



**University Police Department  
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**To: University Police**

**From: Lt K. Williams**

**Subj: Field Interview Card Procedure**

**Date: February, 7 2012**

**Directive 12-2**

Oftentimes a call for service can be cleared by an officer without the necessity of a case report although a CLETS/CJIS check was conducted. If you have acquired enough information to run a wants/warrant check, you most likely have enough information to complete a Field Information Card. In an effort to ensure any and all information obtained during a contact where a Field Interview Card is completed, the following procedure is now in effect:

When an Officer ends a call for service with one or more field interviews, the officer shall give the completed Field Interview Card to Dispatch prior to the end of his/her shift. The Dispatcher will enter the Field Interview Card into RIMS and return the card to the officer. The officer will confirm the information has been entered correctly into RIMS.

***"ATTITUDE MAKES THE DIFFERENCE"***