

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

November 4, 2022

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON

November 1, 2022

SUBJECT: AUTOMATED FIELD DATA REPORTS/COMPLETION AND TRACKING – REVISED; AND, OFFICER COMPLETION GUIDE – REVISED

PURPOSE: The purpose of this Order is to revise Department Manual Section 4/202.02, *Automated Field Data Reports/Completion and Tracking*, consistent with California Assembly Bill 953. This Order also revises the Officer (AFDR) Completion Guide within the Incident Reporting Control System (IRCS) to reflect the guidelines prescribed in Government Code Section 12525.5.

PROCEDURE:

- I. AUTOMATED FIELD DATA REPORTS/COMPLETION AND TRACKING – REVISED.** Department Manual Section 4/202.02, *Automated Field Data Reports/Completion and Tracking*, has been revised. Attached is the Department Manual section with the revisions in italics.
- II. OFFICER COMPLETION GUIDE – REVISED.** The Officer (AFDR) Completion Guide has been revised. The new content which augments the Officer (AFDR) Completion Guide is attached. The Guide in its entirety is accessible via the AFDR/Incident Tracking link under the Applications setting on the Department's Local Area Network (LAN) Homepage, within the IRCS. The AFDR tab within the IRCS provides a drop-down menu, wherein the Officer (AFDR) Completion Guide is denoted as, "Officer Guide." The revised Officer Guide provides comprehensive, cell-by-cell instruction for completion of the AFDR.

AMENDMENTS: This Order amends Section 4/202.02 of the Department Manual and the Officer (AFDR) Completion Guide.

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. 14, 2022**

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*, *pretextual stop*, radio call, *officer's observation*, task force). All AFDR reports **shall** be completed *immediately after the encounter*. If exigent circumstances exist, *the AFDR shall be completed as soon as practicable, but no later than the end of watch*.

Note: Personnel involved in a categorical use of force (CUOF) incident shall complete an AFDR for the incident pursuant to the direction of Force Investigation Division (FID).

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

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 (*MTA*), 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, Dodgers games, *Crypto.com Arena* 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;

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 14, 2022**

- 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 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, transgender, *or questioning*;
- 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 (*i.e.*, 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.

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 14, 2022**

Note: The primary unit of a call for service or self-initiated contact with a member of the public shall ensure that an AFDR is completed for the incident.

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 *on the LAN* 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 are encouraged to reference the Officer AFDR Completion Guide, when completing the delayed entry AFDR, for accuracy.* Officers shall retain the hard copy of the Cal DOJ 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 (e-DFAR) shall document the number of *the* AFDR (if

DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 14, 2022

any are required to be completed) for each incident.

Officers completing a Daily Field Activities Report (DFAR) or 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 AFDR system includes 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, *as well as ensure the stop is accurately denoted as pretextual, when the explanation for the stop supports such a determination.* 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.**

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

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 14, 2022**

- 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.**

***Force Investigation Division's Responsibilities.** During the investigation of a CUOF incident, FID shall provide direction to the officer(s) involved to ensure the timely completion of the AFDR for the incident.*

Application Development and Support Division's Responsibilities. Application Development and Support Division shall process and maintain the AFDR data in an electronic database.

***Diversity Equity and Inclusion Division's Responsibilities.** Diversity Equity and Inclusion Division shall maintain and update the Officer AFDR Completion Guide and Supervisor AFDR Completion Guide, as necessary.*

OFFICER (AFDR) COMPLETION GUIDE

The following procedures are meant to provide guidance on the purpose of each data element to enhance consistency and accuracy across all corresponding reports and related videos. All AFDR reports shall be completed immediately after the qualifying encounter. If exigent circumstances exist, the AFDR shall be completed as soon as practicable but no later than the end of watch.

GENERAL INFORMATION

Watch Info

Watch

Document the watch worked (e.g., W2, W4).

S.O.W and E.O.W

Document the start and end of watch times.

Serial No.

Document the serial number of each officer.

Name

This is auto-populated based on the serial number entered.

Type of Assignment

The assignment of the officer(s) at the time of the stop. One of the following shall be selected:

1. Patrol, Traffic, Field operations;
2. Gang Enforcement;
3. Compliance Check (e.g., parole, probation, PRCS, mandatory supervision);
4. Special Events (e.g., sports, concerts, protests);
5. Roadblock/Checkpoint (e.g., DUI sobriety checkpoint);
6. Narcotics/Vice;
7. Task Force;
8. K-12 Public School (This includes school resource officers or school police officers)
9. Investigative/Detective; or,
10. Other (If selected, the officer shall specify the type of assignment in the "Assignment" field).

