

VIRGINIA STATE POLICE



COMMUNITY POLICING

DATA COLLECTION

INSTRUCTIONS AND TECHNICAL SPECIFICATIONS

Version 4
Effective July 1, 2021

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***All data elements (fields) required except Virginia Crime Code (VCC).**

Only 'Valid Data Values' indicated are acceptable and the columns must be in the order listed with no additional columns.

Change Description Table

| Revision | Change Description | Effective Date |
|----------------------|--|-----------------------|
| Original (Version 1) | Initial Release | |
| Version 2 | Expansion of motor vehicle stop definition | July 21, 2020 |
| | Expansion of Check Point definition | |
| | Additional information pertaining to Individual or Driver Age | |
| | Addition of submission file type (xls) | |
| Version 3 | Additional characters added to location | October 20, 2020 |
| | Data value table format updated | |
| | Updated verbiage for specific violation | |
| | File submission information updated | |
| | Addition of File Naming convention information | |
| | Addition of full process diagram | |
| Version 4 | Update of reporting requirements per code | July 1, 2021 |
| | Addition of Frequently Asked Questions | |
| | Update of definitions for nonconsensual stops | |
| | Addition of data elements: Record ID, Person Type, Individual or Driver English-Speaking; Physical Force Used by Officer; Physical Force Used by Subject | |
| | Removal of data element 'Local or Commonwealth' | |
| | Update of Specific Violation | |
| | Removal of data element 'Additional Arrest' | |
| | Addition of file submission and dissemination information | |

Background

The 2020 session of the General Assembly passed a bill to amend the Code of Virginia by adding in Chapter 1 of Title 9.1 an article numbered 14, consisting of a section numbered 9.1-191, by adding sections numbered 15.2-1609.10 and 15.2-1722.1, and by adding in Title 52 a chapter numbered 6.1, consisting of sections numbered 52-30.1 through 52-30.4, relating to the *Community Policing Act*; data collection and reporting requirements. Updates to the original legislation were made per Chapter 37 of the 2020 Special Session I. The following instructions include all changes and additions to the *Community Policing Act* effective July 1, 2021.

Data Required

§ [52-30.2](#). *Prohibited practices; collection of data.*

C. Each time a law-enforcement officer or State Police officer stops a driver of a motor vehicle, stops and frisks a person based on reasonable suspicion, or temporarily detains a person during any other investigatory stop, such officer shall collect the following data based on the officer's observation or information provided to the officer by the driver: (i) the race, ethnicity, age, gender of the person stopped, and whether the person stopped spoke English; (ii) the reason for the stop; (iii) the location of the stop; (iv) whether a warning, written citation, or summons was issued or whether any person was arrested; (v) if a warning, written citation, or summons was issued or an arrest was made, the warning provided, violation charged, or crime charged; (vi) whether the vehicle or any person was searched; and (vii) whether the law-enforcement officer or State Police officer used physical force against any person and whether any person used physical force against any officers.

D. Each state and local law-enforcement agency shall collect the number of complaints the agency receives alleging the use of excessive force.

Reporting Requirements

§ [52-30.4](#). *Reporting of state and local law-enforcement agencies required.*

All state and local law-enforcement agencies shall collect the data specified in subsections C and D of § 52-30.2, and any other data as may be specified by the Department of State Police, on forms developed by the Department of State Police and submit such data to the Department of State Police for inclusion in the Community Policing Reporting Database.

§ [15.2-1609.10](#). *Prohibited practices; collection of data.*

§ [15.2-1722.1](#). *Prohibited practices; collection of data.*

Definitions

Nonconsensual Stop

A nonconsensual stop by law enforcement of any person for the purposes of confirming or dispelling the suspicion of unlawful or unsafe activity or taking enforcement action in response to unlawful activity.

Pursuant to §§ [15.2-1609.10](#), [15.2-1722.1](#), and [52-30.2](#), all law enforcement agencies must report

- (i) all investigatory motor vehicle stops,
- (ii) all stop-and-frisks of a person based on reasonable suspicion, and
- (iii) all other investigatory detentions that do not result in an arrest or the issuance of a summons.

