N O T I C E   August 3, 2022
1.13

TO: All Sworn Personnel

FROM: Commanding Officer, Professional Standards Bureau

SUBJECT: DUTY TO COMPLETE AN AUTOMATED FIELD DATA REPORT -
                REMINDER

During a recent review of complaints at Internal Affairs Division and audit findings from the
Ethics Enforcement Section, Special Operations Division, Professional Standards Bureau
determined that Automated Field Data Reports (AFDRs) are not consistently being completed to
record a detention or search. The Department requires the completion of AFDRs to comply with
state law mandates and to produce internal reports and analyses.

Therefore, this Notice is a reminder that Department Manual Section 4/202.02 requires:

> Sworn personnel assigned to any field, specialized, or investigative assignment (e.g.,
> patrol, task force, detective, and plain clothes assignments) **shall** complete an Automated
> Field Data Report (AFDR), Form 15.52.00, for **every person detained or searched**
> regardless of the initial reason for the encounter…

Although the complete policy—and its limited exceptions—are found in Department Manual
Section 4/202.02, officers must be cognizant that this policy requires the completion of an AFDR
even when responding to a radio call or citizen call wherein a detention or a search is made.

Additionally, although current policy allows for the completion of an AFDR by the officer's
End of Watch, an upcoming Special Order will require AFDR completion immediately after the
encounter is completed. Professional Standards Bureau recommends that officers begin
immediate AFDR completion as a best practice, until the revised Special Order is finalized.

Should you have any questions about this Notice, please contact the Support Section,
Professional Standards Bureau, at (213) 996-2785.

APPROVED:

MICHAEL P. RIMKUNAS, Deputy Chief   DANIEL RANDOLPH, Deputy Chief
Commanding Officer   Chief of Staff
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