VIRGINIA STATE POLICE

COMMUNITY POLICING

DATA COLLECTION

INSTRUCTIONS
AND
TECHNICAL SPECIFICATIONS

Version 5.3

Effective July 1, 2023

Contents

*All data fields required to be collected except Virginia Crime Codes (VCCs).
However, the VCC column IS required for file layout even if the fields are left blank.
Only 'Valid Data Values' indicated are acceptable.

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	
Version 5	Optional Data Element- Residency	June 15, 2021
Version 5.1	Combination of 5.0- Optional Data Element Residency	June 21, 2021
	Clarification of requirements	
	Update of Jurisdiction Codes	
Version 5.2	Clarification of "Investigatory Detention"	July 1, 2022
	Mandatory Data Element- Residency	
	Addition of data value "U" (Unknown) for Gender	
Version 5.3	Clarification of 'Record ID'	July 1, 2023
	Addition of data value "W" (Warrant Service) for 'Initial Reason for Stop'	
	Addition of data value "A" (Accident) for 'Initial Reason for Stop'	
	Change 'Person Type' data value "F" (Pedestrian/Individual) to "O" (Other Individual)	
	Clarification on how to enter individuals with multiple charges	
	Clarification of 'Residency'	
	Addition of Monthly File Submission to Beyond 2020 Section	

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.*

A. No State Police officer shall engage in bias-based profiling in the performance of his official duties.

B. State Police officers shall collect data pertaining to (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 to be reported into the Community Policing Reporting Database. State Police officers shall submit the data to their commanding officers, who shall forward it to the Superintendent of State Police.

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._

A. No sheriff or deputy sheriff shall engage in bias-based profiling as defined in § 52-30.1 in the performance of his official duties.

B. The sheriff of every locality shall collect data pertaining to (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 pursuant to § 52-30.2 and report such data to the Department of State Police for inclusion in the Community Policing Reporting Database established pursuant to § 52-30.3. The sheriff of the locality shall be responsible for forwarding the data to the Superintendent of State Police.

C. The sheriff shall post the data that has been forwarded for inclusion in the Community Policing Reporting Database on a website that is maintained by the sheriff or on any other website on which the sheriff generally posts information and that is available to the public or that clearly describes how the public may access such data.

§ _15.2-1722.1._ _Prohibited practices; collection of data._

A. No law-enforcement officer shall engage in bias-based profiling as defined in § 52-30.1 in the performance of his official duties.

B. The police force of every locality shall collect data pertaining to (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 pursuant to § 52-30.2 and report such data to the Department of State Police for inclusion in the Community Policing Reporting Database established pursuant to § 52-30.3. The chief of police of the locality shall be responsible for forwarding the data to the Superintendent of State Police.

