

MESA POLICE Department Policy Manual	Golden Field Interview Card Award	DPM 1.11.40 Effective 04/06/2012
Approved by: Chief of Police	Chapter: Boards, Awards & Committees	Page: 1 of 2

1. PURPOSE

This policy provides Mesa Police Department (MPD) members guidelines for recognizing and rewards officers who in the course of performing their duties, including completing a field interview (FI) card:

- Assists with solving a major case.
- Leads to the arrest of a major suspect.

The Golden FI Card Award is intended to highlight successes related to the completion of FI cards. The award is intended to motivate officers to continue to be diligent with the repetitive task of thoroughly completing and entering FI cards into the Report Management System (RMS).

2. NOMINATING A MEMBER

- A. A nomination can be made by any Department member.
- B. To nominate an officer the submitting member must complete a written memo to include:
 1. The department report (GO) number of the case the FI card information was used.
 2. A synopsis describing whether the FI information led to the apprehension of a suspect or assisted in furthering an investigation.
 3. The name and badge number of the nominated officer.
 4. The name of the submitting member's supervisor.
- C. The following items shall be attached to the department memo:
 1. A copy of the FI record in RMS.
 2. A copy of the report being investigated based on the FI card.

3. SUPERVISOR APPROVAL

- A. The submitting member's supervisor will review the memo and upon approval, will complete [DPM 1.11F4 Golden Field Interview Certificate](#).
- B. The submitting member's supervisor will prepare a nomination packet and forward it to the nominated member's immediate supervisor. The nomination packet will include:
 1. The approved memo.
 2. A copy of the FI record in RMS.
 3. A copy of the report being investigated based on the FI card.
 4. An FI card shell thoroughly completed with the exception of the date of birth, social security number, and driver's license number.

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5. The FI card shell is the completion of [DPM 2.8F2 Field Interview Card](#) containing the above information written legibly on the card.
- C. The second row of the FI card shell should have the report number being investigated using the FI card information and the type of case (i.e.: "GO# xxxxxxxx - Residential Burglary").
- D. The top left box marked as "GO#" on the FI card might have an original GO# from the incident when the FI was completed.
- E. The nominated officer's supervisor will forward the approved nomination packet to their Division Commander.
 1. This includes verification that the incident has been cleared by Professional Standards.
- F. Upon approval, the affected Division Commander will send the completed nomination packet to Police Administration.

4. POLICE ADMINISTRATION RESPONSIBILITY

- A. Police administration will ensure the information in the nomination packet is accurate. However, if a concern arises police administration will contact the department member's supervisor who completed the nomination packet.
- B. Police Administration will then contact the department-approved vendor to order the award and:
 1. Ensure the award consists of a brass plate representation of an FI card.
 2. The data entered on the brass plate is printed as it appears on the FI card shell.
- C. Police administration will forward the award to the nominated officer's division commander for presentation.
- D. Police administration will ensure this award is advertised on "Just the Facts" which is located on the MPD SharePoint.

5. PRESENTATION

- A. The nominated officer will be presented with the Golden Field Interview Card Award in person with a department audience.
- B. The presentation should be photographed and documented in the nominated member's workstation file.

REFERENCES

- [DPM 1.11F4 Golden Field Interview Certificate](#)
- [DPM 2.8F2 Field Interview Card](#)