

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: JULY 15, 2025 1415 HOURS

NUMBER: OR 25-23

SUBJECT: REFERENCE ID NUMBERS FOR TECHNOLOGY USAGE

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: 1.45

Effective immediately, and to comply with Department Order 25-13, any technology or database (e.g., TLOxp, CP Clear, etc.) that requires the user to enter a reference code/ID or justification for use of the technology or database shall contain either a relevant full eight-digit case number or a full 11-digit event number.

Reference codes such as INV, SUSP, 245, or similar are not tied to a specific investigation and therefore are **unacceptable** to be used going forward.

If criminal history or other investigative technology is being utilized and there is no specific event or case number, an event number shall be created detailing the general nature of the investigative event within the CAD notes section (e.g. “Central CST night ops”, “Vice ops”). This event shall only be used for a single shift or operation and shall not be used continuously.

If there is no relevant case or event number due to the unique circumstances of the investigative unit (e.g., Backgrounds & Recruiting, CIU, etc.), then a unique internal tracking number (whatever reference ID the unit uses to track items within their purview) shall be used. This internal tracking number must coincide with a verifiable use of the technology in the event that it is selected for audit at a future date.

Any reference IDs that do not adhere to the above instructions, as identified during the required quarterly audits, will require an explanation and possible amendment.

Department procedure 1.45 will be amended to reflect this change.

If you have any questions, please contact Special Projects Command.

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