C. The chief of police of the locality shall post the data that has been forwarded for inclusion in the Community Policing Reporting Database on a website that is maintained by the chief of police or on any other website on which the chief of police generally posts information and that is available to the public or that clearly describes how the public may access such data.
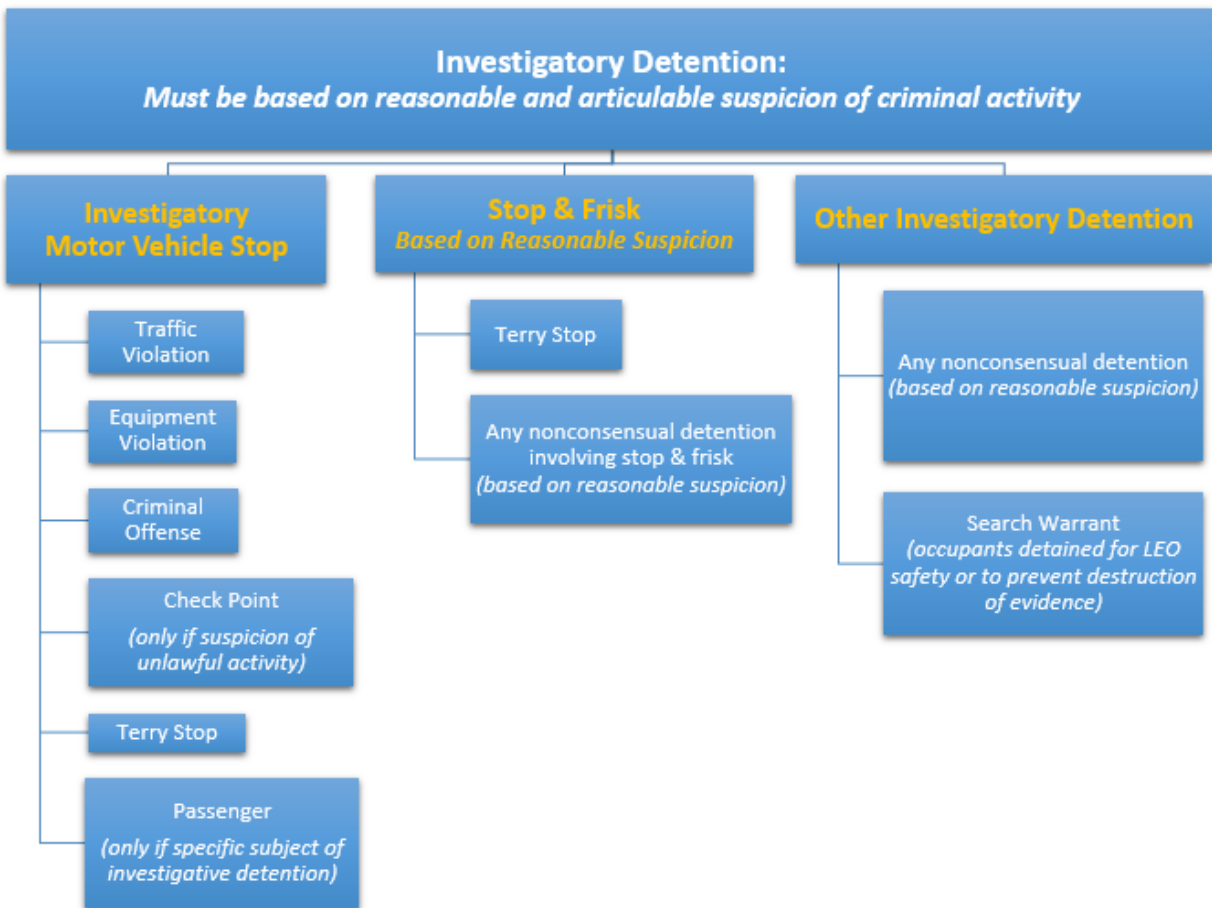
Definitions

Investigatory Detention

An "investigatory detention" is a temporary deprivation of a person's liberty for investigative purposes based upon reasonable suspicion that the person has committed, is committing, or is about to commit a crime or infraction. The following items are investigative detentions which require data collection:

- all investigatory motor vehicle stops
- all stop-and-frisks of a person based on reasonable suspicion
- all other investigatory or temporary detentions of a person during any investigative stop

In the absence of a codified definition, an investigative detention is generally defined as a temporary seizure of a person for the purpose of determining, (1) whether there is probable cause to arrest the person, (2) whether further investigation is warranted, or (3) whether the officer's suspicions were unfounded. However, the underlying law is established and provided in United States v. Cortez, 449 U.S. 411 (1981) where the court held that a detention for investigative purposes is based on "reasonable suspicion of criminal activity" and the officer must have "a particularized and objective basis for suspecting the particular person stopped of criminal activity." Thus, the standard is clear that an investigative stop must be based on reasonable and articulable suspicion of criminal activity. That suspicion must be confirmed, in which case an arrest may be made based on probable cause, or dispelled and the person is released.

If a stop is not investigative in nature nor focused on suspicion of criminal activity, then it is not an investigatory detention for the purposes of determining whether to collect information under the Code. Each of the categories designated for the collection of data is merely a modification of an investigatory detention (i.e. an investigatory motor vehicle stop is an investigatory detention). Each of the categories demands the same standard of reasonable suspicion of criminal activity to be met, except as provided below. If a law enforcement function is based on civil enforcement authority or previously established probable cause, such as an eviction or the arrest of a person based on a warrant (during a police function which is not an investigatory stop or detention), then it does not meet the collection standard.

