TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

SCOTT WAHL CHIEF OF POLICE

25-05

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DIGITIZED ALL VEHICLE LOCATION (AVL) REQUEST FORM

I. <u>PURPOSE</u>

This Training Bulletin introduces a new procedure for the fulfillment of All Vehicle Location (AVL) requests by means of accessing the form online through the SDPD Intranet site instead of the paper hardcopy.

II. SCOPE

This Training Bulletin applies to all authorized Department personnel who have a need to submit an All Vehicle Location (AVL) request form.

III. <u>BACKGROUND</u>

The All Vehicle Location (AVL) Request Form is used by personnel requesting vehicle tracking (GPS data) from a Department vehicle for investigative purposes.

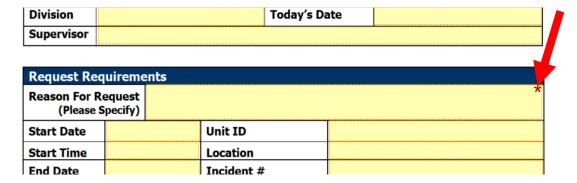
The All Vehicle Location (AVL) request form is usually submitted by sworn investigative personnel or City Attorney personnel to aid in an investigation(s) determining the whereabouts of vehicles by utilizing GPS data that is produced by the Department vehicle. Some of the data that is captured by the GPS signal includes Unit Identification (ID), Police Department ID Number (PDID), Vehicle ID, Speed of vehicle, date/time stamp, and geographical information. This information is submitted in court as evidence.

IV. **PROCEDURES**

- A. Accessing All Vehicle Location (AVL) request form.
 - 1. The form is now located on our (**Deleted records of security**) under 'Useful Links', 'All Vehicle Location' Request Form.

(Deleted – records of security)

- B. Fill out all the information on the AVL Request Form.
 - 1. Completely fill out the Contact Information section.
 - 2. Completely fill out the Request Requirements section.
 - a. A valid reason for the request is required in the Reason for Request box. The form will not allow you to submit until you have completed this box. This shall contain an Event Number, Case Number, IA Case Number, or other unique identifying information for use in authenticating the request.



- b. The reason for the request may be researched for authenticity prior to granting of the research information.
- 3. Completely fill out the Playback Requirements Section.
- 4. Completely fill out the Delivery of DVD Section.
- 5. Once all fields are complete, click on the 'Submit & Sign' button. The form will be routed to your Commanding Officer for approval.

AVL Request Form

Contact In	formation						
Name	John Doe		Primary Phone		000-000-00	000-000-0000	
Title	Det Sigt		E-mail		jose@pd sa	jane@pd sanalego gov	
Division	HQ.		Today's Date 😁		06/06/2025	08/06/2025	
Supervisor	John Smith						
Request Re	equirements						
Start Date (07/17/2026	Unit ID		2237.2			
Start Time	00:00	Location		DISNEY LAND BLVD.			
End Date	06/08/2025	Incident #	•	c#911911911			
End Time	00.00	Show Speed (MPH)		●Yes ○No			
Extra Information	Please find all vehicles within intersection X & Y						
Follow unit	equirements (Se for specified time y follow one unit a		ō				
Show gener	•						
Other (Please specify)			n				
			THIS IS A TEST				
Delivery of	DVD (Select One	2)					
Place on your desk (HQ only)			•				
Interoffice mail (Provide station ID)			6				
Other (Please specify)			r				
Command	ing Officer App	proval:	ignature 7	lero			

C. Notification

- 1. With approval from the Commanding Officer (CO), the AVL Request will be sent to the CAD Group AVL Administrators' email box.
- 2. The user will receive a confirmation of the request form from the AVL Administrator and will be notified if there are any questions regarding the request.

Department personnel shall not interfere with or remove any AVL technologies, including any applications, software, or hardware from any Department equipment.

If you have any questions, please contact Information Technologies, (**Redacted – record exempt**) or (**Redacted – record exempt**).

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