

To	From
BOARD OF HARBOR COMMISSIONERS	
EXECUTIVE DIRECTOR	
DED & CHIEF FINANCIAL OFFICER	
DED - DEVELOPMENT	
CHIEF OF PUBLIC SAFETY & EMERG MGT	
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DED - STAKEHOLDER ENGAGEMENT	
SR DIRECTOR, COMMUNICATIONS	
ACCOUNTING	
CARGO/INDUSTRIAL REAL ESTATE	
CARGO MARKETING	
CITY ATTORNEY	
COMMISSION OFFICE	
COMMUNITY RELATIONS	
CONSTRUCTION	
CONSTRUCTION & MAINTENANCE	
CONTRACTS & PURCHASING	
DEBT & TREASURY MANAGEMENT	
EMERGENCY MANAGEMENT	
ENGINEERING	

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

December 6, 2021

To	From
ENVIRONMENTAL MANAGEMENT	
FINANCIAL MANAGEMENT	
GOODS MOVEMENT	
GOVERNMENT AFFAIRS	
GRAPHIC SERVICES	
HUMAN RESOURCES	
INFORMATION TECHNOLOGY	
LABOR REL & WORKFORCE DEV	
MANAGEMENT AUDIT	
MEDIA RELATIONS	
PLANNING & STRATEGY	
PORT PILOTS	
XX PORT POLICE	X
RISK MANAGEMENT	
TRADE DEVELOPMENT	
WATERFRONT/COMM REAL ESTATE	
WHARFINGERS	

SPECIAL ORDER 21-04

TO: All Port Police Personnel

SUBJECT: STOP DATA COLLECTING AND REPORTING PROCEDURES

Pursuant to Assembly Bill 953 and the Racial and Identity Profiling Act (RIPA) of 2015, effective January 1, 2022, Los Angeles Port Police Division will be required to record particular data when officers initiate any enforcement or investigative stop, any lawful detention of an individual(s) or a consensual encounter that results in a search of an individual or their property.

All staff are directed to read and become familiar with the attached training bulletin.



THOMAS E. GAZSI
Chief of Police

TEG:GPC:MEO:arl

Attachment: Training Bulletin 21-006
Stop Data Collection and Reporting Procedures



Training Bulletin

Los Angeles Port Police

Thomas E. Gazsi, Chief of Police

STOP DATA COLLECTION AND REPORTING PROCEDURES

BACKGROUND:

Pursuant to the Racial and Identity Profiling Act (RIPA) of 2015, the Los Angeles Port Police Division will be required to expand the circumstances and amount of data that officers must record when stopping or searching individuals beginning January 1, 2022. The new law will also require the Division to provide the data to the California Department of Justice (Cal DOJ) on an annual basis.

PURPOSE:

The purpose of this Training Bulletin is to establish Stop Data Collection and Reporting procedures in order to comply with state law and affirm the Division's commitment to policing that is fair and objective.

STOP DATA COLLECTION AND REPORTING PROCEDURE:

The Division is committed to providing law enforcement services to the community with due regard for the racial, cultural, or other differences of those served. It is the policy of this Division to provide law enforcement services and to enforce the law equally, fairly, objectively, and without discrimination toward any individual or group.

Officer's Responsibilities:

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual. Unless an exception applies below, sworn personnel assigned to any field, specialized, or investigative assignment (e.g., patrol, task force, detective, and plain clothes assignments) shall complete a Stop Data Collection Form (SDCF) for a person detained or searched, regardless of the initial reason for the encounter (e.g., traffic stop, radio call, observation, task force). All SDCFs shall be completed by end of watch or, if exigent circumstances exist, as soon as practicable with Watch Commander or Field Supervisor approval.

The SDCF completion requirements also apply to officers working any overtime assignment where law enforcement action is required.

Supervisor's Responsibilities:

Supervisors shall be responsible for:

- Reviewing SDCFs in a timely manner to ensure that officers are properly completing the SDCF in accordance with Cal DOJ requirements; and,
- Editing or directing the completing officer to revise the narrative portions of the SDCF, when appropriate.

The SDCS will include data fields that require Division personnel to complete a narrative as it relates to the reason for the stop and basis for the search. The supervisor shall ensure that a legal basis for the detention and search (if applicable) is adequately articulated. In addition, the supervisor shall protect the anonymity of all parties involved by:

- Ensuring there are no identifying characteristics listed of the person(s) or suspect(s) being stopped (e.g., name of individual, license plate number, date of birth, booking number); and,
- Ensuring there are no identifying characteristics listed of the officer(s) involved (e.g., name, serial number, badge number).