Where persons are temporarily detained by operation of law in the furtherance of an investigative matter rather than based on the particularized suspicion of criminal activity, data collection is required. This includes where law enforcement officers search a premises pursuant to a search warrant and detain the occupants for the purposes of officer safety or to prevent the destruction of evidence. See Michigan v. Summers, 452 U.S. 692 (1981). It also includes the affirmative detention of a passenger, such as ordering and detaining an occupant from the vehicle, during a routine traffic stop for safety reasons, even if the officer has no reason to suspect the passenger of criminal behavior. See Pennsylvania v. Mimms, 434 U.S. 106 (1977). Lastly, it may also include the temporary detention of a driver or pedestrian, excluding fleeting stops which do not further a law enforcement purpose, pursuant to a non-discretionary stop plan, such as in the case of a traffic or perimeter checkpoint. See, e.g., Michigan Dep't of State Police v. Sitz, 496 U.S. 444 (1990).

Investigatory Detention:
Must be based on reasonable and articulable suspicion of criminal activity

Investigatory Motor Vehicle Stop
- Traffic Violation
- Equipment Violation
- Criminal Offense
- Check Point *(only if suspicion of unlawful activity)*
- Terry Stop
- Passenger *(only if specific subject of investigative detention)*

Stop & Frisk
Based on Reasonable Suspicion
- Terry Stop
- Any nonconsensual detention involving stop & frisk *(based on reasonable suspicion)*

Other Investigatory Detention
- Any nonconsensual detention *(based on reasonable suspicion)*
- Search Warrant *(occupants detained for LEO safety or to prevent destruction of evidence)*

The following instances will most likely not require data collection, <u>unless they meet the elements of the CPA listed above</u>:

Service of Civil Papers, Court Orders or Process	Non-Criminal	Wellness Checks
•Evictions •Levies •Subpoenas •Taking someone into custody at sentencing •Orders of Protection - EPO, PPO, PO •Detention/Custody Orders - TDO, ECO	•Runaway •Suicide Attempt	•Homeless Person •Medical Assistance •Mental Health Assistance

Note: These are merely examples and they do not represent an all-inclusive list. Some situations may have different elements. Therefore, each situation will need to be evaluated to determine if it meets the requirements of the data collection.

<u>Law-Enforcement Officer or State Police Officer</u>

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.

<u>Motor Vehicle</u>

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. Because Record IDs identify a stop event, all individuals in a stop that are subject to an investigatory detention must have the same Record ID.

If a checking detail assignment has the same CAD/Record ID number for all stops, it will be accepted as long as the Reason for Stop is listed as "P" (Checkpoint) for all stops involved in the checkpoint.

Column Header: Record ID (also accepted: Record_ID, RecordID)
Format: Up to 30-Character Alphanumeric (ex. 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

Stop Date
Indicate the date of the stop. **Do not include a timestamp.**
If entering manually on the table, include forward slash (/). Date will convert to MMDDYY when tab to the next field.

Column Header: Stop Date (also accepted: Date, Stop_Date, StopDate)
Format: 6-Character Numeric (MMDDYY)
Occurrence: Once
Mandatory: Yes

ORI
Indicate the primary 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.

Column Header: ORI (also accepted: Agency ORI, Agency_ORI, AgencyORI)
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

TBD   9

Location

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

PLEASE DO NOT USE:
- COMMAS
- STORE/RESTAURANT NAMES (I.E., TACO BELL)

Column Header: Location
Format: Up to 45-Character Alphanumeric
    <u>Intersection</u>: STREET AT STREET (ex. BROAD ST AT BELVIDERE ST)
    <u>Address</u>: BLOCK STREET (ex. 800 WEST BROAD STREET)
    <u>Highway/Interstate</u>: DIRECTION HIGHWAY NUMBER EXIT/MILE MARKER (ex. NB 95 EXIT 61)
    <u>Coordinates</u>: 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)

Column Header: Jurisdiction Code
                        (also accepted: Jurisdiction, Jurisdiction_Code, JurisdictionCode)
Format: 3-Character Numeric (###) (ex. 041)
Occurrence: Once
Mandatory: Yes
Values: Applicable values on next page

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

Initial Reason for Stop

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

Column Header: Initial Reason for Stop
                          (also accepted: Reason for Stop, Reason_for_Stop, ReasonforStop)
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. *(Note: Traffic accidents are not required to be collected. If an agency decides to report accidents, the Reason for Stop must be "A", NOT "T".)*
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	Checkpoint	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 *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. Data collection is not required for fleeting stops (Ex: an individual stopped at a DUI checkpoint that does not appear to be intoxicated and is free to leave).*
O	Other Investigative Detention	any other reason for an investigative stop not included ~~above~~ in another category
W	Warrant Service*	if the only reason for stop is to serve an outstanding warrant. If the individual is initially stopped for another reason, select the initial reason for stop (i.e., "T" traffic violation, even if an outstanding warrant is served at the conclusion of the stop)
A	Accident**	if the initial reason for stop is an accident. Please note that accidents are not required to be collected.

