

# San Diego Police Department

## TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

DAVID NISLEIT  
CHIEF OF POLICE

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### **AUDITING RIPA DATA COLLECTED BY DEPARTMENT MEMBERS**

#### **I. PURPOSE**

To ensure compliance with the Racial and Identity Profiling Act, supervisors and command staff will systematically audit collected data and document their findings through the inspection and Quarterly Management Report (QMR) process. This will be accomplished by verifying officers are completing RIPA entries, journalizing them, and properly documenting information in their arrest and detention reports.

#### **II. BACKGROUND:**

Effective July 1, 2018, the Racial and Identity Profiling Act of 2015, otherwise known as "RIPA" or AB 953, required all sworn members of the Department to collect data mandated under the law's provisions.

Department Orders 18-16, 18-25, and 18-27 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.

#### **III. INSPECTIONS:**

##### **1. MONTHLY INSPECTIONS:**

Effective immediately, each Commanding Officer will have their sergeants audit the RIPA entries for two (2) members of their squad on a rotating basis monthly and at least twice annually. They will include the information listed below in the note section of their monthly inspections in the format shown.

- a. Sergeants will review the selected officers' daily journals to determine if the journals are being fully completed and RIPA entries are being properly documented on the journal.
- b. The officers' activities for two (2) shifts per month will be analyzed to confirm their arrests, citations and field interviews were accompanied by required RIPA entries.
- c. Two (2) arrest or detention reports completed by the selected officers will be inspected to verify RIPA information documented in Department Order 18-25 was included in the narrative.
- d. Discrepancies must be noted by the sergeant, addressed with the officers inspected, and the next level supervisor should be verbally briefed on missing documentation to determine if ongoing issues are present that need additional corrective action.
- e. Documented contacts (arrests, citations and field interviews) are not always immediately available in ARJIS, at times with delays as long as several weeks. For this reason, a December inspection would utilize data collected from October.

Example Format – Inspection Notes Section:

Officer John Doe #1111

<b>Journals Complete</b>	<b>Dates Activities Audited</b>	<b>Reports Reviewed</b>	<b>Discrepancies Noted/ Addressed</b>
Yes/No	10/1/18	18-xxxxxx	Yes/No
	10/2/18	18-xxxxxx	

If these categories are not applicable to the selected officer, document with N/A and provide a brief explanation.

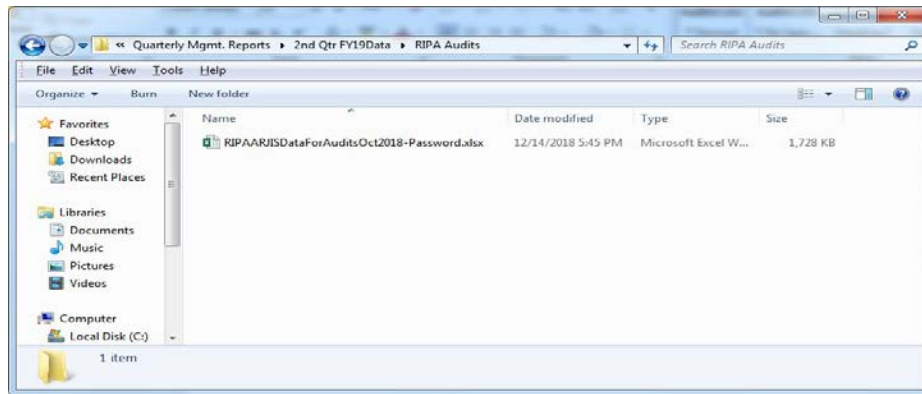
- f. Commanding Officers will be notified if audits conducted by Data Systems requires an additional review of their personnel's RIPA entries.

2. QUARTERLY MANAGEMENT REPORTS:

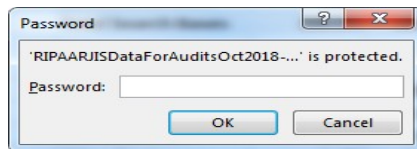
Monthly inspections that indicate discrepancies were noted by supervisors while reviewing RIPA information will be explained in the QMR for the command. A brief description about how the discrepancies were addressed shall be documented under the additional audit section of the QMR.

