

**SENECA FALLS POLICE DEPARTMENT  
GENERAL ORDER**

<b>General Order:</b> 570	<b>Rescinds:</b> GO 570 of 07/01/13
<b>Subject:</b> Criminal Intelligence File/Field Interview Form	<b>NYS Accreditation:</b> 50.7
<b>Effective Date:</b> 01/15/14 <b>By Order Of:</b> Stuart W. Peenstra, Chief of Police	

**I. PURPOSE**

- A. To establish procedures and guidelines and identify responsibilities in the structuring and maintenance of a criminal intelligence file.
- B. To establish procedures for the proper completion, flow, and response to the Field Interview Form (FIF).

**II. POLICY**

- A. Recognizing that criminal intelligence information may be highly sensitive in nature, such information shall not be made available for general release to the public.
- B. Information documented on a FIF may be released to other agencies on a need-to-know basis.

**III. PROCEDURE**

**A. Reporting Officers shall:**

- 1. Complete an FIF utilizing TraCS during any tour of duty in which observations of an intelligence-related matter are made. The FIF will be completed in a legible, concise manner. Reporting officers will print and submit the FIF for network scanning at the end of that tour of duty, placing the printed copy in the Supervisor Review box. The Supervisor will forward the FIF to CID.
- 2. When observations are made off duty, print and submit the report as soon as possible or during the next scheduled tour of duty.

**B. An assigned Investigator shall scan the printed copy of the FIF onto the department network (N-Drive) and place them in the FIF folder for future access by Patrol Officers and the Investigation Section. The original FIF will be delivered to the Criminal Investigation Division (CID).**

**C. The Criminal Investigation Division shall:**

- 1. Compare all individual names on the submitted forms against the established central file to identify any possible patterns;
- 2. Retain all original FIF's;
- 3. Disseminate intelligence information on a need to know basis. Such dissemination may be internal only, or to outside agencies as needed.

**IV. REPORT COMPLETION INSTRUCTIONS**

The TraCS FIF will be completed as follows:

- A.** Number of persons involved in FIF.
- B.** Number of vehicles involved in FIF.
- C.** Context of FIF – Select the appropriate box identifying the subject of the FIF.
- D.** Location (including street address, county, city/village/town, highway type and number) -  
Location of suspect activity or premises observed; can also be the address of the suspect.  
Do not use the police department address unless no other possible location is applicable.
- E.** Reason for Contact – The reason for the FIF.
- F.** Information Source (choose from drop-down box)
- G.** Reliability of Information Source(choose from drop-down box)
- H.** Validity of Information(choose from drop-down box)
- I.** Name and personal information of person observed, interviewed or is subject of  
FIF (or the name of the premise observed).
- J.** Vehicle Information (if applicable):
- K.** Narrative.
- L.** Attachments (if any).
- M.** Supervisor's review/approval and CR#.

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Attachment