VIRGINIA STATE POLICE

COMMUNITY POLICING ACT
DATA COLLECTION

INSTRUCTIONS
AND
TECHNICAL SPECIFICATIONS

Version 5.3.1

Effective July 1, 2024

*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 Checkpoint 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
	Requirement for Column Header labels to be standardized	
	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'	
	Change to Monthly File Submissions only	
Version 5.3.1	Clarification of Action Taken "Arrest"	July 1, 2024
	Clarification of Specific Violation – UST Columns	
	Clarification of pat down vs. search of person	
	Clarification of Vehicle Searched to include K-9s	
	Clarification & update of file submission procedures	

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.

REPORTING REQUIREMENTS

§ *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.*

Other applicable statutes:

§ *52-30.4. Reporting of state and local law-enforcement agencies required.*

§ *15.2-1609.10. Prohibited practices; collection of data. (pertaining to sheriffs)*

§ *15.2-1722.1. Prohibited practices; collection of data. (pertaining to local law enforcement)*
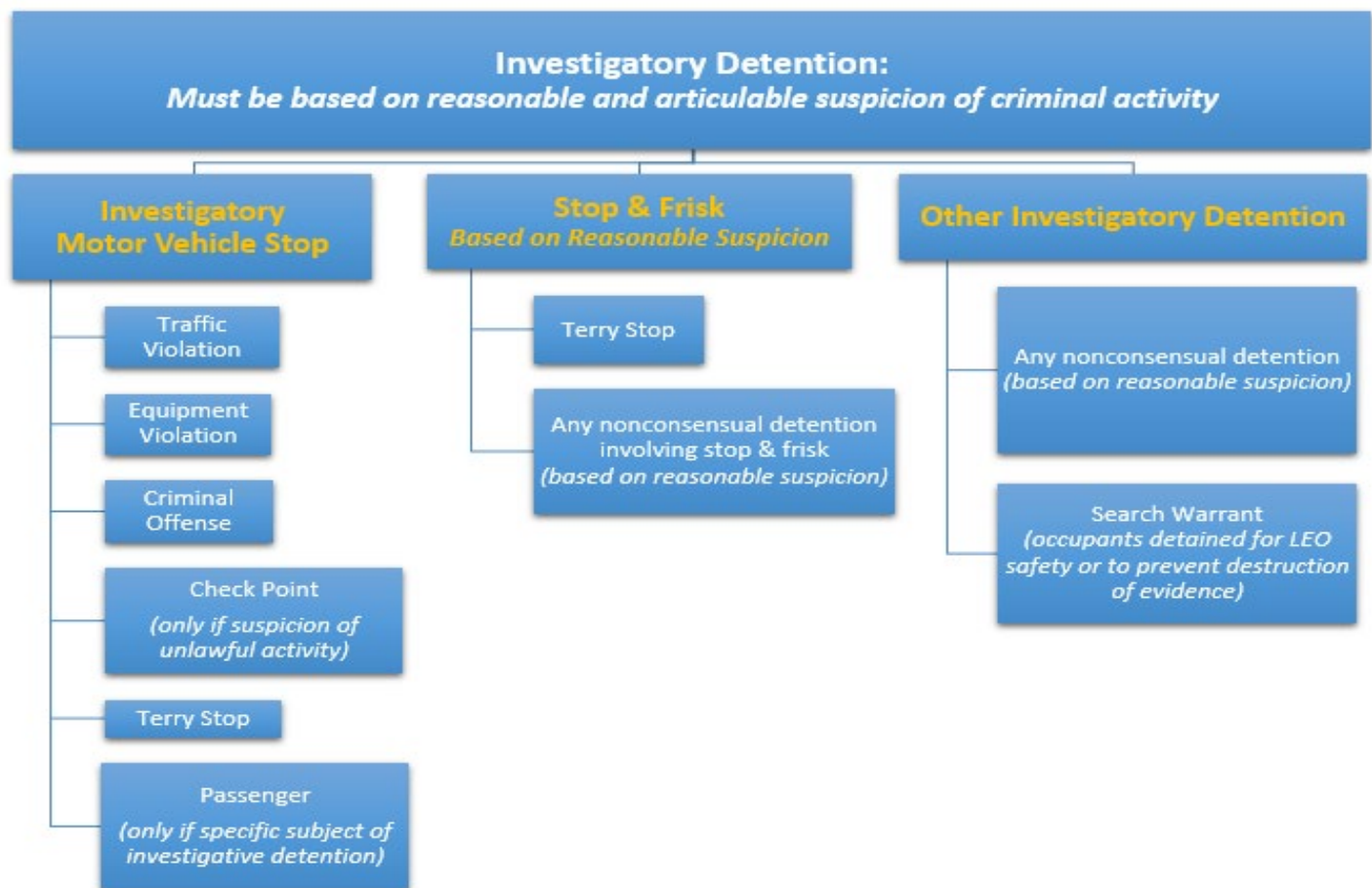
INVESTIGATORY DETENTION

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
- Evictions
- Levies
- Subpoenas
- Taking someone into custody at sentencing
- Orders of Protection - EPO, PPO, PO
- Detention/Custody Orders - TDO, ECO

Non-Criminal
- Runaway
- Suicide Attempt

Wellness Checks
- 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.