#### IV. VERIFYING RIPA ENTRIES

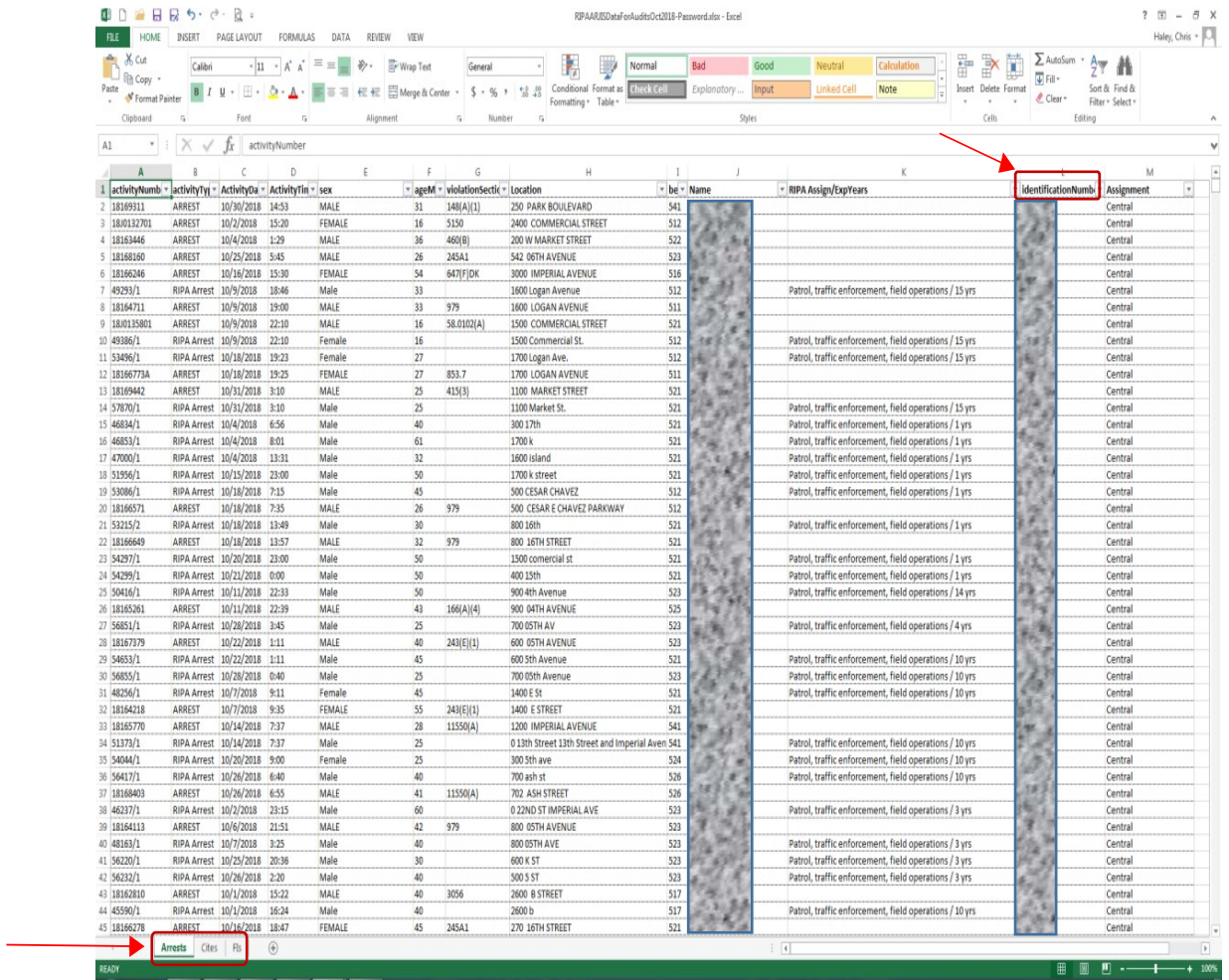
1. RIPA contacts made by officers that resulted in an arrest, citation or field interview, as well as their ARJIS documented contacts for arrests, citations and field interviews, are compiled in excel sheets located in the Quarterly Management Reports area under the RIPA Audits folder in the F drive.
2. For example, October 2018 can be found at:  
F:\Quarterly Mgmt. Reports\2nd Qtr FY19Data\RIPA Audits