Q: Are there any restrictions on the type of stop data reported by a law enforcement agency?

A: Department of Virginia State Police will accept all data submitted that complies with the Instructions and Technical Specifications; where placement in any given category can be reasonably explained. While Department of Virginia State Police does attempt to provide guidance on data collection, it is ultimately up to each agency to determine which scenarios meet the undefined criteria of the Community Policing Act.

Q: Is data reporting required for pedestrian stops?

A: Yes. Based on the expanded definition of stops to be collected by Senate Bill 5030, pedestrian stops are required as of July 1, 2021. Each person subject to a nonconsensual stop is a separate entry in the Community Policing data collection.

Q: Do we collect passenger information during a motor vehicle stop?

A: Passenger information is collected as a separate stop if the passenger is part of a non-consensual stop. Each person subject to a nonconsensual stop is a separate entry in the Community Policing data collection.

Q: Are motor vehicle accidents considered "motor vehicle stops" for purposes of the Community Policing Act's data collection?

A: In most instances the parties have already stopped and are voluntarily waiting for an officer to investigate the incident. Therefore, collection of community policing data on traffic accidents is not required. However, it is ultimately up to each agency to determine which scenarios meet the undefined criteria of the Community Policing Act. The department will accept traffic accident data from those agencies that choose to report it under any of the following reasons for stop: "traffic violation", "calls for service", or "other".

Law-Enforcement Officer or State Police Officer

Code of Virginia § 9.1-101

"Law-enforcement officer" means any full-time or part-time employee of a police department or sheriff's office which is a part of or administered by the Commonwealth or any political subdivision thereof, or any full-time or part-time employee of a private police department, and who is responsible for the prevention and detection of crime and the enforcement of the penal, traffic or highway laws of the Commonwealth, and shall include any (i) special agent of the Virginia Alcoholic Beverage Control Authority; (ii) police agent appointed under the provisions of § 56-353; (iii) officer of the Virginia Marine Police; (iv) conservation police officer who is a full-time sworn member of the enforcement division of the Department of Game and Inland Fisheries; (v) investigator who is a sworn member of the security division of the Virginia Lottery; (vi) conservation officer of the Department of Conservation and Recreation commissioned pursuant to § 10.1-115; (vii) full-time sworn member of the enforcement division of the Department of Motor Vehicles appointed pursuant to § 46.2-217; (viii) animal protection police officer employed under § 15.2-632 or 15.2-836.1; (ix) campus police officer appointed under Article 3 (§ 23.1-809 et seq.) of Chapter 8 of Title 23.1; (x) member of the investigations unit designated by the State Inspector General pursuant to § 2.2-311 to investigate allegations of criminal behavior affecting the operations of a state or nonstate agency; (xi) employee with internal investigations authority designated by the Department of Corrections pursuant to subdivision 11 of § 53.1-10 or by the Department of Juvenile Justice pursuant to subdivision A 7 of § 66-3; or (xii) private police officer employed by a private police department. Part-time employees are those compensated officers who are not full-time employees as defined by the employing police department, sheriff's office, or private police department.

Motor Vehicle

Code of Virginia § 46.2-100

"Motor vehicle" means every vehicle as defined in this section that is self-propelled or designed for self-propulsion except as otherwise provided in this title. Any structure designed, used, or maintained primarily to be loaded on or affixed to a motor vehicle to provide a mobile dwelling, sleeping place, office, or commercial space shall be considered a part of a motor vehicle. Except as otherwise provided, for the purposes of this title, any device herein defined as a bicycle, electric personal assistive mobility device, electric power-assisted bicycle, motorized skateboard or scooter, or moped shall be deemed not to be a motor vehicle.

Record ID

A unique record identifier for each submitted stop assigned by the reporting agency to uniquely identify the stop (e.g., the CAD number, stop number). Do not include officer's information.

