

	POLICY & PROCEDURE	SERIES # 1136	PAGE 1 OF 5
	FIELD CONTACT CARD AND ARREST SHEET		EFFECTIVE DATE 05/30/01
			OVERSIGHT Operations
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #1136 dated 04/08/99		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the use of the Field Contact Card and Arrest Sheet as part of the Incident Based Reporting System. The use of these sheets can serve several purposes. Among these are a deterrent effect to criminal activity, an active indication of police concern and interest in law and order, a source of information and intelligence, and a means to capture individual data on persons interviewed and arrested.

II. POLICY:

It is the policy of the Hampton Police Division to utilize the Field Contact Cards and Arrest Sheets as enforcement and investigative tools to be used in gathering information and identifying suspects.

III. PROCEDURE:

Crime Analysis is responsible for collecting, analyzing, and disseminating data pertaining to the perpetrators and incidents of crime. Collecting information is accomplished through the use of Field Contact Cards and Arrest Sheets. These sources produce an abundance of information, when used in the following situations:

A. Field Contact Card

1. In order to balance the need for conducting field interviews with the potentially negative impact on police community relations, the field interview should always be conducted in a professional manner. To this end, these principles should be followed when conducting the field interview.
 - a. The police officer will conduct a field interview when he has reason to believe that a person is about to or has committed a crime, or when a crime has occurred and the person may have information of value to the investigation.

APPROVED:
CHIEF OF POLICE



- b. The field interview should be based on the actions of the person, their presence near the scene of a crime, or any other suspicious factors that should support the officer's inquiry. This must be accomplished without regard to the person's race, creed, sex, religion, political persuasion, social status, or profiling based on any of these attributes.
- c. Persons being interviewed should be detained for a limited time. The reason for the field contact should be:
 - (1) To obtain the person's identification
 - (2) To verify the identification
 - (3) To request cooperation in the investigation of a crime
 - (4) To verify any account of their presence at the location stopped and other information they provide
- d. The person should be addressed politely and informed of the reason they are being stopped.
- e. When conducting field interviews officers will complete and submit the original field contact card to the Records Unit at the end of their tour of duty, in order to record the circumstances and persons stopped.

- 2. Many times officers utilizing the field contact card have prevented or deterred a serious crime from occurring and the effectiveness of this tool should not be overlooked.

B. Arrest

- 1. Police officers will complete an arrest sheet for all arrests. All arrest sheets will be left at Adult Intake.
- 2. With this information, Crime Analysis can provide information for an officer seeking assistance in locating and identifying suspects who committed a specific offense. Also an officer can obtain additional information by checking for a similar offense. This can be very beneficial in an investigation such as rape, where the officer could review other arrests for sexual assault or sodomy.

C. Suspect

- 1. When an officer is involved in the follow-up investigation of a criminal offense and a suspect is identified, every effort should be made to obtain probable cause and charge the perpetrator. However, if the officer's investigation fails to eliminate the suspect and the case is to be inactivated or closed exceptionally, the officer will provide Records with a "Modify" suspect supplement which must include the suspect's name, DOB, race, sex and relevant case number.

- a. Citing the tracking / IBR number on the field contact card / arrest sheet enables the Division to retrieve a case by the suspect's name, as well as, victim's name and case number.
 - 1) This allows the Division the opportunity to access other cases when a person is named as a suspect or arrested in another investigation.
- b. With access to additional information, the officer's ability to solve crimes is further enhanced and affords a better opportunity to achieve multiple clearances.

D. Truant

1. Studies show that juveniles commit a large percentage of daytime burglaries.
2. For this reason, officers will make a concentrated effort to locate and identify any juveniles who do not have an excused absence from school. Any such student should be transported to their school and a field contact card completed, documenting the actions of the officer.
3. Officers may come in contact with juveniles who have an excused absence for disciplinary reasons, and the pertinent information concerning these individuals will also be provided on a field contact card.
4. There are going to be situations when a juvenile has a legitimate explanation for being absent from school and the officer should determine the appropriate action on an individual basis.

E. Alias

1. The word alias simply refers to what a person is "also known as" or "aka." It can be very similar to their given name or completely different. The number of aliases a person has is limited only to the number of people who know that particular individual.
2. When an officer learns of an alias, the information will be recorded on either a field contact card or an arrest sheet as appropriate making sure to include the person's given name and any additional information available.
3. This practice will allow the entire Division to have access to the information, which could be an invaluable asset in attempting to identify or locate a suspect or witness.

F. Parole

1. A person who is on parole has been released from the state penitentiary

based upon certain conditions. If any of those conditions are violated, that person's parole could be revoked, and the person would be sent back to the state penitentiary.

2. Various situations will occur which a parole officer should be made aware of and can be accomplished through the use of the field contact card.
3. An officer should fill out the card, listing the person's name that is on parole and indicating in the narrative their reasons for concern. Once Crime Analysis receives the information, the local office of Virginia's Probation and Parole will be notified and informed of the officer's observations.

G. Processing of Field Contact Cards and Arrest Sheets

1. In an effort to save time and simplify processing of the field contact card or arrest sheet, each officer should indicate on the appropriate form whether they checked warrants or NCIC and the results.
2. Once this is completed, the information is reviewed and entered into the computer database. Original field contact cards and arrest sheets are maintained in accordance with the Library of Virginia Retention Schedule.
3. Officers contacting Crime Analysis for assistance can select a variety of different fields or topics to be searched such as:
 - a. Name
 - b. Alias
 - c. Description
 - d. Location
 - e. Charge
 - f. Vehicle
 - g. Weapon
4. On a weekly basis, Crime Analysis will compile an alphabetized listing of field contacts / arrests. Copies will be disseminated to Investigative Services, Division Field Offices (to be posted in the Roll Call Room), Probation and Parole, and Intake. The list can be very helpful to the officer:
 - a. Who has been off-duty for a period of time
 - b. In pointing out problem areas
 - c. In identifying suspicious individuals
 - d. By alerting them to specific problems in adjoining districts
5. Automated files will be electronically archived.

At any time, whether an initial contact or during the course of completing a field contact card or an arrest sheet, an officer has reason to believe that their safety or the safety of others is in question, they should follow the guidelines set forth in Division policy and procedure.