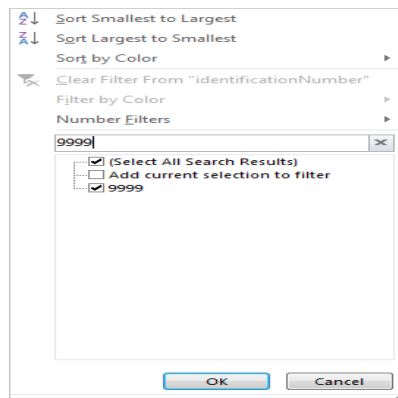
3. The Excel workbook is protected. Contact Program Manager, Chris Haley, for access.



- The Excel workbook has three tabs of information located at the bottom of the application for arrests, citations and field interviews. Each tab contains relevant RIPA entries and ARJIS data for that type of activity.



- To review data for a specific officer, click on the down arrow next to “IdentificationNumber” (column L), and enter the officer’s ID number to filter or narrow the data field.

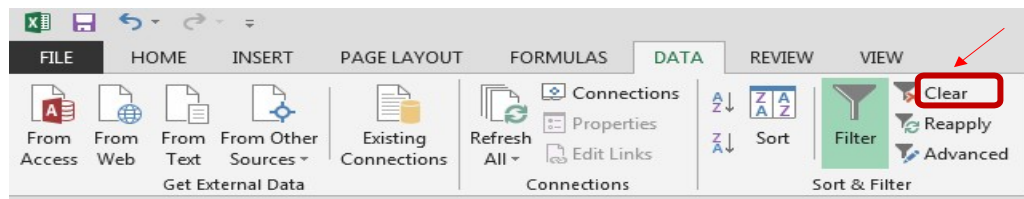


- When a filter is utilized with an officer's ID number on the *Arrests* tab, the results show **ARREST** reports from ARJIS and **RIPA Arrest** entries. Look for possible discrepancies by comparing the data by dates, times and locations. In most cases, there should be a one-to-one match between ARJIS arrests and RIPA arrests.

The following example in red highlights arrests from ARJIS and RIPA that are likely associated. In this example, there appear to be 6 ARJIS arrests that do not have a corresponding RIPA arrest and 1 RIPA arrest that does not have a corresponding ARJIS arrest. Further research to determine the cause of the possible mismatches should be completed under this scenario.

	A	B	C	D	E	F	G	H	I
	activityNumb	activityTy	ActivityDa	ActivityTin	sex	ageM	violationSecti	Location	be
1892	18163125	ARREST	10/2/2018	20:30	MALE	69	979	1500 K STREET	521 C
1893	18163571	ARREST	10/4/2018	16:10	MALE	21	21510(B)	100 06TH AVENUE	521 C
1894	18164477	ARREST	10/8/2018	17:20	MALE	26	11364.1(A)	100 06TH AVENUE	521 C
1895	18166446	ARREST	10/17/2018	16:45	MALE	24	11377(A)	100 S 17TH STREET	511 C
1896	52859/1	RIPA Arrest	10/17/2018	21:24	Male	27		100 s 17th street	511 d
1897	18167580	ARREST	10/22/2018	21:29	MALE	36	979	1500 10TH AVENUE	526 C
1898	18167772	ARREST	10/23/2018	16:55	MALE	55	3056	1400 10TH AVENUE	526 C
1899	18168051A	ARREST	10/24/2018	17:25	MALE	35	11377(A)	1200 11TH AVENUE	524 C
1900	56863/1	RIPA Arrest	10/27/2018	23:15	Male	28		600 5th Avenue	523 d
4749									
4750									
4751									
4752									
4753									
4754									
4755									
4756									
4757									
4758									
4759									
4760									
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4763									
4764									

- To clear the officer ID filter so that a different officer can be audited, go to the *Data* menu then click on the *Clear* button located next to the highlighted filter button.

