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TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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NEW RIPA CLOUD-BASED APP FOR MOBILE PHONES & DESKTOPS

I. PURPOSE

This Training Bulletin introduces the new cloud-based RIPA data entry system. **The current system will be deactivated on November 27, 2023 and the new system will be launched.** This new application will include changes to the RIPA data entry system that are mandatory from the State of California going into effect January 1, 2024.

II. SCOPE

This Training Bulletin applies to all sworn personnel.

III. BACKGROUND

Effective January 1, 2016, the Racial and Identity Profiling Act of 2015, otherwise known as “RIPA” or AB 953, required all State of California city law enforcement agencies, county law enforcement agencies, the California Highway Patrol, and peace officers of California state and university educational institutions to collect and report to the California Attorney General detailed data regarding all stops, defined as a detention or search, and included a consensual search.

On July 1, 2018, all sworn members of the Department were required to comply with this law and collect the prescribed data. Department Orders were sent to all personnel to ensure compliance with this statute. Additionally, all Department Procedures associated with RIPA were updated with the law’s requirements and disseminated. Contained within those directions was an advisement that personnel

should access the Department's digital resource library and review the AB 953 - RIPA file to meet expectations.

A web-based application was created for Department members to meet their reporting requirements and was available on their desktops and MPS systems.

IV. DEFINITIONS

Personal Identifying Information (PII) - is any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. This includes, but is not limited to, name, address, social security number or other identifying number code, telephone number, email address, etc.

V. PROCEDURES

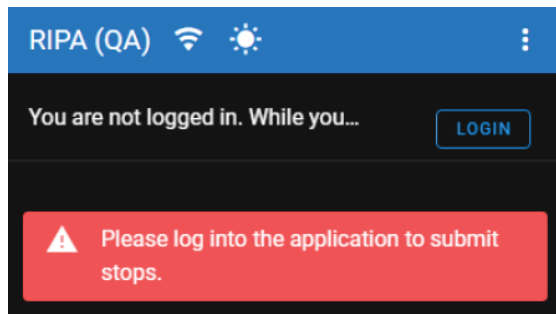
When the new cloud-based RIPA data entry system is launched, the application will be accessible from Department phones, as well as from desktops and MPS systems. Upon the launch, all Department members shall complete their entries in the new cloud-based data entry system. The following directions shall be followed to make entries in compliance with AB 953:

A. ACCESSING THE APP

1. You can access the RIPA App either on your desktop, mobile, or tablet. The RIPA app icon will be located on your Home Screen.

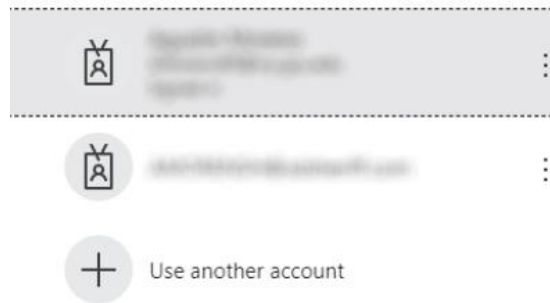


2. Click the login button located top right of the RIPA app.



3. Microsoft Windows may prompt you to login.

Pick an account

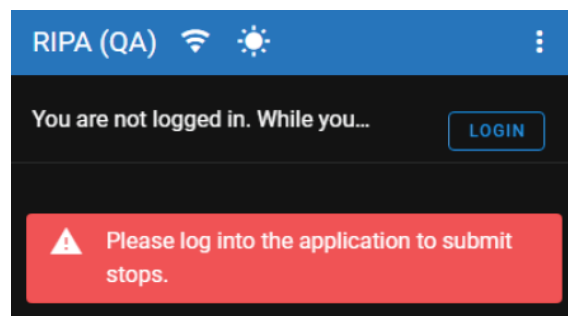


4. Once logged in, your information will be saved and you won't have to relog back in, unless there is a system reset, and or reinstall. If you need to share a device, it is very important to use the log out button on the menu before switching users.
5. The data entry for the RIPA submissions will be the same as the current system.
6. A video of a sample RIPA entry with the new application can be viewed in Success Factors (**See Training Section below for further details.**)

B. NEW FEATURES

1. Offline Mode

You don't have to be online to complete a contact, with the new offline mode you can still complete a contact form.