Q: Are there any restrictions on the type of stop data reported by a law enforcement agency?
A: 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 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: If the only reason for stopping an individual is to serve an outstanding warrant, is stop data required to be collected?
A: No, if the only reason for stopping an individual is to serve an outstanding warrant, stop data is not required to be collected. However, if an agency chooses to report these interactions, the Initial Reason for Stop must be "W" for Warrant Service.

For instances where the initial reason for stop involves a motor vehicle stop, stop and frisk, or other investigatory detention, and it is discovered during the stop that the individual has an outstanding warrant, CP data must be collected. The initial reason for stop would be traffic violation, equipment violation, etc., and, if the outstanding warrant is served, Action Taken would be "A" for Arrest.

**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, if an agency wishes to report traffic accidents, the Initial Reason for Stop must be "A" for Accident.

Person Type

Indicate whether the person subject to the investigatory detention is a Driver, Passenger, or Other Individual. Data should only be collected on persons that are <u>the direct subjects of an investigatory detention.</u>

Valid Data Values	Description
D	Driver
P	Passenger
O	Other Individual (ex: pedestrian) *(Note: "F" will be accepted thru 6/30/24)*

Column Header: Person Type (also accepted: Person_Type, PersonType)
Format: 1-Character Alphabetic
Occurrence: Once
Mandatory: Yes

Q: Do we collect passenger information during a motor vehicle stop?
A: Passenger information is only collected if the passenger is the direct subject of an investigatory detention. Each person subject to a nonconsensual stop is a separate entry in the Community Policing data collection.

Q: Is data reporting required for non-motor vehicle related stops?
A: Based on the expanded definition of stops to be collected by Senate Bill 5030, stop data involving individuals that are subject to an investigatory detention, including pedestrians, are required as of July 1, 2021. Each person subject to an investigatory detention is a separate entry in the Community Policing data collection.

Race
Indicate the race of the Individual or Driver involved.

Column Header: Race
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.

Ethnicity

Indicate the ethnicity of the Individual or Driver involved.

Column Header: Ethnicity
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.

Age

Indicate the age of the Individual or Driver involved. If the specific age is unknown, an estimate is permitted.

Column Header: Age
Format: 2-Character Numeric
Occurrence: Once
Mandatory: Yes

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

Gender

Indicate the gender of the Individual or Driver involved.

Column Header: Gender
Format: 1-Character Alphabetic
Occurrence: Once
Mandatory: Yes

Valid Data Values	Description
F	Female
M	Male
O	Other
U	Unknown

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 (Gender X) persons.

English-Speaking

Indicate if the Individual or Driver speaks English.

Column Header: English-Speaking
                                 (also accepted: English Speaking, English_Speaking, EnglishSpeaking)
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.

Column Header: Action Taken (also accepted: Action_Taken, ActionTaken)
Format: 1-Character Alphabetic
Occurrence: Once
Mandatory: Yes

Valid Data Values	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 (including warrant service)
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 at the completion of the stop or 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/

PLEASE DO NOT USE COMMAS.

Column Header: Specific Violation (also accepted: Specific_Violation, SpecificViolation)
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 N for 'No Enforcement Action').

Virginia Crime Code (VCC) - Optional
Indicate corresponding VCC code.

Column Header: Virginia Crime Code
                       (also accepted: VCC, Virginia_Crime_Code, VirginiaCrimeCode)
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 (VCCs are not mandatory. However, the VCC column is required for file layout).

For Specific Violation & Virginia Crime Codes, please click on the Uniform Statute Table located at the bottom of the court's webpage: Uniform Statute Table (UST) Data

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Q: Is 'speeding' an acceptable specific violation?
A: No. Only Virginia statute codes are allowed for specific violations (i.e., 46.2-870).

