



# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**

**FROM:** Larry Esquivel  
Chief of Police

**SUBJECT: SEE BELOW**

**DATE:** December 11, 2013

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Approved

**Memo # 2013-031**

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**SUBJECT: DUTY MANUAL REVISION – L 5108 DOCUMENTING LIMITED DETENTIONS DURING SELF-INITIATED PEDESTRIAN AND/OR VEHICLE STOPS**

## **BACKGROUND**

In September 2013, the Department implemented a new policy to document limited detentions (curb sitting, temporarily handcuffing, or temporarily placing in a police vehicle) during self-initiated pedestrian and vehicle stops (SJPD Memo # 2013-20). The technical capabilities of the Computer Aided Dispatch (CAD) system have been completed and as a result, the next phase of the policy will be implemented. As of December 15, 2013, Department members will clear all self-initiated vehicle and self-initiated pedestrian stops using the authorized limited detention disposition codes as described below.

## **ANALYSIS**

The Department has completed the implementation of the technical capabilities of CAD to allow for Phase II of the limited detention policy procedures. This included updating the Mobile Data Computers (MDC) in the patrol vehicles to allow officers to clear all self-initiated vehicle/pedestrian stops using an MDC mask in the vehicle. In addition, a training video demonstrating the new MDC mask was shown and is available for future training and reference. As a result of the MDC upgrade, officers have the option of clearing all self-initiated vehicle/pedestrian stops on the MDC or over the radio using the updated limited detention disposition code format. Use of the MDC to clear all self-initiated vehicle/pedestrian stops is highly encouraged and is the preferred method given that it will free up radio “air time.”

Accordingly, Duty Manual Section L 5108 has been revised to include the clearing of all self-initiated pedestrian stops using the authorized limited detention clearance codes. Changes are reflected below, deletions are denoted with a strike-through and revisions are noted in italics and underlined.

**L 5108 DOCUMENTING DETENTIONS DURING SELF-INITIATED PEDESTRIAN AND/OR VEHICLE STOPS**

*Added 12/15/13*

Officers shall utilize the seven (7) authorized disposition codes to document self-initiated vehicle & pedestrian stops (**excluding** contacts related to a call for service). If a vehicle or pedestrian stop is made related to an in progress call for service, the officer shall cross-reference the event to the original call for reporting purposes. In circumstances where more than one limited detention is used, officers will clear the call using one of the following appropriate detention codes: "C", "H" or "V."

In circumstances where more than one limited detention is used in conjunction with curb sitting, officers will use the curb sitting code (C) as the primary code and document any other limited detention in the CAD comment section (MI). When more than one limited detention is used not involving curb sitting, officers will use the most appropriate limited detention code (H or V) and document the other limited detention (H or V) in the CAD comment section (MI).

• **Pedestrian Stops - Self-Initiated During ~~Limited Detentions and Arrests (Curb, Handcuffed or Police Vehicle)~~:**

Whenever an officer makes a self-initiated pedestrian stop on a subject(s) and the subject was curb sat, temporarily handcuffed or temporarily placed in a police vehicle, the officer will clear the call with the seven (7) authorized disposition codes and follow with the final disposition code to close the event. This also pertains to those self-initiated pedestrian stops that ultimately result in an arrest.

• **Vehicle Stops – Self-Initiated:**

Whenever an officer makes a self-initiated vehicle stop, the officer will clear the call with the seven (7) authorized disposition codes relating to the driver of the vehicle and follow with the final disposition code to close the event. Any additional passengers that are sat on the curb, temporarily handcuffed, or temporarily placed in the back of a police vehicle will require separate disposition codes. This also pertains to those self-initiated vehicle stops that result in an arrest.

The following will reflect the authorized disposition codes (~~see attachment #1~~):

1. Disposition (disposition of the call – 15 dispositions from arrest to unfounded)
2. Reason for the stop (5 reason types)
3. Race
4. Search – Vehicle or Person (searched, not searched, searched no evidence found)
5. Number of stops/subjects
6. Type of Detention (Curb, Handcuffed, Police Vehicle, None of preceding)
7. Limited Detention Reason (multiple reason types)
8. Final disposition to close event (same as #1 Disposition – choose highest level of disposition amongst the subject(s) contacted)

ALL SWORN PERSONNEL

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Laminated cards containing the latest version of disposition codes will be distributed in patrol briefings and/or obtained through BFO Admin.

**ORDER**

Effective December 15<sup>th</sup>, 2013, all sworn personnel will adhere to Duty Manual Addition L 5108 Documenting Limited Detentions during Self-Initiated Pedestrian and/or Self-Initiated Vehicle Stops.

A handwritten signature in black ink, appearing to read 'LE', with a stylized flourish extending to the right.

LARRY ESQUIVEL  
Chief of Police

LE: AM

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**Disposition Codes**

## 1. Disposition

Code	Description
A	Arrest Made
B	Arrest Made By Warrant
C	Criminal Citation
D	Traffic Citation Issued: Hazardous Violation
E	Traffic Citation Issued: Non-Hazardous Violation
F	Field Interview Completed
G	Gone on Arrival/Unable to Locate
H	Courtesy Service/Citizen or Agency Assist
L	Latent Prints (report completed)
M	Stranded Motorist Assist
N	No report
O	Report, other than primary report, filed
P	Prior Case, Follow-Up Activity Only
R	Report Taken
T	Turned Over To Another Agency
U	Unfounded Event
Z	Agency Assist

## 2. Reason for the Stop

Code	Description
B	BOL/APB/Watch Bulletin/Follow Up
C	Consent (Pedestrian Stops Only)
M	Muni Code Violation
P	Penal Code, H&S, B&P Violations, Etc.
V	Vehicle Code Violation

## 3. Race / Ethnicity

Code	Description
A	Asian
B	African-American
H	Hispanic
I	Native American Indian
O	Other/Unclassified
P	Pacific Islander
S	Middle Eastern/East Indian
W	White/Caucasian

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4. Search

Code	Description
N	No Search Conducted
S	Search Conducted Evidence/Contraband Found
Z	Search Conducted Evidence/Contraband Not Found

5. Number of stops/subjects (1-9)

6. Type of Limited Detention

Code	Description
C	Curb Sat
H	Handcuffed
N	No Limited Detention
V	Sat in Police Vehicle

7. Reason for Limited Detention

Code	Description
F	Flight Risk
M	Medical Condition
N	No Limited Detention
O	Other
P	Prior Contact Safety Concerns
S	Officer Safety Concerns
W	Weapons / Violence Related

8. Final Disposition

Same as #1 Disposition – choose highest level of disposition