- a. If you lose connectivity, you can continue creating stops and they will be submitted when you get connected again.

- b. If you don't sign into the app, (after the initial time) you can also continue to create stops and they will be submitted when you sign in.

2. Favorites

Favorites is a new feature in RIPA where you can save information that you can use to auto fill different parts of the stop form. This new feature will speed up data entry for frequently used information and will be available across devices and sessions.

Ex. Location Favorites

OPEN FAVORITES

SAVE LOCATION

Ex. Reason for Stop Favorites

OPEN FAVORITES

SAVE REASON

- a. Saving Entries
 - 1. Fill out the form section
 - 2. Click save Location, Reason or Result
 - 3. Enter a favorite name for your favorite
 - 4. Save
- b. Favorites are available for locations, reason for stop and result of stop.

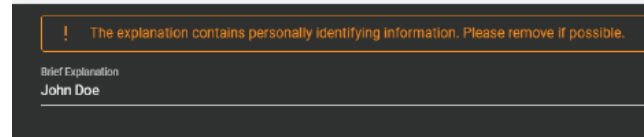
3. Personally Identifiable Information (PII)

Personally Identifiable Information (PII) could be flagged during your contact when inputting someone's information.

- a. PII detection occurs on the Location fields, Reason for Stop Brief Explanation and Reason for Search Brief Explanation.

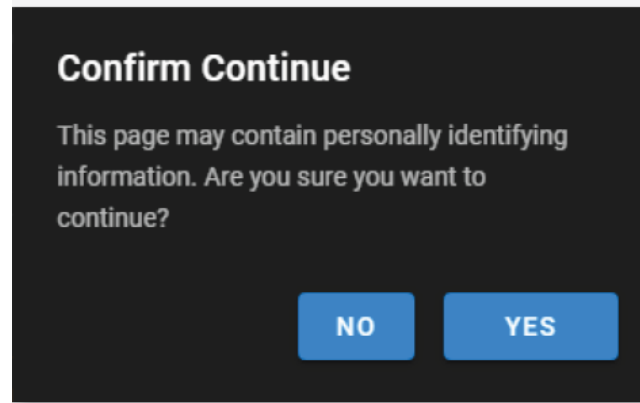
- (1) “The explanation contains personally identifying information. Please remove if possible” appears when a name or other PII is detected.

Warning Message



- b. If you determine the content of the field does not include any PII (false positive hits are possible) then you can continue. You will be prompted with a “Confirm Continue” message. It will be flagged for Admin review to make sure there is no PII.

Confirm Message



4. Copying and Deleting Persons

During the final review and submit section, you have the option to copy, delete or add a person.

- a. On review and submit, you’ll have an option to add more people to the stop. You could add a person or “copy” a person. “Copy” will copy everything about the person except for the perception data.
 - (1) Every other step of the form will be an exact copy of the person you copied, but you can still make any modification you need.
- b. With two people you now have the option to “Delete.” You can delete either person 1 or person 2 at this time.

C. CHANGES AND ADDITIONS - EFFECTIVE JANUARY 1, 2024

These are the changes and additions to the current RIPA entry categories **and go into effect on January 1, 2024:**

1. Reporting Officer Information

a. Officer's Type of Assignment

- (1) Addition of "Off-duty and/or working private event"
- (2) Addition of "Contracted by another law enforcement agency. If this data value is selected, the officer shall specify the type of assignment"

b. Race or Ethnicity of Officer

- (1) Asian
- (2) Black/African American
- (3) Hispanic/Latine(x)
- (4) Middle Eastern or South Asian
- (5) Native American
- (6) Pacific Islander
- (7) White

c. Gender of Officer

- (1) Cisgender man/boy
- (2) Cisgender woman/girl
- (3) Transgender man/boy
- (4) Transgender woman/girl
- (5) Nonbinary person

d. Other

Addition of “The officer works with the non-primary agency in a stop done in conjunction with an agency that is not subject to reporting requirements”