Format: Up to 12-Character Alphanumeric (ex. 1234)

Must contain a valid character combination of the following:

- A–Z (capital letters only)
- 0–9

Occurrence: Once

Mandatory: Yes

Stop Date

Indicate the date of the motor vehicle stop. **Do not include a timestamp.**

If entering manually on table, include dashes (-) or forward slash (/). Date will convert to MMDDYY when tab to next field.

Format: 6-Character Numeric (MMDDYY)

Occurrence: Once

Mandatory: Yes

ORI

Indicate 9-digit ORI assigned to the agency of the officer making the stop. [Virginia ORI Codes](#)

The ORI for your agency is available on the listed VCIN or IBR list. If your agency does not have an ORI, please let our office know via email.

Format: 9-Character Alphanumeric (VAVSP0000)

Must contain a valid character combination of the following:

- A–Z (capital letters only)
- 0–9

Occurrence: Once

Mandatory: Yes

Location

Free text field to indicate interstate, address, intersection, or coordinates of location. GPS coordinates preferred (not required), separated by space. DO NOT INCLUDE COMMAS.

Format: Up to 45-Character Alphanumeric

Intersection: STREET AT STREET (ex. BROAD ST AT BELVIDERE ST)

Address: BLOCK STREET (ex. 800 WEST BROAD STREET)

Highway/Interstate: DIRECTION HIGHWAY NUMBER EXIT/MILE MARKER (ex. NB 95 EXIT 61)

Coordinates: lat long (ex. 37.1234 -77.1234)

Must contain a valid character combination of the following:

- A–Z (capital letters only)
- 0–9
- Period (.), Hyphen (-), Parenthesis (), At symbol @, Slash (/)
- No commas

Occurrence: Once

Mandatory: Yes

Jurisdiction Code

Indicate the jurisdiction code for the county or city in which the stop was initiated based on codes provided by Virginia Department of State Police. [Virginia Jurisdiction Codes](#)

(This code may or may not match the FIPS code)

Format: 3-Character Numeric (###) (ex. 041)