Watch Commander's Responsibilities:

Watch Commanders shall be responsible for ensuring that supervisors review SDCFs for completeness and accuracy in a timely manner.

Commanding Officer's Responsibilities:

Commanding Officers shall be responsible for ensuring that:

- All employees in their command adhere to established guidelines for the completion of the SDCFs; and,
- All SDCFs are reviewed by a supervisor in a timely manner.

Research & Discovery Section's Responsibilities:

Research & Discovery Section shall:

- Ensure that SDCS data is regularly collected and reported to Cal DOJ;
- Conduct audits or inspections in accordance with the Cal DOJ Guidelines; and,
- Maintain and update the SDCF, as necessary.

Exceptions to Completion Requirements:

Officers are not required to complete a SDCF in the following circumstances:

- Detentions that occur during public safety mass evacuations, including bomb threats, gas leaks, flooding, earthquakes, and other similar critical incidents;
- Detentions that occur during an active shooter incident, such as when an individual is actively engaged in killing or attempting to kill people in a populated area;

- Detentions or searches that occur during or as a result of routine security screenings required of all persons to enter a building, school or special event, including metal detector screenings and any secondary searches that result from that screening;
- Detentions that occur during a crowd control situation in which pedestrians are directed to remain at location or routed to a different location for public safety purposes;
- Interactions during which persons are detained at a residence only, so that officers may check for proof of age for purposes of investigating underage drinking;
- Checkpoints or roadblocks in which an officer detains a person as the result of a blanket regulatory activity that is not based on an individualized suspicion or personal characteristic;
- Passenger(s) of traffic stops who are not the subject of an investigation or enforcement action (e.g., any person(s) being asked to exit the vehicle simply because it is being impounded);
- The targeted subject(s) of a warrant, search condition, home detention, or house arrest while in their residence; or,
- Consensual encounters that do not result in a search.

PERCEPTION:

As set forth below, officers must report their perceptions of specified characteristics regarding the person stopped, detained, or searched. Perception is considered to be the process through which an officer recognizes and interprets sensory information to draw a conclusion about the person being detained or searched. An officer's perception shall be based on personal observations only, he or she shall not ask another person for input or refer to an identification document or other written form to verify information about an individual. Perception can be decided prior to, during, or after the detention.

With respect to the person being detained or searched, the officer shall report his or her own perception regarding the following:

- Perceived race or ethnicity of the person detained;
- Perceived age of the person detained;
- Perceived gender of the person detained;
- Whether the person detained is perceived to be lesbian, gay, bisexual, or transgender;
- Whether the person detained is perceived to have limited or no English fluency: and,
- Whether the person detained is perceived or known to have a disability.

MULTIPLE OFFICERS:

When there are multiple officers at the scene and interacting with the detained or searched person(s):

- Only one officer shall submit the SDCF;

- The officer with the highest level of engagement (contact or interaction) is responsible for completing the SDCF; and,
- All actions taken by each officer in the detention or search shall be included in the SDCF.

MULTIPLE AGENCIES:

When more than one agency is involved in the detention or search, the primary agency shall complete all of the SDCFs. If a non-reporting agency, such as the FBI, DEA, or Los Angeles County Probation Department, is the primary agency involved, a reporting agency, such as the Los Angeles Port Police Department, is responsible for completing the SDCF(s).

COMPLETION REQUIREMENTS:

Officers shall submit SDCF data daily in the Approved Department Reporting Software or by using the Stop Data Collection System (SDCS) via desktop computer, Mobile Data Computer (MDC), or mobile device application. *Note: if it is determined that an SDCF requires removal from the system, after the SDCF has been uploaded, an Employees Report shall be sent to the officer's Commanding Officer and the Director of Administrative Services Group.*

If the SDSCS system is inoperable or the officer is unable to access the SDSCS, the officer shall complete the Cal DOJ SDCF. The purpose of this form is to document the SDCF detention or search data, so that the officer can accurately input this information into the department approved SDSCS later when access is granted, or at the officer's next regularly scheduled start of watch. Officers shall retain the hard copy Cal DOJ SDCF until the data is entered into the SDSCS. Once the data is entered into the SDSCS, the hard copy Cal DOJ SDCF shall be disposed of in a confidential disposal bin. *Note: The Cal DOJ SDCF is accessible in the SDCF folder on the G Drive under the Policy Manual/Training Bulletins/2021 Training Bulletins/21-006 Stop Data Collection and Reporting folder.*

TRAINING VIDEOS/AIDS:

It is the responsibility of each officer to know, read, understand, and implement our Department policy. Pre-recorded training of the Reporting Stop Data for RIPA (AB 953) webinar:

<https://primetime.bluejeans.com/a2m/events/playback/48b8793b-419e-4b15-bc57-0ac8a1238688>

The recording is required and best viewed in full screen. No POST credit will be issued for attending the pre-recorded training.

