TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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CHIEF OF POLICE

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AB 953 RIPA DATA SUBMISSIONS

I.   **PURPOSE**

This Training Bulletin is a reminder to sworn personnel of specific data that is not allowed to be submitted within the RIPA data system.

II.   **SCOPE**

This Training Bulletin applies to all sworn personnel who are required to submit RIPA entries after required contacts with citizens.

III.   **PROCEDURES**

A.   AB 953 – RIPA submissions are to be completed after contact with a citizen for the following circumstances, a stop, detention, search, arrest, or discharge of a firearm. The entry(s) are to be completed by the end of the shift.

B.   AB 953 – RIPA entries **shall not** have any personal identifying information (PII) entered in the free form text entry boxes within the RIPA data entry system, to include, but not limited to,

1.   Subject's name

2.   Subject's DOB

3.   Subject's Address

4.   Specific Locations (i.e. "Wal-Mart on Murphy Canyon" or

"1401 Broadway")

    5.   SDPD Event Number or Case Number

    6.   Departmental ID Number(s), Officer/Detective's Name or Radio Call Sign

C.   AB 953 – RIPA submissions are to be entered in a manner that protects the anonymity of the subject(s) and officer(s) involved in the RIPA submission process. The entries are submitted to the Department of Justice and then uploaded onto the Department's website for public viewing.

Please see the below listed examples of how to avoid entering PII into the free form text entry boxes.

    1.   Example: "Search warrant for John Doe's residence."

           Should be entered as, "<u>Search warrant for subject's residence.</u>"

    2.   Example: "Jones had a tent set up in front of our substation on the sidewalk." Should be entered as, "<u>The subject had a tent set up in front of our substation on the sidewalk.</u>"

    3.   Example: "John Doe drew and exhibited a knife in a threatening manner towards Jane Doe at 2501 Imperial Ave." Should be entered as, "<u>Male subject drew and exhibited a knife in a threatening manner towards a female subject.</u>"

    4.   Example: "Detective Jones 2200D told me John Doe was wanted for narcotics violations." Should be entered as, "<u>SDPD Detective advised the subject was wanted for narcotics violations.</u>"

    5.   Example: "See SDPD Case 22-000000 or Event 22090000000" Should be entered as, "<u>Subject stopped per SDPD crime case.</u>"

Any questions please contact the Special Projects – Requested Information Unit, **(Deleted – records of security)**