Traffic Stop Data Collection Program Information
(Re-issue DB 14-059)

In 2017, information captured in the current E585 computer mask will be collected through Department-issued Smart Phones and the eSTOP program. Until such time as the eSTOP program is implemented, members shall continue to enter data manually into the E585 computer mask, including race, sex and age, on anyone stopped for violations of the California Vehicle Code (CVC) and the San Francisco Transportation Code (TC), regardless of whether a citation was issued or other official action was taken. Members shall make an E585 entry when enforcing traffic laws (i.e. CVC or TC violations of DUI, traffic collisions, mechanical or non-moving violations, etc.) related to:

- **Motor vehicles**
- **Bicycles, and**
- **Pedestrians**

Members are also required to make E585 entries after any vehicle stop related to:

- **916 vehicles**
- **High-risk vehicle stops**

Members with access to a Mobile Dispatch Computer (MDC) shall collect this data by entering the information into the mask provided on their MDC after contacts involving motor vehicles, bicycles and pedestrians described above. Members of the Traffic Company using an electronic ticket writing machine shall comply with the current protocols for entering the data into the hand-held devices. Members without immediate access to an MDC (i.e. solos and foot beats) shall enter the traffic stop data into a Level II terminal using the E585 mask upon returning to their station or unit.

While the Department has had commendable overall compliance with this policy, the goal remains 100%. Rigorous compliance with this Department policy pays multiple dividends: it sends a clear message to the community that the SFPD is committed to unbiased policing; it ensures that the SFPD maintains accurate records; and it reduces the number of sustained complaints against members and subsequent corrective actions.

With the likely increase in citations due to enhanced traffic enforcement and collision reduction efforts, it is essential that members properly collect and enter E585 data for all of the above listed contacts. Members who fail to comply with this policy may be subject to discipline.

Members shall complete all E585 entries before the end of shift.

When making entries into the terminal, remember the following:

- When entering street names, members shall include street type suffixes. Entries such as "6th and Bryant" should be "6th St. & Bryant St."

- Intersections should be entered using an ampersand (&). Entries such as "6th St. and Bryant St." or "6th St./Bryant St." are not compatible with the system. The correct designation for an intersection would be "6th St. & Bryant St."

- Indications of directions in the "Location of Stop" field should not be used. For example, the system cannot recognize "W/B Fell/Clayton."

- Locations such as "1st St. (100 block)" are also a problem. Data on location should only be entered as a street address (i.e., 850 Bryant St.) or intersection (i.e., 6th St. & Bryant St.) without additional prefixes, suffixes or any other location or extraneous information.

- Members should not enter V.C., P.C. or other information about the stop in the "Location of Stop" field.

- Members shall not use semi-colons in any of the fields. The use of a semi-colon transfers the data from its field to the next field and causes all subsequent information to be in the wrong fields.

Note that E585 information shall **not** be entered into CAD via "K, (comma)." All E585 data entries are captured and logged by the Department. Supervisors who wish to verify that a member completed an E585 entry as mandated by this policy may submit a memorandum to the Technology Division.

To access the E585 mask on a Level II MDC, members may choose "E585" from the drop down list or press the "E585" button on the CAD screen. Members can access the "E585" mask on a Level II Web Workstation by selecting "E585" from the drop down list.

Members assigned to the Airport Bureau shall complete the E585 mask on Level II accessible computers or make these entries into the E585 Data Collection Worksheet as indicated in this bulletin.

TONEY D. CHAPLIN
Interim Chief of Police

Per DB 15-141, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.