

**DEPARTMENT MANUAL**  
**VOLUME IV**  
**Revised by Administrative Order No. 17, 2019**

**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 AFDRs **shall** be completed by the end of watch or, if exigent circumstances exist, as soon as practicable.

**Overtime and Off-Duty Assignments.** The same AFDR completion requirements also apply to officers working any:

- Overtime assignment to include but not limited to Cash Overtime Allotment for Scheduling and Timekeeping (COAST), Metropolitan Transit Authority, or Bureau/Area/division overtime details; and,
- Off-duty uniformed assignment that is pursuant to a Memorandum of Understanding or other contractual relationship with the Department. These off-duty uniformed assignments include, but are not limited to, Dodger games, Staples Center events, and the USC or NFL football game details.

**Exceptions to Completion Requirements.** Officers are not required to complete an AFDR in the following circumstances:

- Detentions that occur during public safety mass evacuations, including bomb threats, gas leaks, flooding, earthquakes, and other similar critical incidents;
- Detentions that occur during an active shooter incident, such as when an individual is actively engaged in killing or attempting to kill people in a populated area;
- Detentions or searches that occur during or as a result of routine security screenings required of all persons to enter a building, school or special event, including metal detector screenings and any secondary searches that result from that screening;
- Detentions that occur during a crowd control situation in which pedestrians are directed to remain at a location or routed to a different location for public safety purposes;
- Interactions during which persons are detained at a residence only, so that officers may check for proof of age for purposes of investigating underage drinking;
- Checkpoints or roadblocks in which an officer detains a person as the result of a blanket regulatory activity that is not based on an individualized suspicion or personal characteristic;
- Passenger(s) of traffic stops who are not the subject of an investigation or enforcement action [(e.g., any person(s) being asked to exit the vehicle simply because it is being impounded)];
- The targeted subject(s) of a warrant, search condition, home detention, or house arrest while in their residence; or,
- Consensual encounters that do not result in a search.

**Perception.** As set forth below, officers shall report their perceptions of specified characteristics regarding the person stopped, detained, or searched. Perception is considered to be the process

**DEPARTMENT MANUAL**  
**VOLUME IV**  
**Revised by Administrative Order No. 17, 2019**

through which an officer recognizes and interprets sensory information to draw a conclusion about the person being detained or searched. An officer's perception shall be based on personal observations only; he or she shall not ask another person for input or refer to an identification document or other written form to verify information about an individual. Perception can be decided prior to, during or after the detention. With respect to the person being detained or searched, the officer shall report his or her own perception regarding the following:

- Perceived race or ethnicity of the person detained;
- Perceived age of the person detained;
- Perceived gender of the person detained;
- Whether the person detained is perceived to be lesbian, gay, bisexual or transgender;
- Whether the person detained is perceived to have limited or no English fluency; and,
- Whether the person detained is perceived or known to have a disability.

**Multiple Officers.** When there are multiple officers at the scene and interacting with the detained or searched person(s):

- Only one officer shall submit the AFDR;
- The officer with the highest level of engagement (contact or interaction) is responsible for completing the AFDR; and,
- All actions taken by each officer in the detention or search shall be included in the AFDR.

**Multiple Agencies.** If more than one agency is involved in the detention or search, the primary agency shall complete all of the AFDRs. If a non-reporting agency, such as the Federal Bureau of Investigation or Los Angeles County Probation Department is the primary agency involved, a reporting agency, such as the Los Angeles Police Department or Los Angeles Sheriff's Department is responsible for completing the AFDR(s).

**Completion Requirements.** Officers shall complete an AFDR electronically on the Department's Local Area Network (LAN), mobile phone application or Mobile Digital Computer (MDC). Current electronic versions of the Officer AFDR Completion Guide and the Supervisor AFDR Completion Guide are available to provide guidance in completing the AFDR.

*Note: Refer to Department Manual Section 4/296.01 for business cards completion requirements.*

**Note:** If it is determined that an AFDR requires removal from the system, after the AFDR has been uploaded into the server, an Intradepartmental Correspondence, Form 15.02.00, shall be sent to the Commanding Officer, Application Development and Support Division.