Q: Do I enter multiple lines of data if a person is cited for multiple violations?
A: No. Individuals can only be entered once per stop in the CP database. Only the most egregious violation should be entered for Action Taken, followed by Specific Violation. 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.

Person Searched
Indicate if the Individual subject to the investigative detention was searched as a result of the stop.

Column Header: Person Searched (also accepted: Person_Searched, PersonSearched)
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. If the stop involved an Other Individual, this field can be left blank.

A search should not be confused with an inventory of items once a vehicle is towed.

Column Header: Vehicle Searched (also accepted: Vehicle_Searched, VehicleSearched)
Format: 1-Character Alphabetic
Occurrence: Once
Mandatory: Conditional

This data element is Mandatory when the Data Element 'Person Type' is equal to Driver (D) or Passenger (P) if the stop involves a vehicle.

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 the specific subject of the investigative detention.

Column Header: Force Used by Officer
                              (also accepted: Force_Used_by_Officer, ForceUsedbyOfficer)
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.

Column Header: Force Used by Subject
                              (also accepted: Force_Used_by_Subject, ForceUsedbySubject)
Format: 1-Character Alphabetic
Occurrence: Once
Mandatory: Yes

Valid Data Values	Description
Y	Yes
N	No

Residency
Indicate the residency of the subject stopped.

Special Note for Temporary Residents of a Jurisdiction:
4-Year College/University Students: If a law enforcement officer determines that the subject is a student of a college/university in the jurisdiction of the stop, Residency should be coded as "Resident" regardless of license address or permanent residence. However, Community College students should be classified based on their current residence (due to the non-residential nature of the college).

Military Personnel: If a law enforcement officer determines that the subject is military stationed in the jurisdiction of the stop, Residency should be coded as "Resident" regardless of license address or permanent residence.

Column Header: Residency
Format: 1-Character Alphabetic
Occurrence: Once
Mandatory: Yes

Valid Data Values	Description
R	Resident of city/county of stop
V	Other Virginia jurisdiction resident
O	Out of State resident
U	Unknown

File Creation
There are two methods of creating a CP stop file:

1. Data extraction from CAD/RMS in **csv format**
                    OR
2. Update of an Excel spreadsheet provided by Virginia Department of State Police
     a. **Save file as 'csv' prior to submitting**   Save as type: CSV (Comma delimited) (*.csv)

File Naming Convention
The file name should be as follows: **ORI_MONTH_YEAR**

Example: VA9999999_August_2023 or VA9999999_AUG_2023

File Submission Deadlines
Collected data elements must be submitted **monthly** on or by the 15th of the following month. (Ex: Stop data from July 1, 2023 to July 31, 2023 is due by August 15, 2023).

Month of Stop	Due Date
Jan	Feb 15
Feb	Mar 15
Mar	Apr 15
Apr	May 15
May	Jun 15
Jun	Jul 15
Jul	Aug 15
Aug	Sep 15
Sep	Oct 15
Oct	Nov 15
Nov	Dec 15
Dec	Jan 15

Once all data has been collected for a <u>month</u>, ensure the file is in compliance with all file submission requirements listed on the next page.

File Submission Requirements

- Data must be saved as a .csv (comma delimited) file format in order for the file to be successfully uploaded to Beyond 2020.
  - IMPORTANT: Prior to saving file as a .csv (comma delimited) file format:
    - All data must be on **one** tab/sheet. If there are multiple tabs/sheets in your Excel workbook, all tabs will be deleted except for the first tab when you save the file as a .csv.
    - Please ensure there are **no commas** anywhere in the data. A comma anywhere in the data will throw off data in all subsequent columns. (See "Quality Control Tips" for an easy way to locate & delete commas).

- Please submit **one file** per agency per month, not individual officers.

- If a stop with the same Record ID within a calendar year is re-submitted, it will save over the previously submitted stop.

- **All data elements** must be included or the file will fail to upload. (See current version of the Excel Sheet for proper layout).

- All files must include a **header row** on Row 1. **Column label names must be exactly** as indicated in the Technical Specifications under "Column Header" for each data element. Stop data must start on Row 2. See below for file layout and column headers.

