




*Maryland-National Capital Park Police*  
*Prince George's County Division*



**DIVISION DIRECTIVE**

TITLE <b>FIELD CONTACT FORM</b>			PROCEDURE NUMBER <b>PG913.0</b>
SECTION <b>Reporting Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>09/01/19</b>	REVIEW DATE <b>05/01/21</b>
REPLACES <b>PG913.0 "Field Contact Form", issued 06/01/17</b>			
RELATED DIRECTIVES <b>PG910.0</b> <b>Field Report Writer Manual</b>	REFERENCES <b>N/A</b>	AUTHORITY  <b>Chief Stanley R. Johnson</b>	

**I. PURPOSE**

This form is designed to be used as a retrievable record of contacts made by officers. The information from these forms may be used as an investigative tool or for checking a name by officers on the street for a prior contact.

**II. PROCEDURES**

Field Report Writer assessed in Police Mobile will be primarily used to complete field contacts. (see Field Report Writer Manual). Upon request to records, officers may elect to have a paperback copy of the Field Contact Book.

**III. DESIGN**

The paperback copy is designed to serve as a multiple document.

**A. JUVENILE**

This block should be checked when the officer chooses to document a minor violation committed by a juvenile and will not request a Juvenile Petition. (Same as old J-2).

**B. WARNING**

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1. Juveniles

This block should be checked whenever the officer wants to issue a warning only to a juvenile. Juveniles should **NOT** be issued a warning ticket.

2. Adults

This block should be checked when the contact is of a type that the officer feels justified, also checking the Field Contact block. (This saves the officer from completing two separate forms, e.g., Warning Ticket and Contact Form). If the contact is not of the nature to justify a Field Contact, then a Warning Ticket should be used.

C. FIELD CONTACT

This block should be checked when the officer wants the individual's description, vehicle information, etc., entered into the computer system for future reference. The person may or may not have been in violation of any law or regulation but, because of the suspicious activities of the person or the location/time of the contact, the officer may want this information stored for later use. The juvenile block should be checked if the subject is a juvenile.

The suspicious activities or circumstances should be explained under "Reason for Contact."

This block should also be used whenever an individual is detained on an outstanding warrant and subsequently turned over to another agency. This form has space for more information about the person who is being arrested than a M.I.R.

**EXAMPLE:** A subject in possession of alcoholic beverage would not normally justify a Field Contact, perhaps only a Warning Ticket or a citation. However, a subject who is observed lurking in a wooded area next to a hiker-biker path where robbery or sexual assaults have recently occurred would be a good reason for a Field Contact, even though the subject has not committed any violation.

This form is a primary report; therefore, it must have an Incident Reporting Number (IRN) number and any call cleared by writing a contact form should be cleared using the proper clearance CODE.

1. Procedure for Filling Out Contact Form

- a. Check the appropriate box for the type of contact being written.

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- b. Name/Nickname/AKA - Include the contact's full name and any other name used or given to the officer. Nicknames can be stored in the computer system, and maybe a valuable investigative tool; therefore, nicknames should be included whenever possible.
- c. Include the contact's full address, including zip code. In the case of juveniles, this information will be necessary to notify the parents.
- d. "Juvenile Living with" - Insert the name of the juvenile's parent(s) or guardian, so that notification may be addressed to this person.
- e. Vehicle - Include a full description of the vehicle used by the contact. This information may also prove valuable to an investigation.

2. Reason for Contact

Describe the circumstances of the contact fully without reference to others involved in the incident. If other contacts are written for the same incident, indicate the number of contact forms written. The parents of the juveniles may receive a copy of this form, and the narrative should fully explain to this layperson the circumstances of the contact without reference to any other people involved. If an officer does not want a notice sent to the parents, this should be indicated in the narrative. EXAMPLE: A report where the juvenile is a "suspect only" should not be sent to the parents.

3. Signature

Have the juvenile sign all contact forms for identification purposes. (no signature is required of an adult.)

4. Property Stolen

If a property report is also written for this contact, this block should be checked and the property report number written to the right of the block.

5. Distribution - For Administrative Use.

NOTE: This form may also be used as a continuation by completing the Incident Reporting Number (IRN) and name and writing "Continuation" on the first line of the narrative. Officers are reminded that effectively dealing with juvenile problems are a major objective of the Park Police. When a parent receives a copy of this form, they judge the entire department by its

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contents. A neatly prepared, thoroughly explained report will leave a good impression on the parents.

**End of Document**