Occurrence: Once

Mandatory: Yes

Values: Applicable values on next page

| COUNTY/CITY | CODE | COUNTY/CITY | CODE | COUNTY/CITY | CODE |
|------------------|------|-------------------|------|-------------------|------|
| ACCOMACK CO | 001 | FRANKLIN COUNTY | 033 | ORANGE CO | 068 |
| ALBERMARLE CO | 002 | FREDERICK CO | 034 | OUT OF STATE | 900 |
| ALEXANDRIA | 100 | FREDERICKSBURG | 109 | PAGE CO | 069 |
| ALLEGHANY CO | 003 | GALAX | 110 | PATRICK CO | 070 |
| AMELIA CO | 004 | GILES CO | 035 | PETERSBURG | 118 |
| AMHERST CO | 005 | GLOUCESTER CO | 036 | PITTSYLVANIA CO | 071 |
| APPOMATTOX CO | 006 | GOOCHLAND CO | 037 | POQUOSON | 143 |
| ARLINGTON CO | 000 | GRAYSON CO | 038 | PORTSMOUTH | 119 |
| AUGUSTA CO | 007 | GREENE CO | 039 | POWHATAN CO | 072 |
| BATH CO | 008 | GREENSVILLE CO | 040 | PRINCE EDWARD CO | 073 |
| BEDFORD CITY | 134 | HALIFAX CO | 041 | PRINCE GEORGE CO | 074 |
| BEDFORD CO | 009 | HAMPTON | 111 | PRINCE WILLIAM CO | 076 |
| BLAND CO | 010 | HANOVER CO | 042 | PULASKI CO | 077 |
| BOTETOURT CO | 011 | HARRISONBURG | 112 | RADFORD | 131 |
| BRISTOL | 101 | HENRICO CO | 043 | RAPPAHANNOCK CO | 078 |
| BRUNSWICK CO | 012 | HENRY CO | 044 | RICHMOND CITY | 120 |
| BUCHANAN CO | 013 | HIGHLAND CO | 045 | RICHMOND CO | 079 |
| BUCKINGHAM CO | 014 | HOPEWELL | 113 | ROANOKE CITY | 121 |
| BUENA VISTA | 102 | ISLE OF WIGHT CO | 046 | ROANOKE CO | 080 |
| CAMPBELL CO | 015 | JAMES CITY CO | 047 | ROCKBRIDGE CO | 081 |
| CAROLINE CO | 016 | KING AND QUEEN CO | 049 | ROCKINGHAM CO | 082 |
| CARROLL CO | 017 | KING GEORGE CO | 048 | RUSSELL CO | 083 |
| CHARLES CITY CO | 018 | KING WILLIAM CO | 050 | SALEM | 137 |
| CHARLOTTE CO | 019 | LANCASTER CO | 051 | SCOTT CO | 084 |
| CHARLOTTESVILLE | 103 | LEE CO | 052 | SHENANDOAH CO | 085 |
| CHESAPEAKE | 126 | LEXINGTON | 136 | SMYTH CO | 086 |
| CHESTERFIELD CO | 020 | LOUDOUN CO | 053 | SOUTH BOSTON | 122 |
| CLARKE CO | 021 | LOUISA CO | 054 | SOUTHAMPTON CO | 087 |
| CLIFTON FORGE | 104 | LUNENBURG CO | 055 | SPOTSYLVANIA CO | 088 |
| COLONIAL HEIGHTS | 105 | LYNCHBURG | 114 | STAFFORD CO | 089 |
| COVINGTON | 106 | MADISON CO | 056 | STAUNTON | 123 |
| CRAIG CO | 022 | MANASSAS | 138 | SUFFOLK | 124 |
| CULPEPER CO | 023 | MANASSAS PARK | 139 | SURRY CO | 090 |
| CUMBERLAND CO | 024 | MARTINSVILLE | 115 | SUSSEX CO | 091 |
| DANVILLE | 107 | MATHEWS CO | 057 | TAZEWELL CO | 092 |
| DICKENSON CO | 025 | MECKLENBURG CO | 058 | UNKNOWN | 999 |
| DINWIDDIE CO | 026 | MIDDLESEX CO | 059 | VIRGINIA BEACH | 125 |
| EMPORIA | 135 | MONTGOMERY CO | 060 | WARREN CO | 093 |
| ESSEX CO | 028 | NELSON CO | 062 | WASHINGTON CO | 095 |
| FAIRFAX CITY | 132 | NEW KENT CO | 063 | WAYNESBORO | 127 |
| FAIRFAX CO | 029 | NEWPORT NEWS | 116 | WESTMORELAND CO | 096 |
| FALLS CHURCH | 108 | NORFOLK | 117 | WILLIAMSBURG | 128 |
| FAUQUIER CO | 030 | NORTHAMPTON CO | 065 | WINCHESTER | 129 |
| FLOYD CO | 031 | NORTHUMBERLAND CO | 066 | WISE CO | 097 |
| FLUVANNA CO | 032 | NORTON | 130 | WYTHE CO | 098 |
| FRANKLIN CITY | 133 | NOTTOWAY CO | 067 | YORK CO | 099 |

Initial Reason for Stop

Indicate the **initial** reason for the motor vehicle/traffic stop. Conclusions of the stop will be gathered in a separate data element. **Only data values below accepted.**

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

Values: Applicable values below

| Valid Data Values | Value Name | Description |
|--------------------------|---------------------|--|
| T | Traffic Violation | includes traffic violations, such as speeding, reckless driving, improper lane change, etc. |
| E | Equipment Violation | includes violations involving defective or unsafe equipment |
| C | Calls for Service | includes stops initiated by a call for service/dispatch |
| S | Terry Stop | response to unlawful or suspicious activity (examples: littering, brandishing a firearm, stopping a vehicle fitting the description of a stolen vehicle, stopping an Individual fitting a suspect's description) |
| P | Check Point | traffic stops such as roadblocks and sobriety checkpoints where there is reasonable suspicion and/or objective facts that the person is involved in an unlawful activity <i>Scenarios for which stop data should be collected include, but are not limited to, further investigation into confirming identity, suspicion of driving under the influence, criminal investigation due to observations, and any time a summons is issued for any individual in the vehicle</i> |
| O | Other | any reason for a stop (non-consensual) not included above |