	Record ID	Date	Agency ORI	Location	Jurisdiction Code	Reason for Stop	Person Type	Race	Ethnicity	Age	Gender	English Speaking	Action Taken	Specific Violation	Virginia Crime Code	Person Searched	Vehicle Searched	Physical Force by Officer	Physical Force by Subject	Residency
ROW 1 Header																				
ROW 2 Data Starts	100	070123	VAVSP0000	NB 95 MM 126	088	T	D	W	H	25	M	Y	W	46.2-869	REC6621I9	N	N	N	N	R
	101	070223	VAVSP0000	NB 95 MM 118	088	T	D	B	N	54	F	Y	S	46.2-878	MOV648I9	N	N	N	N	V
	102	070223	VAVSP0000	NB 95 MM 130	088	T	D	A	N	72	O	Y	S	46.2-301	LIC6830M1	N	N	N	N	O

- Please upload the file submission to the Beyond 2020 online repository located at https://va.beyond2020.com/

Reporting "No Stops" (Zero Report)

If your agency did not have a qualifying stop during the month, a "Zero Report" must be entered in Beyond 2020. This indicates that your agency is participating but had no qualifying stops during the time period.

File Failed to Upload in Beyond 2020
Below are some reasons that an agency file may fail to upload in Beyond 2020:

Data Element/Source	Reason for Failed File
File Format	Not .csv (comma delimited)
File Format	Column headers do not match technical specifications
Record ID	Missing
Stop Date	Missing, Invalid Date or Date Format
Agency ORI	Missing, ORI invalid or does not match user access
Jurisdiction Code	Missing

Errors and Warnings in Beyond 2020

<u>Error</u>: A stop entry associated with an error **will not be accepted** as part of your data until the issue is resolved and you upload a corrected file to Beyond 2020.

<u>Warning</u>: A stop entry associated with a warning **is accepted** as part of your data in Beyond 2020. However, you will need to review any warnings to verify that the data entered is correct. If data is incorrect, you will need to make corrections and re-upload your data into Beyond 2020.
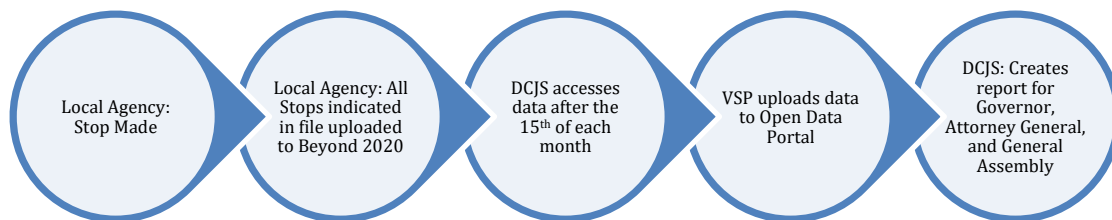
Below are some reasons that an Error may be generated for an entry in Beyond 2020:

Data Element/Source	Reason for Error
Stop Date	Invalid Value *(Stop Date must be on or after July 1, 2020)*
Jurisdiction Code	Invalid Value
Reason for Stop	Missing or Invalid Value
Person Type	Missing or Invalid Value
Race	Missing or Invalid Value
Ethnicity	Missing or Invalid Value
Age	Missing or Invalid Value
Gender	Missing or Invalid Value
English Speaking	Missing or Invalid Value
Action Taken	Missing or Invalid Value
Person Searched	Missing or Invalid Value
Vehicle Searched	Missing & Person Type is D OR Invalid Value
Physical Force by Officer	Missing or Invalid Value
Physical Force by Subject	Missing or Invalid Value
Residency	Missing or Invalid Value

Below are some reasons that a Warning may be generated for an entry in Beyond 2020:

Data Element/Source	Reason for Warning
Date	If Stop Date is after Current File Date
Location	Missing
Age	If Person Type=D & Age<=12 If Person Type=O(F) or P & Age<=10
Specific Violation	Missing & Action Taken is W/S/A
Virginia Crime Code (Optional)	Invalid Value

Community Policing Data Process

Local Agency: Stop Made → Local Agency: All Stops indicated in file uploaded to Beyond 2020 → DCJS accesses data after the 15th of each month → VSP uploads data to Open Data Portal → DCJS: Creates report for Governor, Attorney General, and General Assembly

For questions regarding this data collection, please contact VSP DART at communitypolicingdata@vsp.virginia.gov