

OFFICE OF THE CHIEF OF POLICE

NOTICE
11.2

May 31, 2018

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: EXPANDED AUTOMATED FIELD DATA REPORT COMPLETION REQUIREMENTS AND SYSTEM

Purpose. The purpose of this Notice is to advise all Department personnel regarding the impending changes to the Department's Automated Field Data Report (AFDR) completion guidelines. Assembly Bill 953 and California Government Code 12525.5 expanded the AFDR completion requirements and data capture system.

Background. On October 3, 2015, Governor Jerry Brown signed into law Assembly Bill 953 (The Racial and Identity Profiling Act of 2015), requiring California law enforcement agencies to collect perceived demographic and other detailed data on police interactions with members of the public. Effective July 1, 2018, the Department will be subject to newly expanded legal requirements for the completion of AFDRs resulting in officers having to complete more comprehensive AFDRs. To comply with the passage of this new legislation, Information Technology Bureau (ITB) has modified the current AFDR System on the Department's Local Area Network, and added to the current 11 data fields for a total of 43 possible data fields to capture information about each individual stopped or detained by sworn personnel. The new AFDR system will include data fields that require Department personnel to complete a narrative relating to the reason for the stop and basis for any search. Accessibility to the AFDR system will also be available via a new mobile phone application. An AFDR completion guide and an e-learning tutorial will be available to officers for training purposes.

Note: Until the new system is implemented on July 1, 2018, officers shall continue to complete an AFDR as required by Department Manual Section 4/202.02 – *Automated Field Data Reports/Completion and Tracking*.

Procedure. The new AFDR completion requirements impact **all** sworn personnel assigned to any field, specialized, or investigative assignment (e.g., patrol, task force, detective, and plain clothes assignments). An AFDR **shall** be completed on **every person detained or searched** no matter what the reason for the initiation of the encounter. Examples of when to complete an AFDR include:

- Encounters that result in a detention or a search during any radio call for service;
- The detention of uninvolved parties [i.e., residents other than a primary suspect(s)] at the scene of a search warrant;

- A search or detention conducted during a parole or probation compliance check; or,
- A pat down search conducted during a consensual encounter.

The new AFDR completion requirements include any officer working in any off-duty uniform assignment that is pursuant to a memorandum of understanding or other contractual relationship with the Department. These off-duty assignments include, but are not limited to, Dodgers games, Staples Center events, USC or NFL football games, and the Metropolitan Transit Authority details. Sworn personnel assigned to these assignments or details **shall complete an AFDR for every person they have detained or searched** regardless of the nexus for the encounter (e.g., radio call, observation, task force).

The officer with the highest level of engagement (contact or interaction) shall complete the AFDR. When there are multiple officers at the scene who are interacting with the stopped person(s), the actions taken by each officer in the detention or search shall be included in the AFDR. All AFDR reports **shall** be completed by end of watch or, if exigent circumstances exist, as soon as practicable.

Exceptions to Reporting Requirement. There are limited exceptions when an AFDR will not be required, such as mass evacuation, mass shootings, routine security screenings at an entrance or exit, crowd control situations, roadblocks, and consensual encounters that do not result in a search.

Supervisor Responsibilities. Supervisors are responsible for reviewing and approving ADFRs in a timely manner. Supervisors shall protect the anonymity of all parties 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).

Supervisors may edit or direct the completing officer to revise the narrative portions of the AFDR. A supervisor will only have three calendar days from the date of the original AFDR entry before it is uploaded into the Training Evaluation and Management System.

If you have any questions or require additional information regarding this Notice, please call Risk Management Legal Affairs Group, at (213) 486-8720.



CHARLIE BECK
Chief of Police

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