

**Los Angeles Police Department
LD18 Report Writing
EV3 Pedestrian Stop
S2 Field Interview Card**

Date Revised: September/2019

Session Goal: Provide the recruits with a basic understanding, importance, and ability to complete a field interview card report. Introduce the Los Police Department geographic divisions and their corresponding reporting districts.

Learning Objectives: Recruit will learn how to perform the task of completing a Field Interview Card. Use Reporting District Maps to navigate within the geographic divisions.

Session Time: 1 Hour

<p>Resources:</p> <ul style="list-style-type: none"> • Field Interview cards • Laptop and Projector • FI Handout "Box by Box" 	
<p>Session Summary: Recruit will learn how to complete a Field Interview Card with the proper stance. Identify how to use Reporting District maps.</p>	
Outline	Instructor Notes
<p style="text-align: center;">Quiz #2 Divisions</p> <p>I. What is a Field Interview Card?</p> <p>A. Importance/Use</p> <ol style="list-style-type: none"> 1. Obtain Information 2. C-10 3. Detectives 4. Gangs 5. Identify Criminal Associates 6. Needed for arrestee booking 	<p>Distribute: Quiz #2. (Allow 10 minutes for completion)</p> <p>Note: Remind the class of the Academy cheating policy. Grade the quizzes in class. Allow recruits to correct their partner's quiz. Collect the quizzes. Assign recruit an Employee's Report 15.7 if recruit fails quiz.</p> <p>[18:III:B1,3]</p> <p>Use the Projector to display FI slide (front and back)</p> <p>Distribute: FI Box by Box Handout</p> <p>Lecture: Field Interview Card</p>

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<p>II. Boxes on FI Card</p> <ul style="list-style-type: none">A. Cal Op<ul style="list-style-type: none">1. California driver's license2. California identificationB. Descent<ul style="list-style-type: none">1. White (W)2. Hispanic (H)3. Black (B)4. Other (O)A. Clothing<ul style="list-style-type: none">1. Describe articles of clothing worn (Top to Bottom)2. Hat, if anyB. Personal oddities<ul style="list-style-type: none">1. Bald2. Mustache3. No teeth4. Tattoos5. ScarsC. Social Security No.<ul style="list-style-type: none">1. USA only2. If none write "None"D. Moniker/Alias/ Gang<ul style="list-style-type: none">1. Nickname2. Other names known by3. AKAs4. Name of gangE. Pedestrian VS. vehicle<ul style="list-style-type: none">1. Contact was a ped stop2. Contact was traffic stopF. Persons with subject<ul style="list-style-type: none">1. Who was with the person during contact2. Name all personsG. Additional Info section	<p>Ask: How do we get this information?</p>
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<ul style="list-style-type: none">1. Only first 7 words can be input by records clerks2. Write a brief story how and why contact was made.H. Location, RD, Officer name and serial#<ul style="list-style-type: none">1. Address or street name where contact was made2. Partner's name and serialI. Incident No. (<i>Advise that Incident number will be explained in more detail on the next session</i>)I. Officer's proper stance when completing an FI Card.<ul style="list-style-type: none">A. Interrogation Position<ul style="list-style-type: none">1. Hands relaxed above the waistband2. Feet shoulder width apart3. Primary leg back achieving heel-toe alignment with support foot.4. Slight bend of the kneesB. Recruits are instructed on proper foot work from the interrogation position<ul style="list-style-type: none">1. Emphasize awareness, balance, and control.2. Discuss officer safety issues3. "Head on a swivel"	<p>Facilitate: Learning Activity #1</p> <p>Ask: What type of stance do we use for a Field Interview?</p> <p>Discuss: The importance of the, "FI Stance."</p> <p>Demonstrate: FI Stance</p> <p>Facilitate: Learning Activity #2</p>
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Learning Activity #1 and #2

Goal:

Complete an FI Card of a person from their table.

Directions:

In their groups / tables have each recruit complete an F.I. card on one person on their table without any assistance from any instructors. Each recruit will fill out as much as they can on their own. Allow approximately 5 minutes for exercise.

Once time is up, review the information they have filled in. Allow them to ask questions regarding any sections they did not understand.

Time Allowed: 5-10 minutes

Goal:

Complete an FI Card in the proper Standing Position

Directions:

Have the recruit officers break up into different teams of (2) and conduct an interview of each other using an FI card. The recruit will use proper "FI Stance" to complete the FI card. Allow the class to move around the room and practice using the interrogation position. (FI stance.) Each recruit should complete the entire FI card.

Note: Advise recruits that from this point on recruits will stand when completing an FI to replicate how FIs are completed in the field.

Time Allowed: 5-10 minutes