

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO. 4**

**February 26, 2018**

**SUBJECT: FIELD INTERVIEW REPORTS, FORM 15.43.00 – REVISED AND RENAMED; FIELD INTERVIEWS – REVISED; SUBMITTING REPORTS FOR APPROVAL – REVISED; AND, FIELD INTERVIEW REPORT, FORM 15.43.00 – REVISED**

**PURPOSE:** The purpose of this Order is to update Department procedures to comply with the Office of the Chief of Police Notice, *Immigration Enforcement Procedures*, dated December 29, 2017. In an effort to uphold public trust, and minimize the potential misperception associated with inquiring about a person's birthplace, Department Manual Section 4/202.01, *Field Interviews*, has been revised regarding when Department personnel may ask for and record a victim, witness or temporarily-detained person's place of birth. This Order also revises and renames Department Manual Section 3/203.10, *Field Interview Reports, Form 15.43.00*, as *Field Interview Report Procedures*, and revises Department Manual Section 4/203.40, *Submitting Reports for Approval*, and the Field Interview Report, Form 15.43.00, to reflect current policy.

**PROCEDURE:**

- I. FIELD INTERVIEW REPORTS, FORM 15.43.00 – REVISED AND RENAMED.** Department Manual Section 3/203.10, *Field Interview Reports, Form 15.43.00*, has been renamed as *Field Interview Report Procedures*. Attached is the revised Department Manual section with the revisions indicated in italics.
- II. FIELD INTERVIEWS – REVISED.** Attached is the revised Department Manual Section 4/202.01, *Field Interviews*, with the revisions indicated in italics.
- III. SUBMITTING REPORTS FOR APPROVAL – REVISED.** Attached is the revised Department Manual Section 4/203.40, *Submitting Reports for Approval*, with the revisions indicated in italics.
- III. FIELD INTERVIEW REPORT, FORM 15.43.00 – REVISED.** The Field Interview Report, Form 15.43.00, has been revised as follows:
  - The verbiage "UNION AFFIL." has been deleted from the "BUSINESS ADDRESS/SCHOOL/UNION AFFIL." box, located on the front of the Field Interview Report; and,
  - The "SUBJECT'S BIRTHPLACE: CITY, COUNTY, STATE, COUNTRY" box has been deleted from the back of the Field Interview Report.

**FORM AVAILABILITY:** The revised Field Interview Report is available from Publishing Services, Department of General Services, by submitting a Supply Order Form, Form 15.11.00, to Supply Section, Fiscal Operations Division. All other versions of the Field Interview Report shall be marked "obsolete" and placed into the Area/divisional recycling bin. The use, completion, and distribution of this form remain unchanged.

**AMENDMENTS:** This Order amends Sections 3/203.10, 4/202.01, and 4/203.40 of the Department Manual. The "Form Use" link applicable to the Field Interview Report has been updated and is accessible in E-Forms on the Department's LAN.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



**CHARLIE BECK**  
Chief of Police

Attachments

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**202.01 FIELD INTERVIEWS.** When an officer questions a person in the field, he or she may record the details of that interview on a Field Interview (*FI*) Report, Form 15.43.00. Specific facts *that* tend to indicate criminal activity shall be indicated on the *FI*. An *FI* shall be completed for all arrested persons.

**Exception:** When persons are arrested for *public intoxication [Penal Code (PC) Section 647(f)]*, *begging [PC Section 647(e)]*, or a misdemeanor traffic warrant, an *FI* need not be completed, unless there are indications of possible involvement in other criminal activity.

***Place of Birth Inquiries.*** Some members of the public may misperceive the purpose of inquiring about a person's birthplace when questioned during a law enforcement contact, especially when contacting the police as a victim or witness. To minimize the potential misperception and possible degradation of public trust, the following procedures shall be followed:

- ***Victims, Witnesses and Temporarily-Detained Persons.*** Officers shall not ask a victim, witness, or temporarily-detained person for his or her place of birth unless necessary under the particular circumstances to investigate a criminal offense.
- ***Arrestees.*** Department personnel may ask and record an arrestee's place of birth when it is:
  - \* Necessary to book or process the arrestee for a criminal offense;
  - \* Necessary to comply with consular notification obligations;
  - \* Necessary to investigate a criminal offense; or,
  - \* Otherwise required by law.
- ***Field Interview Reports.*** Department personnel shall no longer record a victim, witness or temporarily-detained person's place of birth on *FIs*, unless necessary under the particular circumstances to investigate a criminal offense. Department personnel, however, may continue to record an arrestee's place of birth on *FIs*, in the "Additional Info." field, subject to the conditions set forth above.