If the AFDR system is inoperable or the officer is unable to access the AFDR System, the officer shall complete the California Department of Justice (Cal DOJ) Stop Data Collection Form. The purpose of this form is to document the AFDR detention or search data, so that the officer can accurately input this information into the AFDR System at a later time when access is gained, or at the officer's next regularly scheduled start of watch. Officers shall retain the hard copy Cal DOJ

**DEPARTMENT MANUAL**  
**VOLUME IV**  
**Revised by Administrative Order No. 17, 2019**

Stop Data Collection Form until the data is entered into the AFDR System. Once the data is entered into the AFDR System, the hard copy Cal DOJ Stop Data Collection Form shall be disposed of in a Department shredder.

**Note:** The AFDR Completion Guides and the Cal DOJ Stop Data Collection Form are accessible in the AFDR/Incident Tracking System link within the Applications setting on the Department's LAN or within the AFDR folder in the LAPD Applications Launcher (LAN or MDC).

**Recording AFDR Information on Various Activity Reports and Logs.** Officers completing an Electronic Daily Field Activities Report (EDFAR) shall document the number of AFDRs (if any are required to be completed) for each incident.

Officers completing a Daily Field Activities Report (DFAR), or a Traffic Daily Field Activities Report (TDFAR), Form 15.52.01, or appropriate log used by specialized divisions to record field activities shall record:

- The number of persons contacted during the stop. For example, the C# field on the DFAR/TDFAR shall indicate the number "1" if a single person is contacted;
- The number of AFDRs completed during the activity/incident. For example, the F# field on the DFAR/TDFAR shall indicate the number "1" if one AFDR is completed; and,
- The AFDR number generated by the system. For example, the Disposition field on the DFAR/TDFAR shall indicate "AFDR #12345678."

**Supervisor's Responsibilities.** Supervisors shall be responsible for:

- Reviewing AFDRs **in a timely manner** to ensure that officers are properly completing the AFDR in accordance with the Officer AFDR Completion Guide and Supervisor AFDR Completion Guide; and,
- Editing or directing the completing officer to revise the narrative portions of the AFDR, when appropriate.

The new AFDR System will include data fields that require Department personnel to complete a narrative as it relates to the reason for the stop and basis for the search. The supervisor shall ensure that a legal basis for the detention and search (if applicable) is adequately articulated. In addition, the supervisor shall protect the anonymity of all parties involved by:

- Ensuring there are no identifying characteristics listed of the person(s) or suspect(s) being stopped (e.g., name of individual, license plate number, date of birth, booking number); and,
- Ensuring there are no identifying characteristics listed of the officer(s) involved (e.g., name, serial number, badge number).

**Watch Commander's Responsibilities.** Watch commanders shall be responsible for ensuring that supervisors review AFDRs for completeness and accuracy **in a timely manner**.

**DEPARTMENT MANUAL  
VOLUME IV  
Revised by Administrative Order No. 17, 2019**

**Commanding Officer's Responsibilities.** Commanding officers shall be responsible for ensuring that:

- All employees in their command adhere to established guidelines for the completion of the AFDRs; and,
- **ALL AFDRs are reviewed by a supervisor in a timely manner.**

**Application Development and Support Division's Responsibilities.** Application Development and Support Division shall:

- Process and maintain the AFDR data in an electronic database; and,
- Maintain and update the Officer AFDR Completion Guide and Supervisor AFDR Completion Guide, as necessary.

**296. BUSINESS CARDS.** When investigating officers interview *an arrestee*, witness, victim, *or reporting person* they shall *offer to provide* an official Police Department business card *and upon request, issue one* complete with their name and *Area/division* or detail to which they are assigned.

**296.01 BUSINESS CARDS – DETAINEE RELEASED WITHOUT BEING BOOKED OR CITED.** When any person detained by *an employee* of this Department is subsequently released without being booked or cited, the responsible officer shall explain the reason for the detention. Prior to the person's release, the officer shall *offer to provide* the detained person an official Department business card, *and if requested, provide the business card* complete with the officer's name and *the* division of assignment.

**Note:** Officers issuing Field Data Reports shall be guided by business card requirements as detailed in Department Manual Section 4/202.02.

During the performance of *their* official duties, Department *employees* shall provide a business card to any person upon request, providing the action does not interfere with the officer's performance of his *or* her duty.