San Diego Police Department

TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

DAVID NISLEIT CHIEF OF POLICE

19-03

JANUARY 28, 2019

AUDITING RIPA DATA COLLECTED BY DEPARTMENT MEMBERS

I. <u>PURPOSE</u>

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. <u>BACKGROUND:</u>

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

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

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. <u>VERIFYING RIPA ENTRIES</u>

- 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.
- 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.

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

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163446	ARREST	10/4/2018	1:29	MALE	36	460(B)	200 W	MARKET STR	FFT		22	5.0		*****				18		Central	
168160	ARREST	10/25/2018	5:45	MALE	26	24541	542 0	6TH AVENUE			23	23						644		Central	
166746	ARREST	10/16/2018	15:30	FEMALE	54	647(E)	K 3000	IMPERIAL AVI	ENLIE		16	10								Central	
293/1	RIDA Arrest	10/9/2018	18:46	Male	33	041/1/2	1600	ogan Avenue			12	10	Patrol traffic e	nforrement	field operat	ons/1	vrs	14		Central	
164711	ARREST	10/9/2018	19:00	MALE	33	979	1600	LOGAN AVEN	UE		11	1-12	- wavy averified			and a	1.4	1.15		Central	
0135801	ARREST	10/9/2018	22:10	MALE	16	58.0103	(A) 1500	COMMERCIAL	STREET		21	*						SPS		Central	
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196/1	RIPA Arrest	10/18/2018	19:23	Female	20		1700	ogan Ave			12	100	Patrol, traffic er	oforcement	field operat	ions / 1s	vrs	100		Central	
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24/1	RIPA Arrest	10/4/2018	6:56	Male	40		3001	7th			21	12	Patrol traffic er	oforcement	field operat	ions / 1	VIS	17.4		Central	
152/1	DIDA Arrest	10/4/2018	8-01	Mala	61		1700				21 2	(B)	Patrol traffic a	oforrement	field operation	ions / 1	vrc	to a		Central	
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186/1	RIDA Arrest	10/18/2018	2:15	Malo	45		500.0	ESAR CHAVE?			12	35	Patrol traffic er	nforrement	field operat	ions / 1	vrc	17.3		Central	
66571	ARREST	10/18/2018	7-35	MALE	26	979	500 0	ESAR E CHAV	F7 DARKWA	V	12	1	Panol, dance	norcementy	nero operat	ions / x		1.5		Central	
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297/1	RIPA Arrest	10/20/2018	23:00	Male	50	313	1500	comercial st	********		21		Patrol, traffic e	nforrement.	field operat	ions / 1	vrs	110		Central	
299/1	RIPA Arrest	10/21/2018	0:00	Male	50		400 1	Sth			21	10	Patrol, traffic el	nforrement.	field operat	ons/1	vrs	1.12		Central	
16/1	RIPA Arrest	10/11/2018	22:33	Male	50		900.4	th Avenue			23	12	Patrol, traffic er	nforcement.	field operat	ions / 14	vrs	33.0		Central	
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55/1	RIPA Arrest	10/28/2018	0:40	Male	25	1	700.0	5th Avenue			23 - 2 3 3	24	Patrol, traffic er	forcement	field operat	ons / 10	vrs	182		Central	
56/1	RIPA Arrest	10/7/2018	9:11	Female	45		1400	ESt			21	影影	Patrol, traffic or	forcement	field operat	ions / 10	vrs	6-1		Central	
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64113	ARREST	10/6/2018	21:51	MALE	42	979	800 0	STH AVENUE			23	12						3		Central	
63/1	RIPA Arrest	10/7/2018	3:25	Male	40		800.0	STH AVE			23	25	Patrol, traffic er	nforcement.	field operation	ions / a	vrs	100		Central	
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32/1	RIPA Arrest	10/26/2018	2:20	Male	40	1	500 5	ST			23	R	Patrol, traffic er	nforcement.	field operation	ions/3	vrs	243		Central	
62810	ARREST	10/1/2018	15:22	MALE	40	3056	2600	B STREET			17	2	. anon name		inclu operati	enal a		7744		Central	
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5. 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.

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6. 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.

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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 Av	enue			523	d
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7. 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.

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4. To review journals for an officer, select the orange button in the *Journal* column of the grid that corresponds to the officer.

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5. To review a specific journal, click the *Review* button next to the journal date you want to review.

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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.

05T: 459	Summar IST: 2	Total Mins: 461	Calls 3	/Outs:	Other/0 1	uts:	Vehicle 3777 Mileag 54030	e#:	RIPA Stops: 0 BWC: 0			
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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.

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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.

2. 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.

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3. 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

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QUERY & QUERY RETRIEVAL & REPORT Identifier Name, DOB Location Be	INVESTIGATIVE FUNCTIONS at Command AF	RECORDS ADMINISTRATION FR Status Combination	SDPD CRMS
Find Case Report for Case Number		Submit	
Find Arrest Report for Booking Number	18-166446	Submit	
List Cases & Arrests for Incident Number		Submit	
List JCRs for Juvenile Jacket Number		Submit	
List Arrests for: CII Number		Submit	
FBI Number		Submit	
AFIS Number		Submit	
List People with: Social Security Number		Submit	
Driver's License		Submit	
California ID		Submit	
http://pdhqcrmsweb/CRMSWeb/Query_By_Identifier.aspx			~
List Cases & Arrests for Incident Number List JCRs for Juvenile Jacket Number List Arrests for: CII Number FBI Number AFIS Number List People with: Social Security Number Driver's License California ID		Submit Submit Submit Submit Submit Submit	~

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 <u>chaley@pd.sandiego.gov</u>.

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

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