GPC:MEO:arl

Attachment



STOP DATA COLLECTION FORM

Racial & Identity Profiling Act – Penal Code Sections 13012 and 13519.4, and Gov. Code 12525.5

PLEASE NOTE:

- The data collected on this form must be electronically submitted to the California Department of Justice (DOJ), Stop Data Collection System by entry into the Web Application or submission by Web Services or Secure File Transfer.
- Please contact your agency's local administrator for instructions on processing this record for submission to the DOJ. If needed, the DOJ can be reached at (916) 210-3305 or StopDataSupport@doj.ca.gov.
- If multiple persons are related to one stop, complete a separate form (sections III–IX) for each person and report as one incident.
- If the stop involves a student at a K–12 public school, then some fields may have additional options available for reporting. These items are noted with an asterisk (*), and shown in *red italics*.

I. REPORTING OFFICER	AGENCY ORI:		OFFICER ID:		OFFICER'S YEARS OF EXPERIENCE:	
	OFFICER'S TYPE OF ASSIGNMENT: <i>(Select one)</i>					
<input type="checkbox"/> Patrol, traffic enforcement, field operations <input type="checkbox"/> Roadblock or DUI sobriety checkpoint <input type="checkbox"/> Investigative/detective						
<input type="checkbox"/> Gang enforcement <input type="checkbox"/> Narcotics/Vice <input type="checkbox"/> Other						
<input type="checkbox"/> Compliance Check <input type="checkbox"/> Task Force <i>If other, specify: _____</i>						
<input type="checkbox"/> Special Events <input type="checkbox"/> K–12 Public school						
II. SETTING	DATE: <i>(MM/DD/YYYY)</i>		TIME: <i>(HH:MM use 24 hr clock)</i>		DURATION OF STOP: <i>(minutes)</i>	
	RESPONSE TO CALL FOR SERVICE? <input type="checkbox"/> Yes <input type="checkbox"/> No					
	LOCATION: <i>(Report as: Block number and street name; or closest intersection; or highway and closest highway exit. If none of these are applicable, please report a road marker, landmark, or other description. Do not provide the exact address of a residence)</i>					
	CITY: <i>(If City is not applicable because stop occurred in unincorporated area, report the County)</i>				COUNTY: <i>(Only required when City is not applicable)</i>	
IF STOP OCCURRED AT A K–12 PUBLIC SCHOOL, REPORT SCHOOL NAME:				IS PERSON STOPPED A STUDENT? * <i>(Only complete if stop is at a K–12 public school)</i>		
<input type="checkbox"/> Yes <input type="checkbox"/> No						
III. OFFICER PERCEPTION OF	PERCEIVED RACE OR ETHNICITY: <i>(Select all that apply)</i>					
	<input type="checkbox"/> Asian		<input type="checkbox"/> Middle Eastern or South Asian		<input type="checkbox"/> Pacific Islander	
	<input type="checkbox"/> Black/African American		<input type="checkbox"/> Native American		<input type="checkbox"/> White	
	<input type="checkbox"/> Hispanic/Latino(a)					
	PERCEIVED GENDER: <i>(When applicable, you may select "Gender nonconforming" as the only value or in addition to one of the other values)</i>					
<input type="checkbox"/> Male		<input type="checkbox"/> Female		<input type="checkbox"/> Transgender man/boy		
<input type="checkbox"/> Transgender woman/girl		<input type="checkbox"/> Gender nonconforming				
PERCEIVED TO BE LGBT? <input type="checkbox"/> Yes <input type="checkbox"/> No		PERCEIVED AGE: <i>(approximate age; report as a whole number)</i>		LIMITED OR NO ENGLISH FLUENCY? <input type="checkbox"/> Yes <input type="checkbox"/> No		
PERCEIVED OR KNOWN DISABILITY: <i>(Select all that apply)</i>						
<input type="checkbox"/> Deafness or difficulty hearing		<input type="checkbox"/> Mental health condition		<input type="checkbox"/> None		
<input type="checkbox"/> Speech impairment or limited use of language		<input type="checkbox"/> Intellectual or developmental disability, including dementia		<input type="checkbox"/> * <i>Disability related to hyperactivity or impulsive behavior</i>		
<input type="checkbox"/> Blind or limited vision		<input type="checkbox"/> Other disability				



