



# ROCKFORD POLICE DEPARTMENT

## GENERAL ORDER

**NUMBER:** 40.03

**TITLE:** Field Notes

**SERIES NUMBER:** 40

**SERIES TITLE / SUBJECT:** Law Enforcement Operations

**TOPICS/ REFERENCE:** Incident Reports, Notes, Reports

**APPENDICIES:** A

**ORIGINAL / EFFECTIVE ISSUE DATE:** February 6, 2004

**DATE OF LAST REVISION:** May 01, 2013

**THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RECINDED**

**CALEA STANDARDS:** 82.2.1

---

### Policy:

It is the policy of the Rockford Police Department to ensure all homicide and felony crimes against persons, investigations are conducted in a manner fulfilling the requirements of 725 ILCS 5/114-13. All investigative material generated or coming into the possession of this Department in homicide and felony crimes against person investigations, must be preserved and turned over to the State's Attorneys Office. The statute also states any material or information tending to negate the guilt of the accused or reduce his or her punishment in homicide and felony crimes against person investigations, must be preserved and turned over to the State's Attorneys Office

### Purpose:

The purpose of this General Order is to establish and outline the incidents requiring preservation of field notes and the method used.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. DEFINITIONS
- II. PROCEDURES
- III. RESPONSIBILITY
- IV. EFFECTIVE DATE
- V. REVIEWS, REVISIONS AND CANCELLATIONS

## APPENDICES

## A. Sample page of Standard Field Notes form

## I. Definitions:

- A. INVESTIGATIVE MATERIAL: A broad range of information including but not limited to: incident reports, field notes, 911 communication center tapes and documents, letters, correspondence of any sort, computer documents, written documents of any sort. Anonymous letters concerning any homicide must be preserved and turned over to the State's Attorneys office.
- B. POSSESSION: Any item coming into the control of personnel of this Department by any means or method. Possession, not authorship, determines the material to be preserved.

## II. Procedures:

- A. When conducting any felony crime against a person investigation, all officers will submit all field notes, correspondence and other documents, related to the case, that they create or that come into their possession.
- B. Whenever possible, officers will use a Department supplied field note form / notepad (Appendix A) to take notes during any felony crime against person investigation. The officer using the field note form shall write the case number in the space provided in the upper right hand corner of each field note page used during the investigation.
- C. If an officer uses another type of note paper (e.g., note pad, legal pad, spiral notebook) during a felony crime against a person investigation, all of those notes must also be submitted. These notes must have the case number clearly written on each page.
- D. All field notes from a felony crime against a person investigation must be submitted by placing them in a 9 x 12 inch brown / kraft envelope. The officer submitting the notes will write the case number on the front of the envelope. *Reminder* – All field notes from a felony crime against a person investigation, whether taken on a Department supplied form, or any other type of paper, must have the case number clearly written on each page.
- E. Field notes do not have to be preserved if the felony being investigated clearly does not involve a crime against the person of another and/or is clearly a crime against property. Any and all doubts about a document or information meeting the above criteria should be resolved in favor of preserving the items in question for the State's Attorneys Office.

## III. Responsibility:

- A. It is the responsibility of Department supervisors to ensure that field notes are included when approving reports of a felony crime against a person investigation.
- B. It is the responsibility of the Records Center Division to electronically scan all submitted field notes, from a felony crime against a person investigation, and attach the files to the appropriate NetRMS case folder.

## IV. Effective Date:

- A. The Department's policy on Field Notes became effective on February 6, 2004.

V. Reviews, Revisions and Cancellations:

- A. This General Order will be reviewed each annually by the Commander of the Field Services Bureau and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order *10.01 – Written Directives*.
- B. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Field Services Bureau.

BY ORDER OF

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_

Chet Epperson  
Chief of Police

# APPENDIX A



APPENDIX "A"

\_\_\_\_\_ CASE NUMBER

## ROCKFORD POLICE DEPARTMENT FIELD NOTES

OFFICER \_\_\_\_\_

DATE \_\_\_\_\_

Lined area for field notes.