

OFFICE OF THE CHIEF OF POLICE

NOTICE
1.14

July 22, 2020

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: ACCURATE COMPLETION AND REVIEW OF FIELD INTERVIEW CARDS
– REMINDER TO DEPARTMENT EMPLOYEES

This Notice is to remind employees of the Department's expectation that all information documented on Field Interview Cards (FIs) be recorded thoroughly and accurately. Field Interview Cards are official Department reports. Many other reports and court documents often rely upon FIs in part, as a basis for investigations, arrests, and prosecutions. Information documented on FIs is one of the most important tools that the Department utilizes to solve crime.

Employees shall be diligent in ensuring that information documented on FIs is correct, to the best of the employee's knowledge, at the time the FI is completed. In addition, Department supervisors shall review all FIs for completeness and validity. The Department will continue to conduct inspections and reviews of FIs to ensure reliability.

Should you have any questions concerning this matter, please contact Director Lizabeth Rhodes, Office of Constitutional Policing and Policy, at (213) 486-8730.


MICHEL R. MOORE
Chief of Police

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