STOP DATA COLLECTION FORM

Racial & Identity Profiling Act – Penal Code Sections 13012 and 13519.4, and Gov. Code 12525.5

REASON FOR STOP: *(Select the primary reason for stop)*

Traffic Violation: *(Specify type of traffic violation)* Moving Equipment Non-moving

Code section related to violation: _____

Reasonable suspicion that the person was engaged in criminal activity

Select all that apply to describe the basis of suspicion:

-
- Officer witnessed commission of a crime
- Matched suspect description
- Witness or victim identification of suspect at the scene
- Carrying suspicious object
- Actions indicative of casing a victim or location
- Suspected of acting as a lookout
- Actions indicative of a drug transaction
- Actions indicative of engaging in a violent crime
- Other reasonable suspicion of a crime

If known, Code for suspected violation: _____

Known to be on parole/probation/PRCS/mandatory supervision

Knowledge of outstanding arrest warrant/wanted person

Investigation to determine whether the person is truant

Consensual encounter resulting in a search

*** Possible conduct warranting discipline under Education Code (EC) 48900, et al**

Code Section: 48900 48900.2 48900.3 48900.4 48900.7

When EC 48900 is selected, specify the subdivision: _____

*** Determine whether the student violated school policy**

IV. REASON FOR STOP

REASON FOR STOP – BRIEF DESCRIPTION: *(Provide a brief explanation, 250 character maximum. This explanation should include detail beyond the general data values selected above. Do not include any personally identifying information of the person stopped or unique identifying information of any officer in this description)*



STOP DATA COLLECTION FORM

Racial & Identity Profiling Act – Penal Code Sections 13012 and 13519.4, and Gov. Code 12525.5

ACTIONS TAKEN: (Select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Person removed from vehicle by order | <input type="checkbox"/> Baton or other impact weapon used |
| <input type="checkbox"/> Person removed from vehicle by physical contact | <input type="checkbox"/> Chemical spray used
(e.g., pepper spray, mace, tear gas, or other chemical irritants) |
| <input type="checkbox"/> Field sobriety test conducted | <input type="checkbox"/> Other physical or vehicle contact |
| <input type="checkbox"/> Curbside detention | <input type="checkbox"/> Person photographed |
| <input type="checkbox"/> Handcuffed or flex cuffed | Asked for consent to search person |
| <input type="checkbox"/> Patrol car detention | <input type="checkbox"/> Specify if consent was given: Yes No |
| <input type="checkbox"/> Canine removed from vehicle or used to search | <input type="checkbox"/> Search of person was conducted **Complete BASIS FOR SEARCH |
| <input type="checkbox"/> Firearm pointed at person | Asked for consent to search property <input type="checkbox"/> |
| <input type="checkbox"/> Firearm discharged or used | Specify if consent was given: Yes No |
| <input type="checkbox"/> Electronic control device used | <input type="checkbox"/> Search of property was conducted **Complete BASIS FOR SEARCH |
| <input type="checkbox"/> Impact projectile discharged or used
(e.g., blunt impact projectile, rubber bullets, or bean bags) | <input type="checkbox"/> Property was seized **Complete PROPERTY SEIZURE |
| <input type="checkbox"/> Canine bit or held person | <input type="checkbox"/> Vehicle impounded |
| | <input type="checkbox"/> * Admission or written statement obtained from student |
| | <input type="checkbox"/> None |

BASIS FOR SEARCH: (Only applicable when the Actions Taken include "Search of person was conducted" and/or "Search of property was conducted. Select all that apply)

-
- Consent given
- Officer safety/safety of others
- Search warrant
- Condition of parole/probation/PRCS/mandatory supervision
- Suspected weapons
- Visible contraband
- Odor of contraband
- Canine detection
- Evidence of crime
- Incident to arrest
- Exigent circumstances/emergency
- Vehicle inventory (for search of property only)

*Suspected violation of school policy

BASIS FOR SEARCH – BRIEF DESCRIPTION: (Provide a brief explanation, 250 character maximum. This explanation should include detail beyond the general data values selected above. Do not include any personally identifying information of the person stopped or unique identifying information of any officer in this description. When the Basis for Search is "Condition of parole/probation/PRCS/mandatory supervision," this description is not required)

V. ACTIONS TAKEN



STOP DATA COLLECTION FORM

Racial & Identity Profiling Act – Penal Code Sections 13012 and 13519.4, and Gov. Code 12525.5

