

Geneva Police Department <b>GENERAL ORDERS</b>		<b>FIELD INTERVIEWS</b>	
<input checked="" type="checkbox"/> new: <input type="checkbox"/> rescinds: <input type="checkbox"/> amends:		<b>cross-reference:</b> GO 431; GO 712  <b>Accreditation/Recognition standards:</b>  NYS L.E.A.P.: 50.7	
<b>effective date:</b> 8.6.04	<b>issue/amend/review date:</b> 8.6.04 / 10.24.13 / 5.15.20		

<b>I. PURPOSE</b>	The purpose of this General Order is to establish and describe policies for the documentation of field interviews and other information relating to observations of or information relating to known offenders and suspicious persons, vehicles, locations or activities.
<b>II. POLICY</b>	<p>A. Non-custodial detentions and field interviews will be conducted in a lawful manner in accordance with NYCPL § 140.50 and other pertinent legal standards, and <b>G.O. 712 Warrantless Searches and Seizures</b>.</p> <p>B. Geneva Police Officers will fully document and recorded on BWC, non-custodial police interviews (field interviews), investigative detentions, and observations of suspicious persons, vehicles, locations or activities.</p>
<b>III. PROCEDURE</b>	<p>A. Officers will complete a PD Manager Call for Service to document field interviews, investigative detentions, and observations of suspicious persons, vehicles, or activities. Examples of appropriate use of the Calls for Service for Field Interviews include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Documentation of field interviews or investigative detentions that do not result in an arrest and do not relate to a specific offense or investigation.</li> <li>2. Observations of known offenders, suspicious persons, vehicles, locations, or activities.</li> </ol> <p>B. Information, action, or observations that relate to a specific offense or investigation will <b>NOT</b> be documented in a Tracking System Card (TSC). Such information will be documented in a Supplemental Report under the Control Report Number (CR number) for that incident/call for service.</p> <p>C. Any other officer initiated stop of a motor vehicle operator, bicyclist, roller skater (including roller blades), and skateboarder that does <b>NOT</b> warrant a Call for Service or Supplemental Report, will be documented on a Tracking System Card (TSC). <b>See G.O. 431- Citizen Stop Tracking Cards.</b></p> <p><b>Example 1:</b> An officer stops a person matching the description of a suspect in a crime a short distance from the crime scene and a short period of time after the crime has occurred. The officer in this case would document this information in a Supplemental Report to the original incident under the CR number assigned.</p> <p><b>Example 2:</b> An officer stops and identifies a person acting suspiciously. After determining that the person is not actively wanted, the officer releases the person. The officer would document this stop in a Call for Service.</p> <p><b>Example 3:</b> An officer stops a motor vehicle operator for an equipment violation and advises the operator as to the infraction. A summons is not issued to the operator. The officer would document the stop on a Tracking System Card.</p>

<b>III. PROCEDURE (CONT.)</b>	<p><b>D.</b> Officers will complete the Call for Service on the PD Manager System or the PD Mobile System before the end of their tour of duty, unless otherwise directed by a Supervisor.</p> <p><b>E.</b> Calls for Service will be maintained in electronic format in the PD Manager System unless the reporting officer or Supervisor determines it necessary to post or distribute a hardcopy (paper) format.</p>
<b>IV. SUPERVISOR'S RESPONSIBILITIES</b>	<p><b>A.</b> Supervisors will review the submitted report for accuracy and completeness.</p> <p><b>B.</b> Supervisors will ensure that information relating to officer safety or the safety of others is disseminated as soon as possible throughout the Department, the E911 Center, to other law enforcement agencies and any other agencies as appropriate.</p> <p><b>C.</b> The Lieutenant Detective Bureau (LT/DB) or his designee will:</p> <ul style="list-style-type: none"> <li>a. Review completed Calls for Service on a daily basis;</li> <li>b. Distribute and make available to all Department personnel information bulletins about the report as appropriate;</li> <li>c. Forward a copy of any Calls for Service that has relevant information to appropriate units within the Department (e.g., Drug Enforcement Unit, Youth Bureau, etc.);</li> <li>d. Communicate information that may relate to any ongoing investigations to the assigned officer;</li> <li>e. Communicate appropriate information to other affected law enforcement agencies; and</li> <li>f. Communicate significant information to the Chief of Police</li> </ul> <p style="text-align: right;">Approved By</p> <p style="text-align: right;"><b>MICHAEL J. PASSALACQUA</b> <i>CHIEF OF POLICE</i></p>