

# Vehicle/Walking Stops, Field Investigations and Detentions/Task 34 Audit Report

Project No.: E2015COPDT34STOP

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**Vehicle/Walking Stops, Field Investigations, and Detentions Audit (Task 34)**  
**Project No.: E2015COPDT34STOP**

**Conducted by**  
**ELITE PERFORMANCE ASSESSMENT CONSULTANTS, LLC**  
*FOR*  
**OAKLAND POLICE DEPARTMENT**

**Date: May 13, 2015**

**PURPOSE**

This audit is being conducted in order to assess compliance of the Oakland Police Department (OPD) adherence to established policies and procedures with Task 34, Car/Walking Stops, Field Investigations, and Detentions.

**BACKGROUND**

On January 22, 2003, the OPD was placed under a Negotiated Settlement Agreement (NSA), which was updated on February 4, 2004. The NSA requires that OPD collect certain data for car/walking stops, field investigations, and detentions; and that the data be entered into a database that can be summarized, searched queried, and reported.

In March 2013, OPD issued revised Special Order 9101, *Revised Stop Data Collection Procedures*, which further revises Department General Order (DGO) M-19, *Racial Profiling*. In addition, OPD issued a revision to the Report Writing Manual to address issues relating to completion of the Stop Data Form (SDF), specifically clarifying that a SDF must be completed when self-initiated encounters are conducted and that SDFs are not required for radio dispatch calls for service, citizen flag down, search warrants, and community caretaking incidents.

**PRIOR AUDITS**

This was the first Vehicle/Walking Stops, Field Investigations, and Detentions Audit (Task 34) conducted by Elite Performance Assessment Consultants, LLC (EPAC), a contracted external consulting firm. The OIG has conducted several audits to determine if the Department is adhering to its policies and procedures for Task 34. The most recent Task 34 audit was completed by the OIG in December 2010. The following recommendation was made:

1. The audit determined the complete Computer-Aided Dispatch (CAD) incident number consisting of the "LOP" prefix, complete date string and entire six digit incident number (LOP 100810000835) as the single most reliable way to locate and identify a stop data form in both Forensic Logic and Field Based Reporting (FBR) systems. An Information Bulletin should be published to reinforce the requirement for the use of the complete CAD incident number on the SDF as required by policy.

2. Since there may be more than one result of encounter during a stop, the Department should change the stop data form application in FBR to allow for multiple results to be selected.
  
3. The Bureau of Field Operations should conduct regular reviews of stop data accuracy by comparing data on the stop data forms to other incident documentation (CAD purges, crime reports, arrest reports, and field contact reports).

**REFERENCE MATERIAL**

The reference material utilized during this audit includes:

- Special Order 9101 Revised Stop Data Collection Procedures;
- Special Order 9042 Field Based Reporting (Stop Data Collection Form (SDF));
- Task 34 Requirements;
- Report Writing Manual (RWM) R-1, and;
- The OIG’s Vehicle Stops, Field Investigations, and Detentions Audit report dated December 8, 2010.

**AUDIT PERIOD AND POPULATION**

The audit population was all car and walking stops, field investigations, and citations from October 2014 to December 2014. The OIG obtained the citation population from a vendor named “Softfile” that contacts with Alameda County courts. The vehicle, pedestrian and bicycle stops (CAD data) was extracted from the CAD system and the field contacts was extracted directly from the Field based Reporting System server by a company named Forensic Logic. During this time period there were 5,189 car/walking stops, 7,317 field investigations, and 2,598 citations. Using a one-tailed test, a sample of 94 car/walking stops, 95 field investigations, and 93 citations were selected to achieve a 95% confidence level with an error rate of +/- 4%.

**TABLE 1 – SUMMARY OF FINDINGS**

OBJECTIVES	OBJECTIVE TITLE	PERCENTAGE
1	Completion of Stop Data Forms for Car/Walking Stops, Field Investigations, and Detentions (Task #34.1)	99%
2	Stop Data Forms Include the Required Information (Task #34.2)	100%
3	Stop Data can be Summarized, Searched, Queried, and Reported (Task #34.3.1)	100%
4	Stop Data is being Accurately and Completed Entered into a Database (Task #34.3.2)	100%

## **AUDIT STEPS**

The EPAC staff used U. S. Government Auditing Standards as guidance when conducting this audit engagement.

## **DETAILED FINDINGS**

### **Objective No. 1 - Determine if OPD is completing stop data forms for Car/Walking Stops, field investigations, and detentions as required by Task 34 .1**

#### **Criteria**

The Negotiated Settlement Agreement (NSA) Task 34.1 requires that OPD complete SDFs for every car/walking stop, field investigation, and detention.

#### **Audit Procedures**

The Department met the standard for this objective if a stop data form was completed for every car/walking stops, field investigation, and detention in the sample.

#### **Findings**

Two hundred and eighty one of the 282 (99%) data forms for car/walking stops; field investigations and detentions were completed as required by Task 34.1. The one Citation that was unable to be located is listed below:

1. Citation # 5626452

### **Objective No. 2 - Determine if the stop data forms include the required information (Task 34.2)**

#### **Criteria**

The NSA, Task 34.2 requires that OPD include specific information (see below) for each stop data form:

1. Time;
2. Date;
3. Location;
4. Identification of the member making stop;
5. Reason for stop<sup>1</sup>;
6. Apparent race/ethnicity of individual(s) stopped;
7. Gender of individual(s) stopped;

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<sup>1</sup> The "Reason for Stop" did not include an analysis or determination of the legality of the police contact.

8. Outcome of stop (arrest or no arrest);
9. Whether a search was conducted;
10. Outcome of any search, and;
11. Offense category (felony, misdemeanor, or infraction).

### **Audit Procedures**

The Department met the standard for this objective if all the data fields were completed as required by Task 34.2.

### **Findings**

Each of the 282 data forms (100%) for car/walking stops, field investigations and detentions contained the required information as required by the Task 34.2.

### **Objective No. 3 - Determine if stop data can be summarized, searched, queried, and reported as required by Task 34.3.1**

#### **Criteria**

The Negotiated Settlement Agreement (NSA) Task 34.3.1 requires that OPD have a stop database that can be summarized, searched, queried, and reported by OPD personnel.

#### **Audit Procedures**

The Department met the standard for this objective if OPD had a stop data database that could be summarized, searched, queried, and reported as required by Task 34.3.1.

#### **Findings**

Each of the 282 data forms (100%) for car/walking stops, field investigations and detentions were able to be summarized, searched, queried, and reported as required by Task 34.3.1.

### **Objective No. 4 - Determine if stop data is being accurately and completed entered into the database.**

#### **Criteria**

The Negotiated Settlement Agreement (NSA) Task 34.3.2 requires the data on the data forms be entered into the database completely and accurately.

### **Audit Procedure**

The Department met the standard for this objective if the stop data for car/walking stops, field investigations, and citations were entered into the database and was complete and accurate.

### **Findings**

Each of the 282 data forms (100%) for car/walking stops; field investigations and detentions were entered into the database and was complete and accurate as required by Task 34.3.2.