## 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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RIPAARJISDat	aForAuditsOct20	18' is protected
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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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18166246	ARREST	10/16/2018	15:30	FEMALE	54	647(F)DK	3000 IMPERIAL AVE	NUE 516	C. C. M.							Central	
49293/1	RIPA Arrest	10/9/2018	18:46	Male	33		1600 Logan Avenue	512	4 mark R	Patr	ol, traffic enforce	nent, field operat	ions/15y	rs	13	Central	
18164711	ARREST	10/9/2018	19:00	MALE	33	979	1600 LOGAN AVEN		Walter B						11	Central	
18J0135801	ARREST	10/9/2018	22:10	MALE	16	58.0102(A)	1500 COMMERCIAL	STREET 521	12.5						23	Central	
49386/1	<b>RIPA</b> Arrest	10/9/2018	22:10	Female	16		1500 Commercial St	L. 512	3018.0	Patr	ol, traffic enforces	nent, field operat	tions / 15 y	rs	383	Central	
53496/1		10/18/2018	19:23	Female	27		1700 Logan Ave.	512	1.1.1		ol, traffic enforcer					Central	
18166773A	ARREST	10/18/2018	19:25	FEMALE	27	853.7	1700 LOGAN AVENI	UE 511	100						4 1	Central	
18169442	ARREST	10/31/2018	3:10	MALE	25	415(3)	1100 MARKET STREE	ET 521	Le mill						he to	Central	
57870/1	<b>RIPA Arrest</b>	10/31/2018	3:10	Male	25		1100 Market St.	521	13 5.21	Patr	ol, traffic enforces	nent, field operat	tions / 15 y	rs	2200 20	Central	
46834/1	<b>RIPA Arrest</b>	10/4/2018	6:56	Male	40		300 17th	521	100	Patr	ol, traffic enforces	nent, field operat	tions / 1 yrs	5	Set 1	Central	
46853/1	<b>RIPA</b> Arrest	10/4/2018	8:01	Male	61		1700 k	521	1000	Patr	ol, traffic enforces	nent, field operat	ions / 1 yrs	s	100	Central	
17000/1	<b>RIPA</b> Arrest	10/4/2018	13:31	Male	32		1600 island	521	1.6.25	Patr	ol, traffic enforces	nent, field operat	ions/1yr	s	1.6	Central	
51956/1	<b>RIPA</b> Arrest	10/15/2018	23:00	Male	50		1700 k street	521	39.63	Patr	ol, traffic enforcer	nent, field operat	ions / 1 yrs	s	1383	Central	
53086/1	<b>RIPA Arrest</b>	10/18/2018	7:15	Male	45		500 CESAR CHAVEZ	512	11.12	Patr	ol, traffic enforces	nent, field operat	tions / 1 yrs	5	17.7.2	Central	
18166571	ARREST	10/18/2018	7:35	MALE	26	979	500 CESAR E CHAVE	Z PARKWAY 512	1.23						100	Central	
53215/2	<b>RIPA Arrest</b>	10/18/2018	13:49	Male	30		800 16th	521	1.1.1	Patr	ol, traffic enforces	nent, field operat	tions / 1 yrs	5	来书, 生。	Central	
18166649	ARREST	10/18/2018	13:57	MALE	32	979	800 16TH STREET	521	63.12						di ta	Central	
54297/1	<b>RIPA</b> Arrest	10/20/2018	23:00	Male	50		1500 comercial st	521	133.5	Patr	ol, traffic enforce	nent, field operat	ions / 1 yrs	s	110	Central	
54299/1	<b>RIPA</b> Arrest	10/21/2018	0:00	Male	50		400 15th	521	157330	Patr	ol, traffic enforce	nent, field operat	ions/1yr	s	63.33	Central	
50416/1	<b>RIPA Arrest</b>	10/11/2018	22:33	Male	50		900 4th Avenue	523	12.45	Patr	ol, traffic enforcer	ment, field operat	tions / 14 y	rs	12.00	Central	
18165261	ARREST	10/11/2018	22:39	MALE	43	166(A)(4)	900 04TH AVENUE	525	19-111						194	Central	
56851/1	<b>RIPA Arrest</b>	10/28/2018	3:45	Male	25		700 05TH AV	523	1463	Patr	ol, traffic enforces	nent, field operat	tions / 4 yrs	s	8.24	Central	
18167379	ARREST	10/22/2018	1:11	MALE	40	243(E)(1)	600 05TH AVENUE	523	R. C. Shall						HE CAR IT.	Central	
54653/1	<b>RIPA</b> Arrest	10/22/2018	1:11	Male	45		600 5th Avenue	521	A.S. Fr	Patr	ol, traffic enforce	nent, field operat	ions / 10 y	rs	3.4	Central	
56855/1	<b>RIPA</b> Arrest	10/28/2018	0:40	Male	25		700 05th Avenue	523	# \$ 35 M.	Patr	ol, traffic enforce	ment, field operat	ions/10y	rs	183	Central	
48256/1	<b>RIPA Arrest</b>	10/7/2018	9:11	Female	45		1400 E St	521	· ···································	Patr	ol, traffic enforces	ment, field operat	tions / 10 y	rs	19	Central	
18164218	ARREST	10/7/2018	9:35	FEMALE	55	243(E)(1)	1400 E STREET	521	Sec. 25						1.1.1	Central	
18165770	ARREST	10/14/2018	7:37	MALE	28	11550(A)	1200 IMPERIAL AVE	NUE 541	1 63						1 ×	Central	
51373/1	<b>RIPA</b> Arrest	10/14/2018	7:37	Male	25		0 13th Street 13th S	treet and Imperial Aven 541	THE 3	Patr	ol, traffic enforce	nent, field operat	tions / 10 y	rs	2000	Central	
4044/1	<b>RIPA</b> Arrest	10/20/2018	9:00	Female	25		300 5th ave	524	10-1-	Patr	ol, traffic enforce	nent, field operat	ions / 10 y	rs	1003	Central	
56417/1	<b>RIPA Arrest</b>	10/26/2018	6:40	Male	40		700 ash st	526	1.1.8 4	Patr	ol, traffic enforce	nent, field operat	tions / 10 y	rs	128.	Central	
18168403	ARREST	10/26/2018	6:55	MALE	41	11550(A)	702 ASH STREET	526	1336 %						1183	Central	
46237/1	RIPA Arrest	10/2/2018	23:15	Male	60		0 22ND ST IMPERIAL		1.1.24	Patr	ol, traffic enforcer	nent, field operat	tions / 3 yrs	s	151	Central	
18164113	ARREST	10/6/2018	21:51	MALE	42	979	800 05TH AVENUE	523	3.00						1	Central	
48163/1	<b>RIPA</b> Arrest		3:25	Male	40		800 05TH AVE	523	No. Color		ol, traffic enforce				100	Central	
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56232/1	<b>RIPA Arrest</b>	10/26/2018	2:20	Male	40		500 5 ST	523	a hik	Patr	ol, traffic enforce	nent, field operat	tions / 3 yrs	5	636	Central	
18162810	ARREST	10/1/2018	15:22	MALE	40	3056	2600 B STREET	517	C. B. B. V.						and a second	Central	
45590/1	<b>RIPA Arrest</b>	10/1/2018	16:24	Male	40		2600 b	517	1. 19	Patr	ol, traffic enforcer	nent, field operat	tions / 10 y	rs	Field	Central	
18166278	ARREST	10/16/2018	18:47	FEMALE	45	245A1	270 16TH STREET	521	15 1 H A						1	Central	