Person Type

Indicate whether the person subject to the nonconsensual stop is a Driver, Passenger, or Pedestrian. Data must be collected on each person that is subject to a nonconsensual stop.

| Valid Data Values | Description |
|-------------------|-------------|
| D | Driver |
| P | Passenger |
| F | Pedestrian |

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

Individual or Driver Race

Indicate the race of the Individual or Driver involved.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

| Valid Data Values | Description |
|-------------------|--|
| W | White |
| B | Black or African American |
| I | American Indian or Alaska Native |
| A | Asian or Native Hawaiian or Other Pacific Islander |
| U | Unknown |

The definitions of the racial designations are:

White—A person having origins in any of the original peoples of Europe/Middle East/North Africa

Black or African American—A person having origins in any of the black racial groups of Africa

American Indian or Alaska Native—A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment

Asian/Pacific Islander—A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam or a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Q: How do I determine race? I'm not comfortable making that determination.

A: The Community Policing Act allows for either the subject's self-identification or the officer's determination. If you are uncomfortable asking that information, make a determination based on your observations. If you do ask, and the subject questions why that information is needed, you can briefly explain the mandatory collection pursuant to the Community Policing Act.

Individual or Driver Ethnicity

Indicate the ethnicity of the Individual or Driver involved.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

| Valid Data Values | Description |
|-------------------|------------------------|
| H | Hispanic or Latino |
| N | Not Hispanic or Latino |
| U | Unknown |

The ethnic designation of Hispanic or Latino includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Individual or Driver Age

Indicate the age of the Individual or Driver involved.

Format: 2-Character Numeric

Occurrence: Once

Mandatory: Yes

| Valid Data Values | Description |
|-------------------|---|
| 01 – 98 | Years Old (2 digit specific age; range not accepted) |
| 99 | Over 98 Years Old (if 99 or over, indicate 99) |
| 00 | Unknown |

Individual or Driver Gender

Indicate the gender of the Individual or Driver involved.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

| Valid Data Values | Description |
|-------------------|-------------|
| F | Female |
| M | Male |
| O | Other |

Q: How do I collect gender for non-binary or Gender-X?

A: For this purpose, gender will be based on the subject's identification information or officer's observation. Please use an "O" for non-binary (X) persons.

Individual or Driver English-Speaking

Indicate if the individual or driver speaks English.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

| Valid Data Values | Description |
|-------------------|-------------|
| Y | Yes |
| N | No |

Action Taken

Indicate the most serious action taken towards the Individual or Driver at the completion of the stop or as a result of the stop. **Only data values below accepted.**

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

| Value | Value Name | Description |
|-------|-----------------------|---|
| W | Warning Issued | Individual or Driver received a verbal or written warning |
| S | Citation/Summons | Individual or Driver received a citation or summons |
| A | Arrest | Individual or Driver was arrested |
| N | No Enforcement Action | No enforcement action was taken |

Q: Are we required to create written warning documentation?

A: No, but your agency is required to indicate the specific violation for which the individual or driver has been warned.

Specific Violation

Indicate the **most serious violation** warned, cited, or arrested as a result of the stop, based on severity type (infraction, misdemeanor or felony) and degree. **ONLY one Virginia Code Section can be accepted.** <https://law.lis.virginia.gov/vacode/>

Format: Up to 20-Character Alphanumeric (ex. **46.2-870**)

Must contain a valid character combination of the following:

- A–Z (capital or lowercase letters)
- 0–9
- Hyphen, Period, Colon, Parentheses

Occurrence: Once

Mandatory: Conditional

This data element is Mandatory when Data Element 'Action Taken' contains data values W, S, or A (any action other than 'no enforcement action').

