

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 19**

December 19, 2023

**APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON** December 19, 2023

**SUBJECT: NOTIFICATION REQUIREMENTS FOR TRAFFIC AND  
PEDESTRIAN STOPS – ESTABLISHED**

**PURPOSE:** The purpose of this Order is to establish Department policy consistent with California Assembly Bill 2773 – Stops: Notification by Peace Officers, effective January 1, 2024. Assembly Bill 2773 was signed into law on September 29, 2022. It amends Government Code Section 12525.5 and Vehicle Code Section 1656.3, and adds to the Vehicle Code Section 2806.5. Assembly Bill 2773 requires that an officer(s) conducting a traffic or pedestrian stop advise the detainee of the reason for the stop **prior** to engaging them in questioning related to a criminal investigation or a traffic violation. Unless the officer(s) reasonably believes that withholding the reason for the stop is necessary to protect life or property from imminent threat, the reason for the stop shall be provided to the person stopped. An officer must also document the reason for the stop on any citation or police report resulting from the contact.

**PROCEDURE:** Department Manual Section 1/240.03, *Notification Requirements for Traffic and Pedestrian Stops*, has been established. Attached is the established Manual section.

**AMENDMENT:** This Order establishes Section 1/240.03 in the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

  
MICHEL R. MOORE  
Chief of Police

Attachment

DISTRIBUTION "D"

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**240.03 NOTIFICATION REQUIREMENTS FOR TRAFFIC AND PEDESTRIAN STOPS.**

**Stop Defined.** A stop is any detention by a peace officer of a person, or any peace officer interaction with a person in which the peace officer conducts a search, including a consensual search, of the person's body or property in the person's possession or control.

**Traffic/Pedestrian Stops - General Guidelines.** Officers are required to inform the individual being stopped of the reason for the stop before starting any questioning related to a criminal investigation or traffic violation. This directive aligns with California Vehicle Code Section 2806.5, which mandates that the reason for a traffic or pedestrian stop be disclosed prior to engaging in questioning related to a criminal investigation or a traffic violation. Officers shall clearly state the reason for the stop to the person detained at the time of the stop, ensuring this communication is clear, direct, and captured on Body Worn Video (BWV), citing the specific law, ordinance, or suspicious activity that justified the stop.

**Note:** If the stop is a pretext stop, the crime being investigated does not need to be advised to the person, only the violation for which the officer has reasonable suspicion or probable cause.

**Procedure for Documenting the Reason for the Stop.** To enhance transparency and documentation in traffic and pedestrian stops, every Los Angeles Police Department Notice to Appear (Traffic) citation, TR-130, Form 04.50.00, issued to a community member shall include a specific Reason for Stop (RFS). The RFS shall be recorded in either the "Description" field (violation narrative) or the "Registered Owner" or "Lessee" fields. The following is an non-exhaustive list of examples of acceptable verbiage:

RFS = Speed	RFS = Unsafe Lane Change	RFS = Red Light
RFS = Stop Sign	RFS = No Plates	RFS = Tinted Windows

- In the event a Notice to Appear (Traffic) is missing a RFS, the officer shall complete a Notice of Correction and Proof of Service, Form 04.07.00, and include the RFS in the "Other" field of this form;
- The Notice of Correction and Proof of Service shall be attached to the original Notice to Appear (Traffic) and resubmitted; and,
- The citing officer shall send the violator a copy of the Notice of Correction and Proof of Service.

**Exception:** Unless an officer reasonably believes that withholding the reason for the stop is necessary to protect life or property from imminent threat of harm or destruction and stating the reason for the stop would compromise such protection, the reason shall be clearly documented on the Notice to Appear.

**Officer's Responsibilities.** During and after a stop, officers shall:

- State the reason for the stop to the person detained at the time of the stop. This communication should be clear and direct, citing the specific law, ordinance, or suspicious activity that justified the stop, and captured on Body Worn Video (BWV).

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*Note: In the interests of procedural justice, officers should use common language understood by a lay person when communicating with the person detained.*

- *Accurately document both the "Reason for the Stop" and the "Reason Given to the Person Stopped at the Time of the Stop" in the AFDR and specified forms and reports listed below. The AFDR number shall be noted on the DFAR and FI as a cross reference.*
- *Ensure that the initial advisement of the reason for the stop is recorded on BWV. This serves as a record of the officer's disclosure to the person stopped.*
- *Properly document the stop on the below forms and reports, with particular attention to capturing the details of the advisement to ensure consistency and accuracy in the reporting process.*
  
- ***Associated activities reports:***
  - *Field Interview (FI) Reports, Form 15.43.00;*
  - *Electronic Daily Field Activities Report (E-DFAR), Form 15.52.00;*
  - *Traffic Daily Field Activities Report (TDFAR), Form 15.52.01;*
  - *Metropolitan Division Officer's Log, Form 15.52.04; and,*
  - *Automated Field Data Report, or Cal DOJ Stop Data Collection Form.*
  
- ***Associated citation forms:***
  - *Traffic Violation Warning, Form 04.40.00;*
  - *Traffic Notice to Appear, Form 04.50.00;*
  - *New Notice to Appear, Form TR 130;*
  - *Electronic Citation; and,*
  - *Non-Traffic Notice to Appear, Form 05.02.02; and,*
  - *Administrative Citation Enforcement (i.e., ACE), Form 05.40.00.*

*Note: If the stop is a pretext stop, the crime to be investigated need not be noted, only the violation for which the officer has reasonable suspicion or probable cause.*

- ***Associated reports:***
  - *Arrest Report (Narrative), Form 05.02.00;*
  - *Investigative Report, Form 03.01.00;*
  - *Property Report, Form 10.01.00;*
  - *Short Arrest Report, Form 05.02.01; and,*
  - *Release From Custody (RFC), Form 05.02.08.*

*Note: The Incident number, AFDR number, and Division of Records (DR) number will be used to connect all forms and reports associated to a particular stop. The AFDR number will be the primary key for cross referencing.*

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***Supervisor's Responsibilities.*** Supervisors shall:

- *Review and approve all activities, citation and arrest reports, ensuring that they are complete, accurate, and comply with Department policies and procedures;*
- *Ensure that the "Reason for the Stop" and the "Reason Given to the Person Stopped at the Time of the Stop" are appropriately documented and align with legal and procedural standards;*
- *Verify that all required forms and reports have been properly completed and submitted in a timely manner;*
- *Regularly review BWV recordings and AFDR entries to ensure that officers are properly notifying detainees, documenting and recording stops as required;*
- *Ensure that the recordings and documentation accurately reflect the circumstances of the stop and comply with departmental and legal standards; and,*
- *Address any discrepancies, inconsistencies, or areas of concern identified during the review of reports, BWV recordings, and AFDR entries.*

***Area Commanding Officer's Responsibilities.*** Area commanding officers shall:

- *Ensure adherence within their command to this policy;*
- *Ensure review and approval of supervisor's reports; and,*
- *Ensure training units provide necessary training to officers and supervisors within their Area regarding stop protocols, and documentation requirements.*