Assignment

The officer shall input their unit designation in this field.

Stop Info

FDR #

The FDR number will be auto-generated upon completion of the form.

Incident No.

The system will auto populate this field with the 14-digit incident number. If needed, the officer can also manually enter the 14-digit incident number (i.e., 19032600001234).

Duration of Stop

The duration of the stop is calculated from the approximate time the stop began (i.e., when the individual was first detained, or if no initial detention, from when the individual was first searched) to when the stop ends (i.e., when the individual was free to leave or taken into physical custody). The duration of the stop is documented in minutes and is auto populated. If the length of stop is auto populated incorrectly, the officer can enter the correct stop length.

Date

Document the date the stop occurred.

Time

Document the approximate time the stop occurred.

Address

This data element refers to the physical location of the stop:

1. Block number and street name;
2. Closest intersection; or,
3. Highway and closest highway exit.

If none of the above exist, then the officer shall use a road mark, landmark, or other description.

Note: The officer SHALL NOT provide an exact address for this data element, if the location is a residence.

RD

The corresponding RD will auto populate based upon the information put in the "address" section. If the stop occurred outside of LAPD's jurisdiction, include the reason why on the Computer Aided Dispatch (CAD).

Call for Service

The officer shall select "yes" or "no" to denote whether the stop was made in response to a call for service (i.e., radio call or Communications Division dispatch).

Public School

Select the checkbox if the stop occurred at a school. If checked, enter the school name in the "School Name" field.

K-12 Student

Use the checkbox to indicate if the incident involved a student enrolled in kindergarten through 12th grade.

Pretext Stop

The officer shall select "Yes" or "No" to denote whether the stop was a pretextual stop. A "pretextual" or "pretext" stop is one where officers use reasonable suspicion or probable cause of a minor traffic or code violation as a pretext to investigate another, more serious crime that is unrelated to that violation.

Person #1

Note: An officer's perception shall be based on his or her personal observations only. For the purposes of completing the AFDR, an officer shall not ask the person stopped

OFFICER (AFDR) COMPLETION GUIDE

his/her race or ethnicity or ask questions or make comments or statements designed to elicit this information.

Race

The officer shall select all of the following which apply. If a person appears to be both Black and Hispanic, the officer shall select both "Black/African American" and "Hispanic."

1. **Asian:** Refers to a person having origins in any of the original peoples of the Far East or Southeast Asia, including Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam, but who does not fall within the definition of "Middle Eastern or South Asian" or "Pacific Islander."
2. **Black/African American:** Refers to a person having origins in any of the Black racial groups of Africa.
3. **Hispanic:** Refers to a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
4. **Middle Eastern or South Asian:** Refers to a person of Arabic, Israeli, Iranian, Indian, Pakistani, Bangladeshi, Sri Lankan, Nepali, Bhutanese, Maldivian, or Afghan origin.
5. **Native American:** Refers to a person having origins in any of the original peoples of North, Central, and South America.
6. **Pacific Islander:** Refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, but who does not fall within the definition of "Middle Eastern or South Asian" or "Asian."
7. **White:** Refers to a person of Caucasian descent having origins in any of the original peoples of Europe and Eastern Europe.

Gender

For the purposes of the AFDR, the officer shall not ask the person stopped his or her gender or refer to the person's driver's license or other identification. It is understood that the officer's observation may not reflect the gender specified on the person's identification. The officer, however, shall select from the following for gender:

1. Male
2. Female
3. Transgender Male
4. Transgender Female
5. Non-Conforming

Age

It is understood that the officer's observation may not reflect the age specified on the person's identification.

The officer shall nonetheless make his or her determination based on personal observation only. For the purposes of completing the AFDR, an officer shall not ask the person stopped his or her age or use the age specified on the person's identification. When completing this field, the officer shall use an Arabic numeral (e.g., 1, 2, 3, 4) rounded up to the closest whole number.

Could you perceive the race/ethnicity prior to the stop?

The officer shall select "Yes" or "No" if he/she was able to perceive race/ethnicity prior to the stop.

Perceived LGBTQ

This refers to the officer's perception that the person stopped is LGBTQ. The term "LGBTQ" refers to lesbian, gay, bisexual, transgender, or questioning. When reporting this data element, the officer shall select "Yes" or "No" and shall make his or her determination based on personal observation only, without asking whether the person is LGBTQ.

