401.8   STREET CHECK (FIELD INTERVIEW)

I.   INTRODUCTION: A Street Check (Field Interview) is used to capture information on a person(s) who is ***not*** going to be arrested or vehicles associated with suspicious activity, in close proximity to a crime scene, or any other pertinent data that could be used for intelligence gathering.

Examples of Street Checks are observations of suspicious persons or known criminals, suspicious vehicles, or records of conversations between police officers and any number of different types of subjects.   Information gathered and recorded through Street Checks, like all information in the RMS (Records Management System), is searchable and can prove crucial in subsequent criminal investigations.

It is imperative that officers utilize Street Checks as an information and intelligence gathering tool.   The data entered into a street check needs to be up-to-date, accurate and as complete as possible.   No bit of information is too small; everything from scars and tattoos, to associates and frequent hangouts, should be recorded on the Street Check. Officers should keep in mind that the information they collect could one day solve a crime. Officers are encouraged to be diligent, observant and cognizant of even the smallest detail about the subjects and vehicles they contact.

II.   MAIN PAGE:

A.   Officers must fill out the type of Street Check that was completed and the reason for the Street Check. If further explanation is needed, it should be recorded on the text page of the Street Check.   Some examples of reasons for street checks include:

1.   Loitering;
2.   Panhandling;
3.   Persons known to be involved in criminal activity;
4.   Sex offender checks;
5.   Gang activity; and
6.   Truants.

Virtually any suspicious activity or intelligence that could prove useful in the future and will not be documented as a General Offense, can and should be recorded on a Street Check.

B.   Once the main page of the SC (street check) is complete, and the work is saved, the SC Ring Menu will appear at the top of the screen, at which point further information such as detail pages, entities and text can be added.

C.   The navigation of the Street Check function is identical to the General Offense function. Entities, detail pages, and text are all handled in the same manner as the General Offense report. The only rule of thumb that is different for the Street Check

is that the Role for the involved person should **ALWAYS** be "30" for Subject. **Officers will not use Suspect, Victim or other roles when filling out a Street Check.**

III.   ENTITIES SECTION:

A.   You can index entities to any event, including GO's and Street Checks. Entities are persons, vehicles, or institutions (businesses). When you index an entity to an event, you are linking this entity to an event in the MRE (Mobile Report Entry).

B.   If the person, vehicle, or institution has previously been involved in an event, it is already listed in the RMS. Officers can retrieve entity information and use it to pre-fill the Street Check. Officers will not abuse the pre-fill option available in Versadex, as this could possibly hinder effective follow-up of future investigations. Up-to-date contact, descriptive and other vital details must be obtained and entered in the system.

C.   If the entity is not in the RMS, it can be added through the MRE report. It will then be added to the RMS during transcription. The entry of information into the RMS is based on the event that is linked to the information. Regardless of the event type, all "entity" information is recorded as "Case Specific" information that is unique to the reported event. Entity information that is entered in the new event is also used to constantly update the "Master Name Index" (MNI), on the entity. This is true for all types of entities; Persons, Vehicles and Businesses.

For this reason, it is extremely important that officers obtain and enter as much information as possible about entities they are in contact with. The complainant of today could be a suspect tomorrow. The more information that is entered, the better the investigation tool RMS becomes.

D.   Officers should take care to enter the following detailed information about subjects they are contacting, in the Entity section of the Street Check:

1.   Vehicles, including bicycles or other modes of transportation used by the subject.

2.   Tattoos, scars, and abnormalities (i.e., missing teeth, limbs, eye, etc.):

a.   If there are scars, marks, tattoos, or piercings on a person, they must be entered in the appropriate area ("SMT"), not just in the "Remarks" field.

b.   To get to the scars, marks and tattoos area, press [Shift] + [F9] and then follow the prompts.

3. Clothing:

    a. Clothing must be entered in the appropriate area by pressing [Shift] + [F2].

4. Contact information that is up to date and accurate.

5. Identifying numbers such as Drivers License, Social Security, Date of Birth, etc.

6. Alias (nicknames):

    a. If the person has an alias or nickname, the information must be entered in the "Alias" section by clicking on the Alias tab after saving the entity information.

    b. Alias information should include any alias identification numbers used such as driver's license or social security numbers.

7. Associate information:

    a. If an officer comes in contact with a group of individuals, they must ALL be recorded on the same Street Check in the appropriate Associate section. This is the only way Crime Analysts can effectively link the individuals together. This is an important piece of intelligence on individuals and this section must be completed.

    b. Officers may create a separate Street Check for each individual, listing him or her as a subject, however, every person involved must be listed as a known associate on each Street Check originated for the one incident. It is not necessary to originate multiple Street Checks for a group; they may be listed on one Street Check if desired.

E. It is important that the appropriate areas are used to record particulars (i.e., scars, marks and tattoos) as this allows the information to be searched and browsed for at a later time. These details can prove vital to future investigations. Any factor an officer feels will prove important in identifying a subject in future investigations, should be recorded in the Street Check entity section.

For detailed instructions on entering Entities in the MRE, refer to the training guidelines available on the City of Tampa INET.

IV. DETAIL PAGES:

A.	When an event is created, there may be a need to record more extensive information than what the basic event and the indexed entity screens allow. To capture this additional information, detail pages will be indexed directly to the event or to an entity. There are several different detail pages that enable users to record extended information specific to certain common types of police offense reports.

B.	Some detail pages only relate to General Offense reports and are not available on a Street Check. There are four detail pages that may be associated to a Street Check. They are listed below with a description of their use and when they are required:

1.	Canine Detail Page (K9): The K9 detail page will be completed whenever a K9 unit deploys their dog. This detail page will *only* be completed by K9 handlers. Detailed instructions are located on the City of Tampa INET.

2.	Sobriety Test Detail Page (SY): The SY detail page will be completed whenever a sobriety test is given. Detailed instructions are found on the City of Tampa INET.

3.	Use of Force Detail Page (UF): The UF detail page will be completed as dictated by SOP 538 Response to Resistance. The UF detail page will be utilized on both General Offense and Street Check events. This detail page is used to record physical contact with a subject. The form captures the level of force utilized, if any, by the officer(s) to overcome the level of resistance to the contact. Detailed instructions are found on the City of Tampa INET.

4.	Seized/Towed Detail Page (ST): The ST detail page will be completed whenever a vehicle is impounded. This detail page will be completed by Communications personnel in order to have the information entered in a timely manner. Street officers will not fill out this detail page. Detailed information about the ST detail page is available on the City of Tampa network's K drive.

V.	NARRATIVE TEXT:

Narrative text is entered and written the same manner as a General Offense report. For detailed information, refer to SOP 401.1 - General Offense Report and the training guidelines found on the City of Tampa INET.

VI.	ROUTING OF STREET CHECKS:

It is important for officers to know that all Street Checks are automatically routed to the Criminal Intelligence Bureau and assigned to the appropriate Crime Analyst for each District. Every Street Check is read, analyzed and forwarded to the appropriate investigative squad.

Example: A subject is loitering around a high burglary area. That Street Check will be assigned to the Division or Unit working the area.

It is for this reason that it is so crucial that officers collect valuable intelligence information and remain cognizant of the fact that this information will be used as a tool to solve crimes.

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