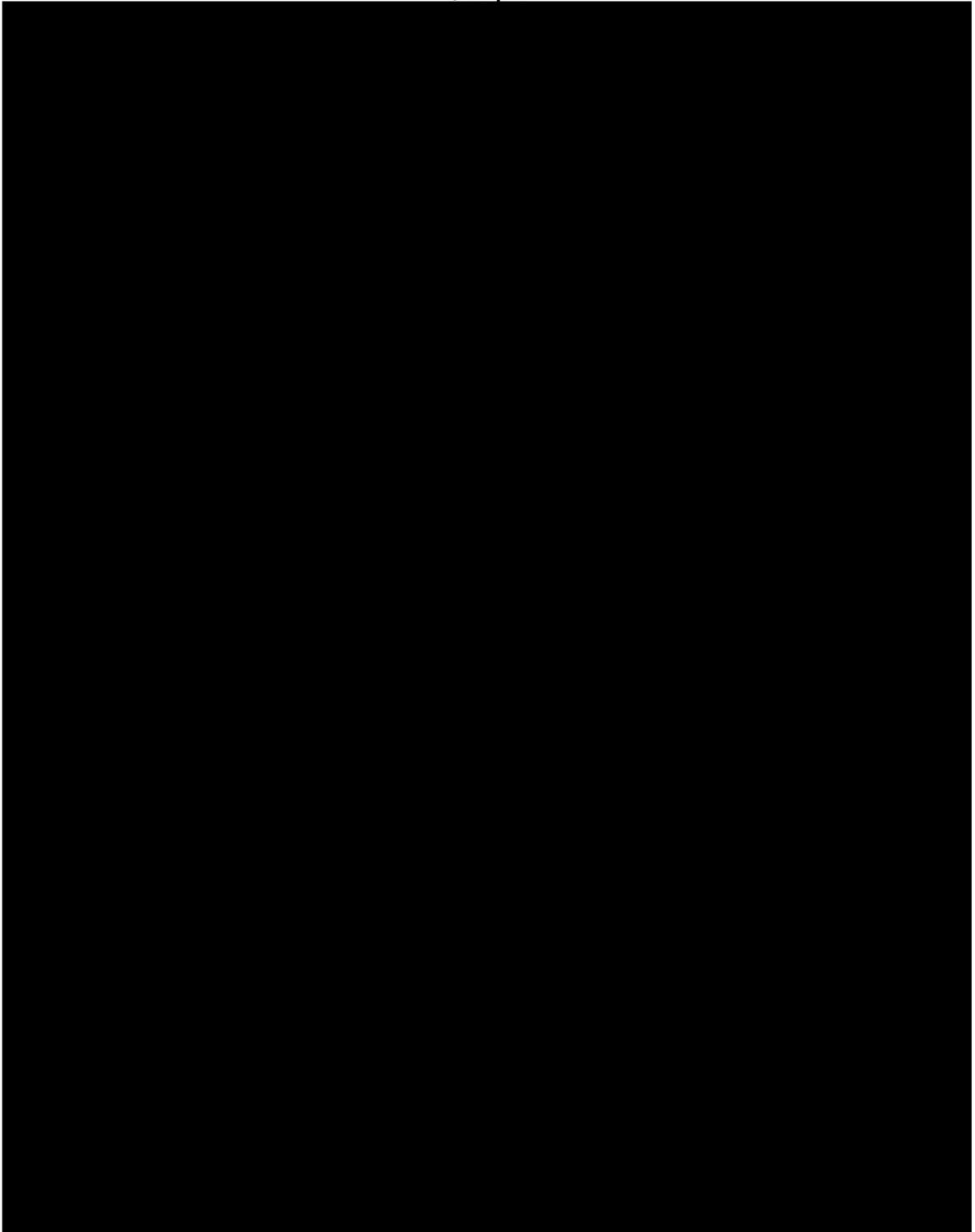
Reference: CALEA Standards

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*Sample\**



\* Highlighted text is new