Note: A selection of "yes" does not imply judgement by the officer. It is merely a perception based upon the officer's cursory observation, experience and/or training.

Limited or Non-English Speaking

This refers to the officer's perception that the person stopped has limited or no fluency in English.

Disability

If the officer perceives the person stopped has a disability, the officer shall select one from the following:

1. Difficulty hearing
2. Speech impairment
3. Blind/limited vision
4. Mental health
5. Intellectual disability
6. Hyperactivity/impulsive
7. Other disability

The officer shall select "None" if he or she did not perceive the person stopped had a disability.

Type of Stop

The officer shall select the following to indicate that the field data information is associated to one of the following:

- A. Vehicle Driver
- B. Vehicle Passenger
- C. Pedestrian
- D. Bicycle

Reason for Stop

This refers to the primary/initial reason why the officer stopped the person.

Note: When reporting this data element, the officer shall identify only the primary/initial reason for stopping a person by selecting one of the following data values. Justifications that did not inform the officer's primary/initial reason for the stop shall not be selected.

1. Traffic Violation: When selecting this data value, the officer shall also identify the applicable California Vehicle Code section and subdivision using the Department's standard California Justice Information Services (CJIS) Offense Table. When the person stopped is the driver, the officer shall also designate the primary type of violation:

OFFICER (AFDR) COMPLETION GUIDE

- A. Moving violation;
- B. Equipment violation; or,
- C. Non-moving violation, including registration violation.

2. Reasonable Suspicion: This field should be selected when the officer has reasonable suspicion that the person stopped was engaged in criminal activity. This data value should not be selected if "Traffic Violation" is the reason for the stop. When selecting this data value, the officer shall select all applicable circumstances in the "Basis for Suspicion" field that gave rise to the officer's reasonable suspicion. The officer can choose from the following selections:

- A. Officer witnessed commission of a crime;
- B. Matched suspect description;
- C. Witness or victim identification of suspect at the scene;
- D. Carrying suspicious object;
- E. Actions indicative of casing a victim or location. Suspected of acting as a lookout;
- F. Actions indicative of a drug transaction;
- G. Actions indicative of engaging in a violent crime; or,
- H. Other reasonable suspicion of a crime.

In addition, using the Department's standard CJIS Offense Table, the officer shall identify the primary code section and subdivision of the suspected violation of law that formed the basis for the stop and document that in the "Code/Description" field.

3. Parole/Probation: The officer shall select this data value if the officer stopped the person because the officer knows that the person stopped is a supervised offender on parole, on probation, on post-release community supervision (PRCS), or on mandatory supervision. The officer shall not select this data value if the officer learns that the person has this status **after** the person is stopped.

4. Arrest Warrant/Wanted Person: The officer shall select this data value if the officer stopped the person because the officer knows that the person stopped is the subject of an outstanding arrest warrant or is a wanted person. The officer shall not select this data value if the officer learns that the person is the subject of an outstanding arrest warrant or is a wanted person **after** the person is stopped.

5. Possible Truancy: The officer shall select this data value if the person stopped is being investigated to determine whether the person is a truant.

6. Consensual Encounter with Search: A consensual encounter is an interaction in which the officer does not exert any authority over or use any force on a person, and the person is free to leave. The officer shall only select this data value if a consensual encounter results in a search, regardless of whether the resulting search is consensual.

Example: During the interview of a witness (in which the person is free to leave), the officer asks to search the witness' bag, and the person consents. This encounter would be documented as a "consensual encounter resulting in a search."

Note: Refer to Administrative Order No. 22, dated November 20, 2020, for further detail on consensual searches.

7. School Violation: The officer shall select the following reasons for the stop **only** if the stop involved a K-12 student:

- I. Education Code Violation; or,
- II. School Policy Violation.

8. Possible Danger to Self & Others/5150: The officer shall select this data value if the reason for the stop was due to the person harming themselves or others.

Explanation (of reason for stop):

This explanation is narrative and should include detail beyond the general data values selected above. Do not include any personally identifying information of the individual stopped or unique identifying information of any officer in this description.

Examples:

1. If the officer selected "Reasonable suspicion that the person was engaged in criminal activity/Actions indicative of a drug transaction," the officer must use this field to briefly note the specific action(s) indicative of criminal activity or a drug transaction.
2. If the officer selected "56.15 LAMC (riding a bicycle on the sidewalk) from the Department's standard CJIS Offense Table, the officer shall use this field to briefly note the specific nature of the violation (i.e., what specifically did the officer observe where the bicyclist showed willful or wanton disregard for the safety of persons and property).
3. If an officer completes a stop that falls under a pretextual stop as defined in Department Manual Section 1/240.06, Policy - Limitation on Use of Pretextual Stops, the explanation should contain both the lawful basis for the stop, as well as the true impetus (i.e., pretextual concern) for the stop.

