



DEPARTMENT NOTICE

24-021

Published: 02/12/24

Expires: 02/12/27

Field Interview System

(Update to DN 21-052)

Field Interview (“FI”) reports are an invaluable investigative tool used to document observations, consensual encounters, detentions, and arrests that may potentially benefit current or future investigations. This tool allows the connection of criminal associations and individual activity by documenting locations, vehicles, and other pieces of evidence that may be relevant to criminal investigations.

As the Department moves away from the use of CABLE, FI reports will now be created, stored in, and searchable through Crime Data Warehouse (“CDW”). The new FI system in CDW allows information to be shared amongst the Department in a secure, organized, and consistent manner.

While members are encouraged to document contacts, the FI system is not to be used in lieu of required documentation of incidents through incident reports and mandated data collection in the Stop Data Collection System (“SDCS”). Additionally, members shall comply with the following procedures to safeguard individuals’ rights and ensure compliance with Department policy.

Procedures

The new Field Interview System (FI) is now accessible through CDW using the same username login and password as used for incident reports. Members are now responsible for entering their own FI reports into CDW.

The FI system was specifically designed to have a limited number of required fields. This will ensure that even with a limited amount of information, members are able to document activity that may be significant to criminal investigations. While not required, members are highly encouraged to enter an associated CAD number and/or indicate whether the encounter was captured on Body Worn Camera (BWC). Members should always enter as much information as known as it may provide significant investigative leads in the future.

By the end of watch, members should enter all FI reports into CDW. This ensures information being available to other investigative units in a timely manner. If circumstances exist that it cannot be entered by end of watch, members should enter the report upon their return to duty.

Once a FI report is entered into CDW, members shall destroy any FI cards or notes into the shred bins at all Bureau’s.

Sign off and Supervisory Review

After a member has entered a FI report into CDW, members should review the information to ensure it is complete and correct. Members shall then signoff on the “Officer Declaration.”

Once the reporting officer signs off on the FI report, a supervisor is required to review for approval. This review is to ensure that members are acting within SFPD policy and in compliance with all statutory and legal obligations. FI reports that need approval will appear under “Reports Pending Approval” and are assigned to supervisors in the same manner as incident reports. Supervisors should review and approve FI reports in a timely manner.

Once a supervisor reviews and signs off on the entry, changes cannot be made to a FI report.

Search Capabilities

Searching of FI reports is on a strict need to know, right to know basis.

Members may search FI reports that were entered directly into CDW, through the “Find Field Interview” search tab.

FI cards that were entered into CABLE have been migrated into CDW. Those cards are searchable from 2005 to present.

As the Department migrates away from CABLE and considering the fact members are not currently able to search all information through one platform, it is highly recommended that Investigators store copies of all relevant FI reports in their case files. This will ensure that critical information is preserved and accessible for your ongoing current investigation.

Audit and Survey

The Staff Inspection Unit or their designee will conduct an audit of the system on a consistent basis. This audit is designed to ensure that fields are being utilized correctly, to improve training, and provide necessary feedback.


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn and non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.