VI. PROPERTY SEIZURE	<p>BASIS FOR PROPERTY SEIZURE: <i>(Only applicable when the Actions Taken include "Property was seized")</i></p> <p>Select all that apply:</p> <p><input type="checkbox"/> Safekeeping as allowed by law/statute</p> <p><input type="checkbox"/> Contraband</p> <p><input type="checkbox"/> Evidence</p> <p><input type="checkbox"/> Impound of vehicle</p> <p><input type="checkbox"/> Abandoned property</p> <p style="color: red;">* Suspected violation of school property</p>	<p>TYPE OF PROPERTY SEIZURE: <i>(Only applicable when the Actions Taken include "Property was seized")</i></p> <p>Select all that apply:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Firearm(s)</td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Drug paraphernalia</td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Ammunition</td> <td style="vertical-align: top;"> <input type="checkbox"/> Suspected stolen property</td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Weapon(s) other than firearm</td> <td style="vertical-align: top;"> <input type="checkbox"/> Cell phone(s) or electronic device(s)</td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Drugs/narcotics</td> <td style="vertical-align: top;"> <input type="checkbox"/> Vehicle</td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Alcohol</td> <td style="vertical-align: top;"> <input type="checkbox"/> Other contraband or evidence</td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Money</td> <td></td> </tr> </table>	<input type="checkbox"/> Firearm(s)	<input type="checkbox"/> Drug paraphernalia	<input type="checkbox"/> Ammunition	<input type="checkbox"/> Suspected stolen property	<input type="checkbox"/> Weapon(s) other than firearm	<input type="checkbox"/> Cell phone(s) or electronic device(s)	<input type="checkbox"/> Drugs/narcotics	<input type="checkbox"/> Vehicle	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Other contraband or evidence	<input type="checkbox"/> Money	
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<input type="checkbox"/> Money														
VII. CONTRABAND / EVIDENCE	<p>CONTRABAND/EVIDENCE DISCOVERED (IF ANY): <i>(Include any items discovered in plain view or as the result of a search)</i></p> <p>Select all that apply:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> None</td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Drugs/narcotics</td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Suspected stolen property</td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Firearm(s)</td> <td style="vertical-align: top;"> <input type="checkbox"/> Alcohol</td> <td style="vertical-align: top;"> <input type="checkbox"/> Cell phone(s) or electronic devices(s)</td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Ammunition</td> <td style="vertical-align: top;"> <input type="checkbox"/> Money</td> <td style="vertical-align: top;"> <input type="checkbox"/> Other contraband or evidence</td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Weapon(s) other than firearm</td> <td style="vertical-align: top;"> <input type="checkbox"/> Drug Paraphernalia</td> <td></td> </tr> </table>		<input type="checkbox"/> None	<input type="checkbox"/> Drugs/narcotics	<input type="checkbox"/> Suspected stolen property	<input type="checkbox"/> Firearm(s)	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Cell phone(s) or electronic devices(s)	<input type="checkbox"/> Ammunition	<input type="checkbox"/> Money	<input type="checkbox"/> Other contraband or evidence	<input type="checkbox"/> Weapon(s) other than firearm	<input type="checkbox"/> Drug Paraphernalia	
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VIII. RESULT OF STOP	<p>RESULT OF STOP:</p> <p>Select all that apply:</p> <p><input type="checkbox"/> No action</p> <p><input type="checkbox"/> Warning (verbal or written)</p> <p style="margin-left: 20px;">Code section(s) related to warning: _____</p> <p><input type="checkbox"/> Citation for infraction</p> <p style="margin-left: 20px;">Code section(s) related to citation for infraction: _____</p> <p><input type="checkbox"/> In-field Cite and Release</p> <p style="margin-left: 20px;">Code section(s) related to cite and release: _____</p> <p><input type="checkbox"/> Custodial arrest pursuant to outstanding warrant</p> <p><input type="checkbox"/> Custodial arrest without warrant</p> <p style="margin-left: 20px;">Code section(s) related to arrest: _____</p> <p><input type="checkbox"/> Field interview card completed</p> <p><input type="checkbox"/> Noncriminal transport or caretaking transport (including transport by officer, ambulance, or another agency)</p> <p><input type="checkbox"/> Contacted parent/legal guardian or other person responsible for the minor</p> <p><input type="checkbox"/> Psychiatric hold (Welfare & Institutions Code sections 5150 and/or 5585.20)</p> <p><input type="checkbox"/> Contacted U.S. Department of Homeland Security (e.g., Immigration and Customs Enforcement, Customs and Border Protection)</p> <p style="color: red;"><input type="checkbox"/> * Referral to school administrator</p> <p style="color: red;"><input type="checkbox"/> * Referral to school counselor or other support staff</p>													