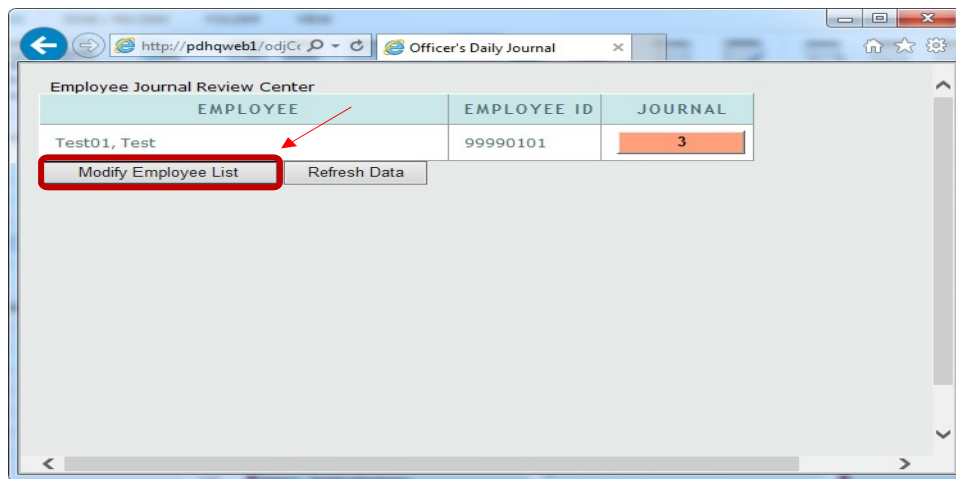


## V. VERIFYING JOURNAL ENTRIES

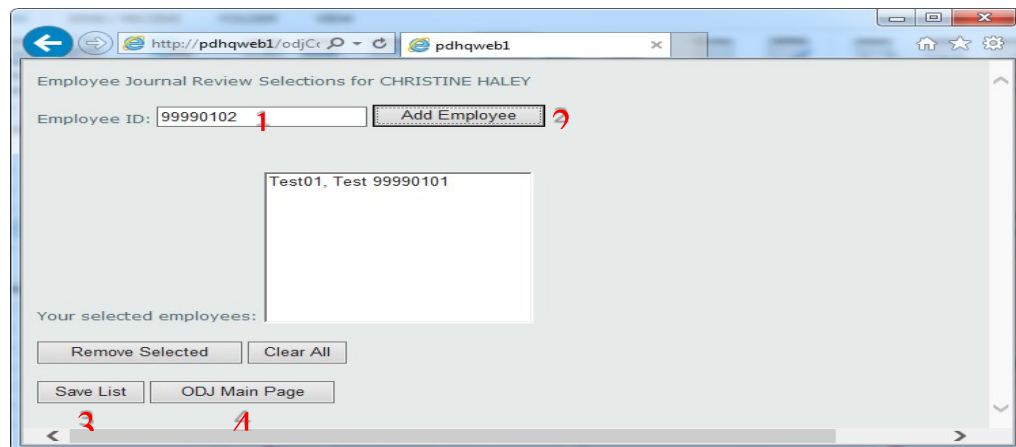
1. Supervisors will compare RIPA documentation and ARJIS activity from the Excel workbook with Officer Daily Journals (ODJ) to ensure officers are properly journalizing their activity and documenting their completion of a RIPA entry.

Journals can be found via the Department's Intranet site, by selecting *Officer Daily Journal* from the *SDPD Applications* menu.

2. In order to review journals for an officer, supervisors must make sure their squad members are current by checking the Employee Journal Review Center page of the ODJ application. To add or delete an officer, Select - *Modify Employee List* button.



3. Enter the employee ID of the officer journal you wish to review and click *Add Employee* button. When finished, click the *Save List* button, then the *ODJ Main Page* button.





6. Items to note in the *Journal Summary* section of the report include the *RIPA Stops* counter, *BWC* counter and individual counters for activities logged.

