



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 511 – Debriefing of Arrested Persons

Office with Primary Responsibility:	IDC	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form #3-A	Related Procedures:	None

.01 INTRODUCTION

This procedure establishes guidelines for processing information gathered from the debriefings of arrested persons.

.02 POLICY

- A. Officers making arrests for any offense, except the issuance of traffic citations, shall debrief the arrested person. This includes persons arrested on outstanding warrants.
- B. Debriefings shall be completed during the time between the arrest and the magistration of the prisoners.
- C. Officers will not promise arrested persons anything for providing information during a debriefing.

.03 DISCUSSION

- A. The purpose of a debriefing is to gather as much information as possible about criminal activity and use the information in criminal investigations.
- B. Arrested persons are debriefed because they are likely to know about other persons engaged in criminal activities and are more willing to offer information after their arrest.

.04 DEBRIEFING FORM

- A. SAPD Form #3-A, *Debriefing of Prisoners*, is used to record all information gathered during a debriefing.
- B. The officer with report responsibility shall ensure that a debriefing form is completed on each arrested person.
- C. When an arrested person provides information that the officer believes should be acted upon immediately, the officer proceeds in accordance with Section .08 of this procedure.

.05 ROUTING OF DEBRIEFING FORM

- A. Completed debriefing forms shall be turned in by the end of the officer's tour of duty. The debriefing form is turned in even if the arrested person does not provide any information.
- B. The Service Area Crime Analyst will review the debriefing form for any pertinent information and route the debriefing form to the San Antonio Regional Intelligence Center (SARIC).

.06 RESPONSIBILITIES

- A. San Antonio Regional Intelligence Center SARIC
 - 1. Forward a copy of the debriefing form to the appropriate follow-up unit; and
 - 2. When a supplemental report regarding the debriefing form is received from the follow-up unit, the SARIC will record the information provided into a database.



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 511 – Debriefing of Arrested Persons

B. Follow-Up Units

1. A supervisor from each follow-up unit will be responsible for assigning debriefing forms to unit personnel;
2. Unit personnel will investigate information provided in the debriefing forms; and
3. Follow-up unit personnel will route a supplemental report to the SARIC detailing what steps were taken to investigate the information and the results achieved (i.e., persons arrested, property recovered, etc.).

.07 ARRESTS MADE BY FOLLOW-UP UNIT PERSONNEL

- A. When follow-up unit personnel make an arrest, they shall complete a debriefing form on the arrested person and route the original form to the SARIC.
- B. If the follow-up unit making the arrest will be investigating the information contained on the debriefing form, the follow-up unit arresting officer will notify the SARIC and provide the follow-up unit supervisor with a copy of the debriefing form.

.08 DEBRIEFING INFORMATION NEEDING IMMEDIATE ATTENTION

- A. When officers are debriefing prisoners, they may obtain information which in the officers' opinions might require immediate attention (i.e., information about a crime that will occur in the near future, a wanted person, stolen property or contraband that is about to leave the city, etc.). When this occurs, the debriefing officer shall contact the appropriate follow-up unit or Night CID Unit and give them the information immediately.
- B. When there are no follow-up unit or Night CID Unit personnel available, the officer shall notify his/her immediate supervisor and route a copy of the debriefing form to the appropriate follow-up unit.