2. Setting

a. Type of stop

- (1) Vehicular stop
- (2) Bicycle stop
- (3) Pedestrian stop

b. Location

- (1) Geographic coordinates
- (2) City or unincorporated area

c. Welfare

Stop made during the course of performing a welfare or wellness check or an officer’s community caretaking function

3. Perceptions

a. Perceived race or ethnicity

- (1) Change from Hispanic to Hispanic/Latine(x)

b. Perceived gender

- (1) Change from Male to Cisgender man/boy
- (2) Change from Female to Cisgender woman/girl
- (3) Change from Gender nonconforming to Nonbinary person

c. Perceived LGBT

- (1) Change from “Perceived LGBT” to Perceived sexual orientation

- (2) Addition of LGB+
 - (3) Addition of Straight/Heterosexual
 - d. Person perceived to be unhoused
 - (1) Yes/No category
- 4. Reason for Stop
 - a. Probable cause to arrest or search
 - b. Probable cause to take into custody under Welfare & Institutions Code section 5150
- 5. Actions Taken
 - a. Non-force related actions
 - (1) “Canine removed from vehicle or used to search” changed to “Peace officer’s canine used to search for, locate, and/or detect contraband”
 - (2) Addition of “Terry v. Ohio frisk/pat search of person’s outer clothing was conducted”
 - (3) Addition of “Ran name of stopped person’s passenger”
 - (4) Addition of “Asked for identification of stopped person’s passenger”
 - b. Basis for search
 - (1) “Consent given” section expanded to include: Verbal, Written, and Implied by conduct
 - c. Result of stop
 - (1) “Warning” category expanded to “Verbal warning” and “Written warning”
 - d. Stating Reason for Stop

- (1) Officers are required to document the reason for the stop, as required per Vehicle Code 2806.5 (**See Section V below for additional details**).

e. Force-related Actions Taken

- (1) Peace officer's canine removed from patrol vehicle to gain compliance and/or for purposes of stopped person-apprehending.
- (2) Firearm unholstered.
- (3) Electronic control device pointed at person or sparked.
- (4) Electronic control device used in dart-mode.
- (5) Electronic control device used in drive-stun mode.
- (6) Baton or other impact weapon drawn

VI. TRAINING

To understand how to use the cloud-based RIPA application, all sworn members of the Department shall view the updated ***“New Cloud Based RIPA Application for Mobile Phones and Desktops Training Video”***, through their individual Success Factors account. To access the training, do the following:

1. Using the Google Chrome browser, log onto Success Factors via (**Deleted – records of security**)
2. At the first OKTA screen, select the “SuccessFactors” (Production) tile to access the application and then select the “My Learning” tile to access the learning module.
3. Make sure you see the word “Find Learning” in the upper left corner of the screen. There, you will see a box that contains a search line which reads, “What do you want to LEARN today?” In that search box, type ***“New Cloud Based RIPA Application for Mobile Phones and Desktops Training Video”***.
4. A list of courses will show up on your screen. Select “New Cloud Based RIPA Application for Mobile Phones and Desktops Training Video” and then click on “Start Course” in the lower left corner of the course's tile.

5. On the next screen, there will be a link in blue font; “New Cloud Based RIPA Application for Mobile Phones and Desktops Training Video.”
6. Click on “*New Cloud Based RIPA Application for Mobile Phones and Desktops Training Video*”. The system will ask if you want to “Open” or “Save” the application. Click “Open.” The video may take a few minutes to load before it plays automatically. At the conclusion of watching the video, you must click “Agree” at the bottom of the screen to ensure you receive credit for viewing the video.

VII. NEW STATE LAW REQUIREMENT

Effective January 1, 2024, Vehicle Code 2806.5 will come into effect. It states:

(a) A peace officer making a traffic or pedestrian stop, before engaging in questioning related to a criminal investigation or traffic violation, shall state the reason for the stop. The officer shall document the reason for the stop on any citation or police report resulting from the stop.

(b) Subdivision (a) does not apply when the officer reasonably believes that withholding the reason for the stop is necessary to protect life or property from imminent threat, including, but not limited to, cases of terrorism or kidnapping.

All SDPD personnel shall comply with this new law.

Any questions please contact Special Projects & Legislative Affairs Sergeant (**Deleted – records of security**)