The screenshot shows a web browser window titled "Officer Daily Journal - Journ...". The address bar shows "http://pdhqweb1/odjCc". The main content area is divided into two sections: "Journal Summary" and "Journal Details".

The "Journal Summary" section is highlighted with a red border and contains the following data:

OST: 459	IST: 2	Total Mins: 461	Calls/Outs: 3	Other/Outs: 1	Vehicle#: 3777	RIPA Stops: 0
					Mileage: - 54030	BWC: 0
FI:1		MAR:1		NCT:3		

The "Journal Details" section is a table with the following columns: START, END, OST, TYPE, INCIDENT #, LOCATION, EVENT DESCRIPTION, and DIS. The table contains several rows of data, with the last row showing "1525" in the START column, "UC" in the TYPE column, and "1400 2ND" in the LOCATION column. The EVENT DESCRIPTION column contains a large, textured gray area, likely a placeholder for an image or a corrupted entry.



7. Specific entries can be reviewed in the *Journal Details* section of the report. In the example below, the officer correctly journalized a misdemeanor arrest, but did not indicate whether a RIPA entry was made or BWC captured. In the MPS journal process, officers should toggle to select either *yes* or *no* for RIPA and BWC on each contact. If no value is shown in the ODJ report (as seen in this example that lacks a *yes/no*), the officer did not select a value for the required item.

Time	Location	Officer	Notes
1712	BROADWAY SD: @HQ	1016	
1825		1016	
1825	1173 FRONT ST SD: @CENTRAL JAIL	1016	
1850		1016	
1939	100 S 17TH ST	1016 REF#:  Type: MAR Form:  Time:  Name:  BWC:  RIPA:	
1940		1016 REF#:  Type: NCT Form:  BWC:  RIPA:  Comments: 54.0110	
1954	1173 FRONT ST SD: @CENTRAL JAIL		
1954			
1954			
1954			
1954			
2041	215 AV		
2043	51 25TH ST SD		
2043			
2212	330 PARK		

## VI. VERIFYING INFORMATION IN REPORTS

1. Department Order 18-25 requires officers to document within each arrest or detention report narrative that RIPA information was submitted for each suspect.

- To ensure compliance with this order, supervisors can review an arrest report from the Excel workbook previously outlined. Click within the cell of the arrest report number to be reviewed and click Ctrl-C keys to copy the booking number. The item selected must be an *ARREST* activity type, and not a *RIPA Arrest* activity type, in order to copy a valid booking number to paste into CRMS or NetRMS.

The screenshot shows an Excel spreadsheet with the following data:

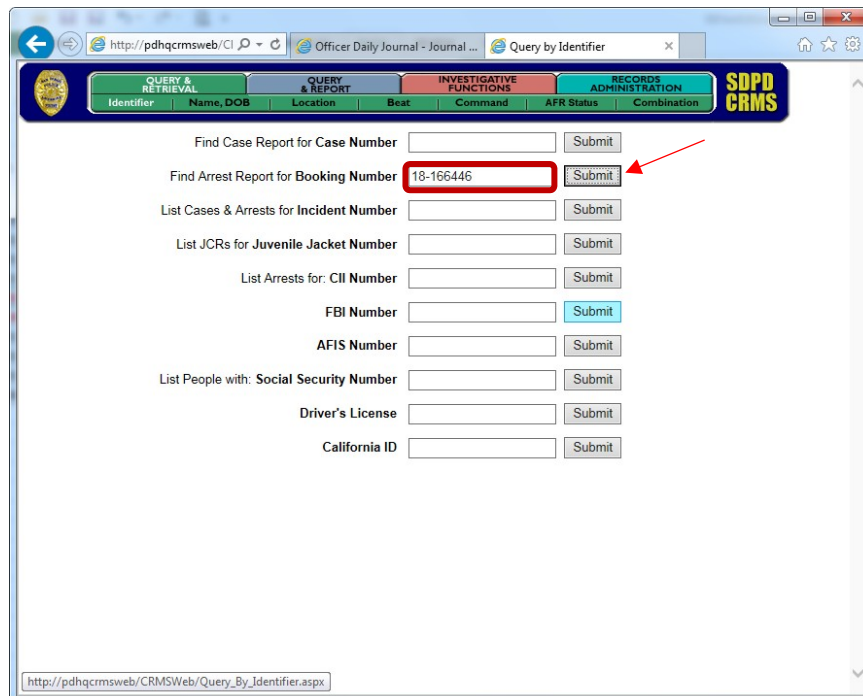
	A	B	C	D	E	F	G	H	I
	activityNum	activityTy	ActivityDa	ActivityTi	sex	ageM	violationSect	Location	be
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- CRMS can be found via the Department’s Intranet site, by selecting *CRMS Web* from the *SDPD Applications* menu.

