

## La Plata Police Department – General Order

	Title: <b>Field Observation Report/ Stop and Frisk Report</b>	Order #: <b>620</b>		
	Effective Date: September 1, 2014	Review Date:		
	<input checked="" type="checkbox"/> <b>New</b>			<input type="checkbox"/> Amends <input type="checkbox"/> Rescinds
Approved by: <b>Chief Carl Schinner</b>			CALEA 5 <sup>th</sup> Edition	
CALEA Standard: 1.2.3 1.2.9a 42.1.6			Pages: 2	

**01 PURPOSE:** Field interviews documented on Field Observation Reports are a means of collecting intelligence information on suspects or suspicious persons. FOR reports shall be prepared by any sworn officer of the Department who receives information on, observes, or has contact with any person whom they believe may have been or have any knowledge of any criminal activity (excludes arrest). FORs are not intended to supplement or replace an Incident Report.

**02 POLICY:** It is the policy of the La Plata Police Department to provide consistent, accurate, and timely information on suspects and suspicious persons regarding criminal activity. The Field Interview System shall be utilized to disseminate current information on criminal suspects to investigative personnel and to officers assigned to the Patrol Division. (CALEA 1.2.3.a)

**03 PROCEDURES:**

- A.** Officers are encouraged to proactively patrol their assigned areas for suspicious person(s) and circumstances.
- B.** Upon finding suspicious person(s) or circumstances, the officer shall immediately notify Charles County Communications of his/her location and give a brief description of the individual(s), vehicle(s) or circumstance.
- C.** Officers shall use their safety skills to approach and interact with suspicious activity and/or person.
- D.** Officers shall never stop individual based solely on the person's race, gender, sex, national origin or sexual or religious preference. Officers will have articulable suspicion utilizing their training, knowledge and experience when stopping individuals

suspected of suspicious activity. (CALEA 1.2.9.a)

**E.** All officer initiated stops, where a confirmed suspicious person is located, shall be documented on a FOR.

**F.** Whenever possible, officers shall photograph the individual(s) stopped under suspicious circumstances.

**04 RESPONSIBILITY:** The officer completing the FOR is responsible for ensuring the quality of information it contains. (CALEA 42.1.6.b)

**A.** Officers shall submit their completed FORs cards to their immediate supervisor for review. The immediate supervisor shall review the FOR.

**B.** All approved FOR reports will be processed in the same manner as an incident report.

**C.** An Administrative Assistant shall conduct the data entry of FOR cards.

**D.** The FORs will then be forwarded to the Criminal Investigations Unit (CIU).

**E.** Most of the information in police files, including intelligence files, is a matter of public record, and a citizen has a right of access unless it:

- 1. Concerns an active investigation;
- 2. Would jeopardize the safety of a citizen, witness, or officer; or,

3. Would reveal the identity of an informant.

**05 CONTROL OF FORs:** The Administrative Assistant shall have the responsibility for the indexing, filing and maintenance of all FORs. (CALEA 42.1.6.d & 51.1.2)

- A. Security:** All FOR reports will be maintained in a physically secure location. FOR reports are accessible only to law enforcement personnel. The FOR reports shall be kept separate from the central records files and classified as closed records.
- B. Access:** Request from allied law enforcement agencies shall be handled by the CIU Supervisor or his/her designee.
- C. Filing:** FORs shall be indexed, and retrievable, as allowed by the Department's Record Management Computer System.

**06 PURGING OF FORs:** FORs are considered to be intelligence information, and the FOR files shall be retained for a period of seven (7) years. (CALEA 42.1.6.c)

**07 FIREARMS SEARCH REPORTS:**

- A.** In accordance with the Annotated Code of Maryland, officers who have made an observation, possess information, through experience or reasonable belief, believe that an individual may be wearing, carrying, or transporting a handgun may be stopped and a limited search performed to protect his/herself and others.
- B.** All individuals stopped for the sole belief that an individual may be in possession of a handgun shall have the event documented on the Maryland State Police "Stop and Frisk" Report (MSP 97). The report will be completely filled out regardless of the outcome.

**C.** The form will also be utilized when:

1. A firearm is located incidental to any arrest.
2. When a trace of a permit and/or weapon is needed.

**D.** The MSP 97 will be reviewed by the on-duty Shift Supervisor for thoroughness and signed.

**E.** The Administrative Assistant will make a copy of the MSP 97 and maintain one in the Records Unit and forward the original to the Maryland State Police.

**F.** The provisions of F.C. 723, regarding ATF firearm traces, are not affected by this directive, or by the submission of a MSP 97 to the Maryland State Police.