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.