Virginia Crime Code (VCC) - Optional

Indicate corresponding VCC code.

Format: 9-Character Alphanumeric (ex. REC6646M1)

Must contain a valid character combination of the following:

- A–Z (capital letters only)
- 0–9
- No hyphens (-)

Occurrence: Once

Mandatory: No

Please use the UST table for Specific Violation & Virginia Crime Code: [Uniform Statute Table](#)

Q: Is 'speeding' an acceptable specific violation?

A: No. Only statute codes are allowed for specific violations.

Q: Do I enter multiple lines of data if a person is cited for multiple violations.

A: No. Only the most egregious violation should be entered. The degree and severity of the charge determines the most egregious violation.

Q: What specific violation do I indicate for a person arrested based on a warrant?

A: Indicate the most serious violation listed on the warrant.

Q: How do I determine the most egregious/serious violation between a traffic infraction and a simple possession of marijuana civil violation?

A: Due to the continued collection of simple possession in a NIBRS (IBR) capacity, please select the simple possession of marijuana (civil violation) as the most serious offense.

Persons Searched

Indicate if the Individual or Driver was searched as a result of the stop.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

| Valid Data Values | Description |
|-------------------|-------------|
| Y | Yes |
| N | No |

Vehicle Searched

Indicate if the vehicle was searched as a result of the stop.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

| Valid Data Values | Description |
|-------------------|-------------|
| Y | Yes |
| N | No |

Physical Force Used by Officer

Indicate if the law-enforcement officer or State Police officer used physical force against any person.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

| Valid Data Values | Description |
|-------------------|-------------|
| Y | Yes |
| N | No |

Physical Force Used by Subject

Indicate if the subject used physical force against any officers.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

| Valid Data Values | Description |
|-------------------|-------------|
| Y | Yes |
| N | No |

File Submission Information

Collected data elements should be submitted at least quarterly on or by the 15th of the following month. Agencies are permitted to submit a monthly file, but not any more frequently than each month. (Ex: Data from July 1, 2020 to September 30, 2020 is due by October 15th, 2020)

Once all data has been collected for a month or quarter, please email the file to communitypolicingdata@vsp.virginia.gov.

There are two methods of collection:

1. Manual data extraction from CAD/RMS in **csv format**
OR
2. Manual update of an Excel spreadsheet provided by Virginia Department of State Police
 - a. **Save file as 'csv' prior to sending**

Save as type: CSV (Comma delimited) (*.csv)

File Name

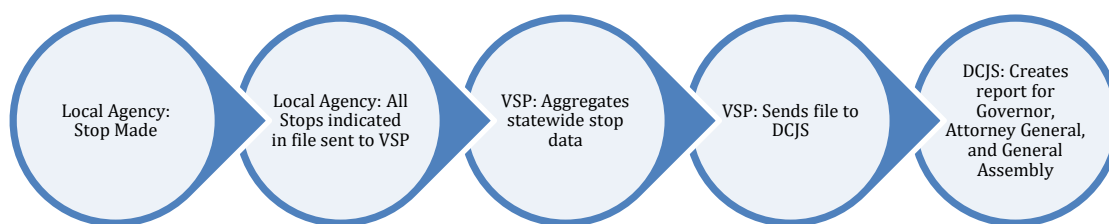
The file name should be as follows: **ORI_MONTH_YEAR** or **ORI_QUARTER_YEAR**

Example: VA9999999_August_2020 or VA9999999_Q3_2020 or VA9999999_Quarter3_2020

- Please submit **one file** per agency per month/quarter; not individual officers.
- All data must be on **one** tab/sheet
- Include **all data elements** and in the **order specified** in the example and guidelines above.
- Do **NOT** attach a **pdf** or **scanned** copy of your agency's stop data.
- If your agency did not have a qualifying stop during the reporting period, please send an email that states '**no stop data**' during the specific period (monthly or quarterly).

If a partial submission is necessary, please send only the additional information in the next file.

Community Policing Data Process



For questions regarding this data collection please contact VSP UCR-IBR at 804-674-2143