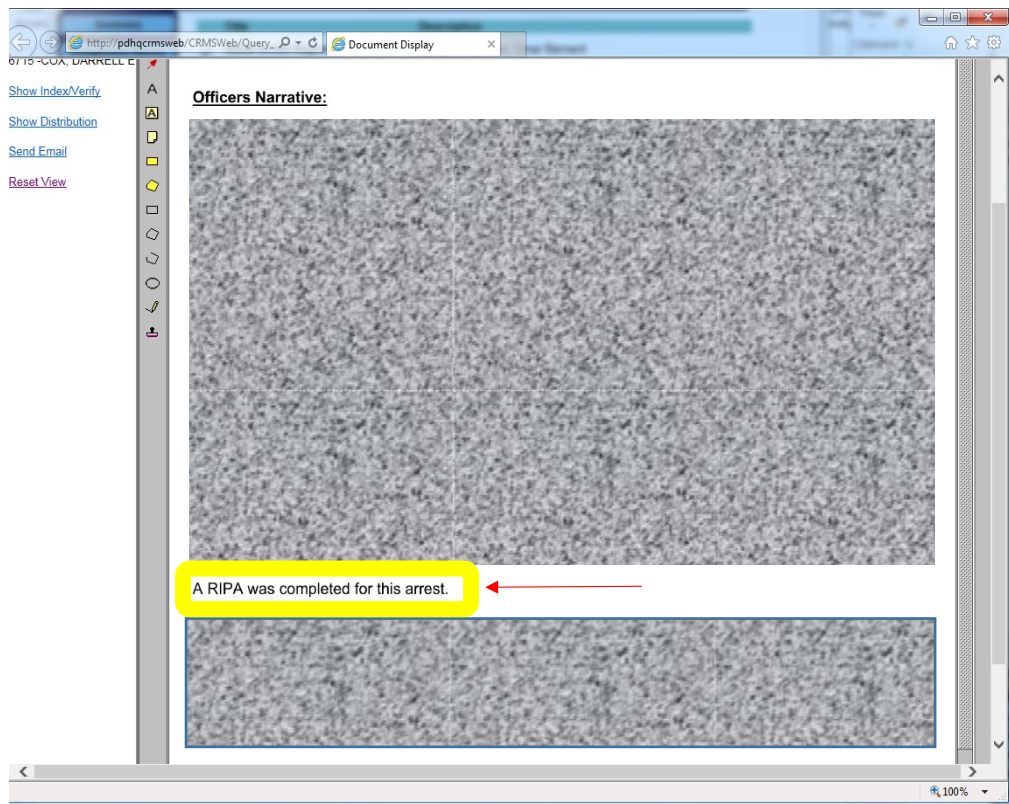
4. From the CRMS Web main page, click the *Query & Retrieval* button.



5. Then paste the booking number into the Booking Number box, using Ctrl-V, and select the *Submit* button



6. Navigate to the Documents page and select the arrest report for viewing. Once the report is visible, review the narrative for the necessary RIPA statement.



If you have any questions regarding the RIPA Audit workflow, please contact Program Manager Chris Haley at 619- 531-2401 or e-mail at [chaley@pd.sandiego.gov](mailto:chaley@pd.sandiego.gov).

If you have any questions concerning the legal requirements of AB 953, please e-mail Lieutenant Jeff Jordon at [jjordon@pd.sandiego.gov](mailto:jjordon@pd.sandiego.gov).

For additional documents related to this law, refer to the AB 953-RIPA folder within the Department's Resource Library.