

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: OCTOBER 31, 2013 – 0820 HOURS

NUMBER: OR 13-25

SUBJECT: RESTATEMENT OF VEHICLE STOP DATA COLLECTION
PROCEDURE

COST CENTER: 1914000001

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: 7.01

In January 2000, our Department implemented a means by which to gather information regarding the demographics of the individuals stopped by officers of this Department. This was the result of a perception held by some members of the community that some police officers conduct vehicle stops based solely or primarily on the race, ethnicity, age, or gender of the motorist or the motorist's passenger.

Beginning January of 2000, all officers making vehicle stops were required to fill out a "vehicle stop" data card (PD-2000) to collect this information. To streamline the data collection process an electronic version of the vehicle stop card was made available via the MCT in October 2006.

The electronic vehicle stop data collection form can be found by selecting "Vehicle Stop" from the "Forms" drop down menu on the MCT. The electronic version has been designed to be consistent with the vehicle stop cards currently used in the field and should be filled out in a similar manner. Submitting the data on a paper "vehicle stop" data card requires Records Division personnel to enter the data into the database and results in unnecessary delays in data availability and unnecessary consumption of Records personnel work time.

Although many officers have diligently fulfilled this requirement, there has been a significant decrease in the number of stop data cards submitted.

All officers who have an MCT shall be responsible for entering the information at the completion of any vehicle stop using the vehicle stop form available on the MCT. Officers who do not have an MCT shall continue to enter information regarding all vehicle stops on the vehicle stop data cards that are attached to the Notice to Appear form (PD-177) or Traffic Warning form (PD-519) and forward them to Records Division.

Please read at squad conferences and give a copy to all personnel.