

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 5

March 17, 2020

SUBJECT: FIELD INTERVIEWS – REVISED; AND, FIELD INTERVIEW REPORT, FORM 15.43.00 – REVISED

PURPOSE: This Order revises the Field Interview Report, Form 15.43.00, to remove the “Soc. Security” box from the front of the Field Interview Report and add a “Social Security Number” line to the back of the Field Interview Report along with adding the required disclaimer in accordance with Department Manual Section 4/202.07, *Federal Privacy Act – Social Security Number Disclosure Statement During Field Detention*. This Order will also revise the Field Interview Report, Form 15.43.00 to remove “Solicitor” from the “SUBJ INFO” field and replace it with “Homeless.”

PROCEDURE:

- I. **FIELD INTERVIEWS – REVISED.** Department Manual Section 4/202.01, *Field Interviews*, has been revised and is attached with the revisions indicated in italics.
- II. **FIELD INTERVIEW REPORT, FORM 15.43.00 – REVISED.** The Field Interview Report, Form 15.43.00, has been revised and is attached for reference.

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.

AMENDMENT: This Order amends Section 4/202.01 of the Department Manual.

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.


MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION “D”

DEPARTMENT MANUAL
VOLUME IV
Revised by Administrative Order No. 5 , 2020

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 particular circumstances *in order* to investigate a criminal offense.
- **Arrestees.** Department personnel may ask *for* 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 *not* record a victim, witness or temporarily-detained person's place of birth on FIs, unless necessary under 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.

Social Security Number Inquiries. *When requesting a social security number, officers shall document the social security number on the "Social Security Number" line of the Field Interview Report, Form 15.43.00, and provide the required disclaimer as per Department Manual Section 4/202.07, "Federal law requires that you be informed, when asked for your Social Security number, that it must be provided for use in identification. Authority for requiring this information is based upon field interview procedures operational prior to January 1, 1975." Officers shall check the "Disclaimer Given" box once it has been verbally provided.*

SUBJ INFO Field. *Department personnel shall circle the "Homeless" category in the SUBJ INFO Field when a subject encountered meets the definition of "Homeless" as defined in Department Manual Section 1/240.07, Police Contact with Persons Experiencing Homelessness.*

Department personnel shall also circle this category when a subject states that he or she is homeless.

FRONT

| | | | | | | | | | | |
|-------------------------------|---|-----------------------|--|-----------------|--------------------------------|------------------------------------|------------------|------------------|---------|---------|
| OP. LIC. NO. O | | STATE F | NAME (LAST, FIRST, MIDDLE) N | | SUFFIX (JR., ETC.) J | | | | | |
| RESIDENCE ADDRESS A | | | CITY C | STATE | SEX S | DESCENT D | HAIR H | EYES E | | |
| HEIGHT T | WEIGHT W | BIRTHDATE B | | CLOTHING | | | | | | |
| PERSONAL ODDITIES | | | | | | PHONE NO. | | | | |
| BUSINESS ADDRESS/SCHOOL | | | | | | | | | | |
| MONIKER/ALIAS | | | | GANG/CLUB | | | | | | |
| SUBJ | | 1 LOITERER | 3 HOMELESS | 5 GANG ACTIVITY | 7 ON PAROLE | <input type="checkbox"/> DRIVER | | | | |
| INFO | | 2 PROWLER | 4 WITNESS | 6 HAS RECORD | 8 ON PROBATION | <input type="checkbox"/> PASSENGER | | | | |
| V | YEAR | MAKE | MODEL | TYPE | COLOR | VEH. LIC. NO. | TYPE | STATE | | |
| E | INT COLOR I N T | 1 BUCKET SEAT | E X T | 1 CUSTOM WHEELS | 3 LEVEL ALTER | 5 CUSTOM PAINT | | | | |
| | | 2 DAMAGED INSIDE | | 2 PAINTED MURAL | 4 RUST/PRIMER | 6 VINYL TOP | | | | |
| H | BODY | 1 DAMAGE | 3 STICKER | 4 LEFT | 6 FRONT | WIN- | 1 DAMAGE | 3 CURTAINS | 4 LEFT | 6 FRONT |
| | | 2 MODIFIED | | 5 RIGHT | 7 REAR | DOWNS | 2 CUSTOM TINT | | 5 RIGHT | 7 REAR |

BACK

| | | | | |
|---|---------------------|------------|--------------|--------------|
| Persons with subject | | | | |
| NAME (LAST, FIRST) | | DOB | SEX | GANG/MONIKER |
| NAME (LAST, FIRST) | | DOB | SEX | GANG/MONIKER |
| ADDITIONAL INFO [ADDITIONAL PERSONS, BOOKING NO., NARRATIVE, E-MAIL, SOCIAL MEDIA ACCOUNT(S) (E.G., TWITTER, INSTAGRAM, FACEBOOK), ETC.] | | | | |
| | | | | |
| DATE | TIME | LOCATION | | RD |
| OFFICER | | SERIAL NO. | OFFICER | |
| | | | SERIAL NO. | |
| FIELD INTERVIEW 15.43.00 (01/20) | INCIDENT NO. | | DIVISION | DETAIL |
| | | | SUPV. INITS. | |
| Z * IF SOCIAL SECURITY NUMBER IS REQUESTED THE FOLLOWING DISCLAIMER MUST BE READ: | | | | |
| "Federal law requires that you be informed, when asked for your Social Security number, that it must be provided for use in identification. Authority for requiring this information is based upon field interview procedures operational prior to January 1, 1975." <input type="checkbox"/> DISCLAIMER GIVEN SOCIAL SECURITY NO.: | | | | |