

Field Interview Cards

430.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of Field Interview (FI) cards.

430.2 PROCEDURE

- (a) The FI card is to be used by Field Operations personnel to document contact with persons in suspicious or unusual situations.
- (b) Accurate and complete FI cards provide immediate and long-term benefit to the Department. Fully completed checkbox sections enhance data searches for particular suspect descriptions or unique identifiers. Descriptive narratives provide expanded detail for investigative use. Both elements are critical for the effective use of FI cards.
- (c) Valid reasons for documentation on an FI card include, but are not limited to the following:
 - 1. Identifying persons in a known or suspected vehicle used in a crime
 - 2. Identifying suspicious persons
 - 3. Identifying persons in an unusual place
 - 4. Identifying persons at an unusual time
 - 5. Identifying persons with known or suspected gang affiliation
 - 6. Identifying persons associating with persons which are known or believed to be involved with criminal activity
 - 7. Documentation of any other person that may be of interest to investigations or Field Operations Division personnel
 - 8. To document persons who have been released from custody and are listed in the "Supervised Release File" (SRF).
- (d) FI cards will be entered by cadets and/or volunteers into Spillman. Officers may also complete and enter field interviews into Spillman mobile.