



FIELD INTERVIEWS

FC No.: **625**
Date: **07-01-22**

If a provision of a regulation, departmental directive, or rule conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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L Purpose

The purpose of this directive is to establish guidelines for officers collecting and documenting field interview information.

II. Policy

- A It is the policy of the department to utilize the Field Interview Report as a tool to gather information on suspicious subjects and/or situations. The report is appropriately used when circumstances may indicate the possibility of criminal activity or suspicious behavior. Field interview information is intended for use in conjunction with other types of information for the purpose of developing leads on crime patterns, criminal activity, or homeland security suspicious activity. The field interview report does not take the place of police incident reports when required.
- B. Interviews will be conducted in a professional manner with due regard given to minimizing any potential adverse reaction by citizens who are interviewed. Field interviews may be conducted through consensual encounters or through legally allowable stops of persons or vehicles. As always, the civil rights and liberties of persons will be respected during these encounters.
- C. The Maryland State Police ETIX Field Interview module is part of a statewide system that shares information with all users of the system. This is consistent with modern information sharing programs to enhance law enforcement capabilities. Attention to detail to ensure data quality and supervisory review are instrumental to the success of this program.
- D. The Maryland State Police ETIX Field Interview module will be the department's only field interview program. Officers will not capture or maintain field interview data in commercial applications such as "Field Contact" or unit level databases.

III. Definitions

For purposes of this directive, the following terms have the meanings indicated.

- A. **Field Interview:** *The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable articulable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.*
- B. **Reasonable Suspicion:** *Articulable facts based on the totality of the circumstances that would lead an officer to believe that criminal activity is being, is about to be, or has been committed.*
- C. **Stop:** *The detention of a subject/or a brief period of time. In order to make the stop, the officer must have reasonable articulable suspicion to believe that criminal activity is afoot and that the person to be stopped is involved. A stop is an investigative detention.*

IV. Procedures

- A. Although not limited to the following situations, field interviews generally may be conducted under the following circumstances:
 1. Documenting circumstances when officers find subjects in situations that are suspicious by time of day, location, behavior, etc., but no probable cause for arrest exists.
 2. Recording information on subjects who were in the company of persons who were arrested but no probable cause to arrest existed for those subjects.
 3. Recording information on young juveniles for very minor offenses when no arrest is thought appropriate by the investigating officer.
 4. Documenting circumstances to include subjects and/or vehicles when a crime has occurred but no probable cause for arrest exists.
- B. Field interview reports will not be completed for arrests or where the information is otherwise captured in the department's records management system (**RMS**).
- C. **Stopping the Individual**
 1. **Identification**
Absent exigent circumstances, while conducting a stop officers shall be clearly recognizable and identifiable as a police officer:
 - a. *Uniformed officers shall be wearing a uniform, badge, and name tag bearing their last name and identification number.*
 - b. *Plainclothes and/or Non-uniformed off duty officers will show their department issued police identification card or visibly display their badge, last name and police department identification number. Examples of what can be worn to display the badge, last name and police department identification number requirements include but are not limited to a lanyard, outer vest carrier, police jacket, etc.*
 2. *At the beginning of the field interview stop, absent exigent circumstances, officers will provide the following information to the stopped individual in accordance with Maryland Criminal Procedure §2-109:*
 - a. *the officer's name;*
 - b. *the officer's identification number;*
 - c. *the name of the law enforcement agency the police officer is representing; and*
 - d. *the reason for the stop.*
- D. **Recording the Field Contact**
 1. *All field interviews conducted by officers will be recorded in the Maryland State Police **Delta Plus/** "ETIX Field Interview" system. Officers must be trained in the use of the ETIX Field Interview system before being allowed to use the system for this purpose. Officers will complete the field interview report consistent with training.*

2. The report will be filled out as completely as possible to include the event number, if one was generated. Officers should emphasize capturing a high level of detail to include accurate personal and clothing descriptions, addresses, and phone numbers. This makes the information more *useful* to crime analysts and other officers. ***The reporting of demographic data from field contacts is now required per county and state laws.*** Any additional information which may prove to be helpful should be recorded in the narrative portion of the ***field interview*** report.
3. Officers are reminded that the Maryland State Police ETIX system is a statewide shared data system. As such entries made in Montgomery County are viewable by other law enforcement personnel. Officers should not include any personal commentary and avoid the use of codes (2934, 0800 etc.) in the writing of their field interview report, as the context of the message will be unknown to readers outside of the county. All field interview reports will be ***completed*** in a professional manner.
4. Officers will utilize their department issued digital cameras to photograph persons, vehicles and items of interest related to the field interview, consistent with Function Code 626 (Investigative Photographs). Only photographs of subjects should be uploaded to the ETIX Field Interview system. Other related photos should be uploaded to the department's photo evidence system.
5. Officers will complete the field interview entry and submit the report to their supervisor electronically ***by the end of their shift.*** Officers are responsible for notifying their supervisor of a pending field interview report in need of approval. The supervisor will review the field interview for accuracy and will approve the field interview for final submission.
6. During a time when the Maryland State Police ***Delta Plus/ETIX*** system is down, officers will capture the field interview information manually and then enter the information no later than the officers next workday that the ETIX system is functioning.
7. Field interview information obtained due to a specific crime trend should be communicated to the ***Crime Analysis Section*** via email pending submission to the ETIX system.

V. Maintenance of Records

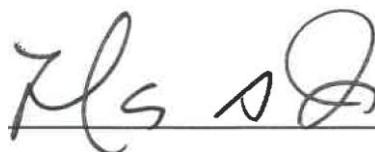
- A. The information will be retained in the Maryland State Police database for at least five years.
- B. As field interview data is a documentation of police contact and thus is a police record, the local copy of the field interview data will be maintained as deemed appropriate by the Director of the Information Management and Technology Division (***IMTD***).

VI. CALEA Standards: 1.2.3, 44.2.1, 44.2.3, 82.2.1

VII. Proponent Unit: Crime Analysis Section

VIII. Cancellation

This directive cancels Function Code 625, effective date ***01-28-16***.



Marcus G. Jones
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