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
	18166446	ARREST		16:45	MALE		24	11377(A)	100 S 17TH	STREET		511	C
1896	52859 <b>/1</b>	<b>RIPA Arrest</b>		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		17:25	MALE		35	11377(A)	1200 11TH	AVENUE		524	C
	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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Review	2018-12-05 14:49	2018-12-05 22:24		368	87	455		2			
Review	2018-12-04 15:09	2018-12-04 22:56	1 A	415	52	467		1			
Review	2018-12-03 15:19	2018-12-03 22:22		422	1	423	1				
Review	2018-11-29 12:13	2018-11-30 06:09	3.27	1044	24	1068	1	1			
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Review	2018-11-27 14:42	2018-11-27 22:50		426	62	488					
Review	2018-11-26 14:26	2018-11-26 22:49		496	7	503					
<b>D</b>	2018-11-21	2018-11-21	11- 160-		~	000				>	1

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.

0ST: 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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	18164477		10/8/2018	17:20	MALE		26	11364.1(A)	100 06TH A			521
	18166446		10/17/2018	16:45	MALE		24	11377(A)	100 S 17TH			511
	52859/1	RIPA Arrest		21:24	Male		27		100 s 17th			511
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	18167772			16:55	MALE		55	3056	1400 10TH			526
	18168051A	ARREST RIPA Arrest	10/24/2018	17:25	MALE		35 28	11377(A)	1200 11TH			524
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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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Find Case Report for Case Number	Submit
Find Arrest Report for Booking Number 18-	I66446 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	~
http://pdhqcrmsweb/CRMSWeb/Query_By_Identifier.aspx	

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.