

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

August 26, 2020

SUBJECT: AUTOMATED FIELD DATA REPORTS/COMPLETION AND TRACKING – REVISED

PURPOSE: This Order revises Department Manual Section 4/202.02, *Automated Field Data Reports/Completion and Tracking*, to allow for the tracking of incidents where an officer intentionally points a firearm at an individual.

PROCEDURE: Department Manual Section 4/202.02, *Automated Field Data Reports/Completion and Tracking*, has been revised and is attached with the revisions indicated in italics.

AMENDMENTS: This Order amends Sections 4/202.02 of 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

Attachments

DISTRIBUTION "D"

**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.