

Columbus Police Division Directive	EFFECTIVE	NUMBER
	Mar. 30, 2005	3.51
	REVISED	TOTAL PAGES
	Jun. 30, 2009	2
<b>Field Interview Reports</b>		



Cross Reference:..... 3.22, 3.55

## I. Introduction

**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 personnel are responsible for reporting information that may help identify criminal activity, conspirators and perpetrators. During the course of their regular duties, personnel may become aware of information related to criminal, or suspected criminal activity; identify individuals who are members of organizations, gangs or groups involved in criminal activity, terrorism or anti-government actions; or other civil disorder. When this occurs, utilize the Net-RMS 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 sworn personnel, regardless of assignment, are criminal intelligence gatherers regulated by law as to obtaining and using criminal intelligence information.**
- 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 a NetRMS Field Interview Report completed.**
- C. Sworn personnel shall **complete a** NetRMS Field Interview Report **as soon as possible, including as much information as possible**, to record **and document each situation** with suspicious persons, descriptions of suspicious situations or vehicles, and contacts related to **criminal activity including organized crime, narcotics, terrorism, and vice.**

### III. Procedures

#### A. All Personnel

***Immediately notify the Terrorism Early Warning Unit if any homeland security issues are involved. This includes any type of individual with ties or suspected ties to terrorism.***

#### B. 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 NetRMS 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 NetRMS 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 a NetRMS Report was completed and provide the report number. NetRMS Field Interview Reports may be emailed to Division personnel.

#### C. Crime Analysis Unit

Review the NetRMS Field Interview Report data to identify probable suspects and/or crime trends.

#### D. Investigative Units Supervisor

1. Open NetRMS Field Interview Reports.
2. Search appropriate subject codes.
3. Review NetRMS Field Interview Report data to identify probable suspects.

#### E. Homeland Security Section Lieutenant

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