Code/Description for the reason to stop:

Using the Department's standard CJIS Offense Table, identify the code to indicate the reason for the stop. The code selected may differ from the final "Arrest Code" selected. The code selected as the reason for the stop reflects the probable cause for the stop.

Action Taken

The reporting officer shall select **all** of the following data values that apply, even if any or all of the actions were undertaken by another officer:

OFFICER (AFDR) COMPLETION GUIDE

1. **None.** No action was taken. If “None” is selected, no other data values can be selected.
2. **Req. consent to search person.** If consent to search is selected, the officer shall also note “Yes” or “No” in the consent granted search person field.
3. **Search of person was conducted.** This data value should be selected if a search of the person was conducted, **regardless** of whether the officer asked for or received consent to search the person. If selected, the officer shall also select from the following to indicate the basis for the search:
 - Consent Given
 - Officer/Public Safety
 - Search Warrant
 - Parole/Probation
 - Suspected Weapons
 - Visible Contraband
 - Odor of Contraband
 - Canine Detection
 - Evidence of Crime
 - Incident to Arrest
 - Exigent Circumstances
 - Vehicle Inventory
 - School Policy Violation
4. **Req. consent to search prop:** The officer shall select “Yes” or “No” in the consent granted search property field to document if consent to search property was provided.
5. **Search of property was conducted:** This data value should be selected if a search of the person’s property was conducted, **regardless** of whether the officer asked for or received consent to search the property. If selected, the officer shall also select from the following to indicate the basis for the search:
 - Consent Given
 - Officer/Public Safety
 - Search Warrant
 - Parole/Probation
 - Suspected Weapons
 - Visible Contraband
 - Odor of Contraband
 - Canine Detection
 - Evidence of Crime
 - Incident to Arrest
 - Exigent Circumstances
 - Vehicle Inventory
 - School Policy Violation
6. **Ordered from vehicle:** This refers to any instance where a verbal order was used to direct a person to exit the vehicle.
7. **Physically removed from vehicle:** This refers to any instance where a person was removed from the vehicle by physical contact.
8. **Field sobriety test:** This refers to any instance when a field sobriety test was conducted.
9. **Curbside detention:** This refers to any instance where a person was directed to sit on the sidewalk, curb, or ground.
10. **Handcuffed or flex cuffed:** This refers to any instance when a person is restrained via handcuffs or flex cuffs, regardless of length of time restrained.
11. **Patrol car detention:** This refers to any detention where a person is detained in a patrol vehicle during the investigation.
12. **Canine used:** This refers to whether or not a Department canine participated in the detention or investigation (e.g., a search).
13. **Firearm pointed at person:** This refers to any instance where an officer points their firearm at a person. Low-ready positions are not considered pointing a firearm at a person.
14. **Firearm discharged/used:** This only refers to instances where the officer discharges their firearm.
15. **Electronic control device used:** This refers to instances where an electronic control device, such as a TASER, is activated (i.e., a Warning Arc) and/or fired (i.e., a discharge of the probes or electrodes) by an officer, **regardless** if the electrical charge or probes made contact with the suspect.
16. **Impact projectile used:** This refers to instances where an officer discharges an impact projectile (e.g., blunt impact projectile, rubber bullets, bean bags, or 40mm), **regardless** if the projectile makes contact with the suspect.
17. **Canine bit or held person:** This refers to a Department canine biting or physically holding a person via a bite, to restrict their movement.
18. **Baton or other impact weapon used:** This refers to instances where officers used the baton (i.e., initiated a thrust/punch, chop, or strike) or other impact weapon **regardless** if the baton made contact with the suspect.
19. **Chemical spray used:** This refers to instances where an officer used (i.e., via depressing the spray lever) chemical spray (e.g., pepper spray, mace, or other chemical irritants) **regardless** if the chemical made contact with the suspect.
20. **Other physical or vehicle contact:** This refers to any of the following contacts by the officer when the purpose of such contact is to restrict movement or control a person’s resistance: Any physical strike by the officer; instrumental contact with a person by an officer; or the use of significant physical contact by the officer. Examples of such contacts include, but are not limited to, hard hand controls, the forcible taking of a subject to the ground, or use of vehicle contact during apprehension.
21. **Person photographed:** This refers to any photographs that were taken (i.e. via Department camera or cell phone, or the officer’s personal camera or cell phone) of the detainee(s) or their passengers - if applicable, during the contact.

