

TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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CHIEF OF POLICE

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DIGITIZED ALL VEHICLE LOCATION (AVL) REQUEST FORM

I. PURPOSE

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. BACKGROUND

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.

Division		Today's Date	
Supervisor			

Request Requirements			
Reason For Request (Please Specify)			
Start Date		Unit ID	
Start Time		Location	
End Date		Incident #	



- 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 Information			
Name	John Doe	Primary Phone	000-000-0000
Title	Det Sgt	E-mail	jdoe@pd.sandiego.gov
Division	1102	Today's Date	06/06/2025
Supervisor	John Smith		

Request Requirements			
Start Date	07/17/2025	Unit ID	J33Y3
Start Time	00:00	Location	DISNEY LAND BLVD.
End Date	05/09/2025	Incident #	CW011511511
End Time	00:00	Show Speed (MPH)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Extra Information	Please find all vehicles within intersection X & Y		

Playback Requirements (Select One)	
Follow unit for specified time (We can only follow one unit at a time)	<input type="radio"/>
Show general location for specified time	<input checked="" type="radio"/>
Other (Please specify)	<input type="radio"/>
THIS IS A TEST	

Delivery of DVD (Select One)	
Place on your desk (HQ only)	<input checked="" type="radio"/>
Interoffice mail (Provide station ID)	<input type="radio"/>
Other (Please specify)	<input type="radio"/>

Commanding Officer Approval: Signature Here
Signature must be in blue ink and dated. WILL SIGN VIDEO

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.