

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 21, 2020**

202.02 AUTOMATED FIELD DATA REPORTS/COMPLETION AND TRACKING.

Officer's Responsibilities. 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 (e.g., traffic stop, radio call, observation, task force). All AFDR reports shall be completed by end of watch or, if exigent circumstances exist, as soon as practicable.

Note: Incidents where an officer intentionally pointed a firearm at an individual shall be documented in the "Action Taken" box of the AFDR.

The Remainder of this Section Remains Unchanged.