Note: Personnel are reminded of California Penal Code Section 647.9, Office of the Chief of Police

OFFICER (AFDR) COMPLETION GUIDE

Notice, dated November 4, 2020, Administrative Order No. 6, dated August 4, 2022, and Department Manual Sections 3/405, 3/566 and 3/566.10 – regarding crime scenes, individual privacy and the use of cellular devices (i.e., Department-issued and personally owned).

22. **Property was seized:** This refers to any personal property of the detainee(s) that officers took custody of as evidence or contraband.
23. **Vehicle impounded:** This refers to instances when the vehicle operated by the detainee is impounded.
24. **Admission obtained from student:** This refers to instances when a juvenile detainee admits to a violation of a statute or code.

Basis for Search and Explanation

When reporting the “Basis for Search,” the officer shall also provide a brief narrative addressing the reason for the search. This explanation shall include additional detail beyond the general data values selected for “Basis for Search.” Officers shall not include any personal identifying information of the persons stopped or unique identifying information of any officer in this explanation.

Example: If the officer selected “Suspected weapons” as the “Basis for Search,” the officer must explain the specific nature of the suspected weapons (i.e., What were the specific objects, shapes, and/or movements observed that made the officer suspicious and what type of weapons were suspected).

Note: If the basis for the search is “Condition of parole/probation/PRCS/mandatory supervision,” an explanation is not required.

Contraband/Evidence

The officer shall indicate whether contraband or evidence was discovered during the stop, including any discovered in plain view or as the result of a search, and the type of contraband or evidence discovered, by selecting all following data values that apply:

- A. None: If “None” is selected, no other data values can be selected
- B. Firearm(s)
- C. Ammunition
- D. Weapon(s) other than a firearm
- E. Drugs/narcotics
- F. Alcohol
- G. Money
- H. Drug paraphernalia
- I. Suspected stolen property
- J. Electronic device(s) (e.g., cell phones, laptops)
- K. Other: This refers to other contraband or evidence

Result of Stop

This refers to the outcome of the stop. When reporting this data element, the officer shall select **all** below data values that apply.

1. No Action: If “No Action” is selected, no other data values can be selected.
2. Warning (Verbal or Written): If a written warning is given, the officer shall document the warning code violation in the “warning code” field.
3. Citation for Infraction: If a citation is given, the officer shall document the citation number as well as the infraction code in the respective fields.
4. In-Field Cite and Release: If selected, the In-Field Code will be documented in the “In-Field Code” box as well as the RFC #.
5. Warrant Arrest: This refers to a custodial arrest pursuant to an outstanding warrant. When selecting this data value, the officer shall also document the Booking Number for any warrant arrests.
6. Arrest w/o Warrant: This refers to a custodial arrest without a warrant. The officer shall also document the Arrest Code and Booking Number. The arrest code may be different from the code documented in the “Code/Description for the reason to stop” field.
7. Field interview (FI) card completed.
8. Non-criminal Transport or Caretaking Transport: This includes transport by an officer, transport by ambulance, or transport by another agency without an arrest.
9. Contacted Parent/Legal Guardian: Contact also includes any other person responsible for the minor.
10. Psychiatric Hold (pursuant to Welfare & Institutions Code Sections 5150 and/or 5585.20).
11. Contacted U.S. Department of Homeland Security (e.g., Immigration and Customs Enforcement, Customs and Border Protection).
12. Referral to School Administration.
13. Referral to School Counselor or other support staff.

Note: The booking number is for Department internal tracking purposes only. The booking number is not sent to the DOJ.

Additionally, for warnings, citations, cite and release, and custodial arrests (with the exception of an arrest pursuant to an outstanding warrant), the officer shall use the Department’s standard CJIS Offense Table to identify the code, including the section number and appropriate subdivision, that is the basis for their actions. If more than one code section forms the basis for the warning, citation, cite and release or custodial arrest, the officer shall identify all applicable code sections and subdivisions. If the result of the stop is based on an ordinance, the officer shall select “local ordinance viol” from the Department’s CJIS Offense Table without the need for the specific section number.

Additional Persons

If additional persons are detained or other consensual encounters with a search occur, the officer shall select “Add person” until stop data is completed for all individuals stopped.

The officer shall select “save” upon completion of entering stop data.