**203.40 SUBMITTING REPORTS FOR APPROVAL.** An officer who completes any of the following reports shall submit the report to a supervisor for approval, as soon as practicable:

- *Investigative Report, Form 03.01.00*, other than robbery, or sexual assault;

**Note:** An Investigative Report of a robbery or sexual assault, shall be delivered **without delay** to the approving supervisor (*Department Manual Section 4/262.90*).

- *Stolen Vehicle Report, completed on a Vehicle Report, CHP Form 180;*
- *Vessel Report, Form 12.08.00;*
- *Death Investigation Report, Form 03.11.00;*
- *Injury Investigation Report, Form 03.15.00;*

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- *Missing/Found Persons Investigation Report, Form 03.16.00;*
- *Discharge of Firearm Report, Form 03.20.00;*
- *Investigator's Final Report, Form 05.10.00; and,*
- *Follow-up Investigation, Form 03.14.00, relating to any of the above.*

An officer completing a Vehicle Report shall immediately obtain a *division of records (DR)* number and shall submit the report for approval at the end of watch or on the next routine trip to the station (*Department Manual Section 4/220.40*).

Field Interview (*FI*) Reports and Field Data Reports (*FDR*), *Form 15.43.01*, shall be completed and turned in at the end of watch to the Area watch commander. An Automated Field Data Report (*AFDR*) does not require submission to a supervisor. Officers who do not complete a Daily Field Activities Report, *Form 15.52.00*, shall submit FIs and FDRs to a supervisor designated by their commanding officer. *Gang officers shall submit their FIs to their Gang Impact Team supervisor directly.*

**Gang Member Arrests.** An officer submitting a report to a supervisor for approval, which involves the arrest of "verified" gang members, shall ensure that the face sheet of each report (i.e., *Arrest Report, Form 05.02.00, Follow-up Investigation, Investigator's Final Report, Property Report, Form 10.01.00*) is stamped "GANG MEMBER ARREST" in red ink.

**Note:** An arrestee is a verified gang member when the arrestee is listed in Department gang files. Verification shall be obtained through the respective bureau's Special Enforcement Unit. During off hours, verification can be obtained through Gang and Narcotics Division (GND).

The stamp may also be used on reports when the arrestee has been approved for inclusion into the gang file, but has not been added to the file at the time of inquiry.

**Note:** Replacement stamps may be reordered through Supply Section, Fiscal Operations Division, using the *Supply Order Form, Form 15.11.00*.

**Narcotics Arrests.** Officers completing narcotics-related reports (e.g., *Arrest Reports, Evidence Reports, Investigative Reports*) shall write in the left margin of the first page, "distribute one copy to Area NED" on the report.

**Area Records Unit's Responsibility.** Area Record Units shall distribute copies of narcotics related reports as follows:

- One copy to the Narcotics Enforcement Division (NED) of the Area of occurrence; and,
- One copy to be stored in their Area files.

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FORM USE**

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**15.43.00 FIELD INTERVIEW REPORT, FORM 15.43.00.**

**15.43.00-01 Use of Form.** This form is used to record the details of field interviews  
(*Department Manual Section 4/202.01*).

**15.43.00-80 Distribution.**

1 - Original, *Area or division of origination.*

1 - **TOTAL**

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**203.10 FIELD INTERVIEW REPORT PROCEDURES.** Approving supervisors shall be responsible for ensuring completeness of the Field Interview (*FI*) Report, Form 15.43.00, and that the FI is forwarded daily to the *Area Watch Commander*.

*All original FIs shall remain at the Area of occurrence for two years, and then three additional years in records retention storage from the date of origination.*

**Note:** The number of FIs an officer produces should not be used as the sole measure of the officer's productivity.