DATA ELEMENTS

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 if 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 32-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, spaces, or tabs, or other symbols not listed above

Occurrence: Once
Mandatory: Yes

Stop Date

Indicate the date of the stop. Do not include a timestamp.
If entering manually on the Excel 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.

If your agency does not have an ORI or you are unaware of the correct 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
- No extra spaces or tabs

Occurrence: Once
Mandatory: Yes

Location

Free text field to indicate interstate, address, intersection, or coordinates of location where the stop was initiated. 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
                         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, no extra spaces in front or behind address

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	PAGE CO	069
ALEXANDRIA	100	GALAX	110	PATRICK CO	070
ALLEGHANY CO	003	GILES CO	035	PETERSBURG	118
AMELIA CO	004	GLOUCESTER CO	036	PITTSYLVANIA CO	071
AMHERST CO	005	GOOCHLAND CO	037	POQUOSON	143
APPOMATTOX CO	006	GRAYSON CO	038	PORTSMOUTH	119
ARLINGTON CO	000	GREENE CO	039	POWHATAN CO	072
AUGUSTA CO	007	GREENSVILLE CO	040	PRINCE EDWARD CO	073
BATH CO	008	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	SOUTHAMPTON CO	087
CLARKE CO	021	LOUISA CO	054	SPOTSYLVANIA CO	088
COLONIAL HEIGHTS	105	LUNENBURG CO	055	STAFFORD CO	089
COVINGTON	106	LYNCHBURG	114	STAUNTON	123
CRAIG CO	022	MADISON CO	056	SUFFOLK	124
CULPEPER CO	023	MANASSAS	138	SURRY CO	090
CUMBERLAND CO	024	MANASSAS PARK	139	SUSSEX CO	091
DANVILLE	107	MARTINSVILLE	115	TAZEWELL CO	092
DICKENSON CO	025	MATHEWS CO	057	VIRGINIA BEACH	125
DINWIDDIE CO	026	MECKLENBURG CO	058	WARREN CO	093
EMPORIA	135	MIDDLESEX CO	059	WASHINGTON CO	095
ESSEX CO	028	MONTGOMERY CO	060	WAYNESBORO	127
FAIRFAX CITY	132	NELSON CO	062	WESTMORELAND CO	096
FAIRFAX CO	029	NEW KENT CO	063	WILLIAMSBURG	128
FALLS CHURCH	108	NEWPORT NEWS	116	WINCHESTER	129
FAUQUIER CO	030	NORFOLK	117	WISE CO	097
FLOYD CO	031	NORTHAMPTON CO	065	WYTHE CO	098
FLUVANNA CO	032	NORTHUMBERLAND CO	066	YORK CO	099
FRANKLIN CITY	133	NORTON	130		
FRANKLIN COUNTY	033	NOTTOWAY CO	067		

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 in another category
W	Warrant Service*	if the <u>only</u> reason for stop is to serve an outstanding warrant. If the individual is initially stopped for another reason, select the <u>initial</u> 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: Warrant Service

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: Accident

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.

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.

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 <u>the direct subject</u> 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 <u>non-motor vehicle related</u> 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 follow on the next page.

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 issued an arrest warrant (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 per person per stop.**
https://www.vacourts.gov/courtadmin/aoc/djs/resources/ust/ust_table.pdf

Note for E-Summons Users: Statutes must match formatting in Columns A (BO_SPEC_CODE_CITE) or B (BO_GEN_CODE_CITE) only in the UST table. DMV statute code formats in Column AT (DMV_CODE_CITE) will not be accepted (ex: B46.2-863).

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
                   ● No commas, No spaces or tabs
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 (-), No spaces or tabs
Occurrence: Once
Mandatory: No
                 VCCs are not mandatory. However, the VCC field/data element is required for file layout.

Please use the UST table for Specific Violation (Columns A & B) & Virginia Crime Codes (Column AB): Uniform Statute Table

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Q: Is 'speeding' an acceptable specific violation?
A: No. Only Virginia statute codes are permitted in the "Specific Violation" field (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.

A pat down/frisk (which only requires reasonable suspicion) does not constitute a search (which requires probable cause).

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, including both officer and K-9 searches. If the stop involved an Other Individual (no Driver or Passenger), this field should be "N", or it 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

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

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:
- Residential College/University Students: If a law enforcement officer determines that the subject is a student of a residential 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

MONTHLY FILE SUBMISSION

File Creation

There are two methods to create a CP stop file:

1. Data extraction from CAD/RMS in **csv format**

    OR

2. Update of an Excel spreadsheet provided by the Virginia Department of State Police
    a. **Save file as 'csv' prior to submitting**

File Naming Convention

The file name should be as follows: **ORI_MONTH_YEAR** with the Month referencing the month that the stops occurred.
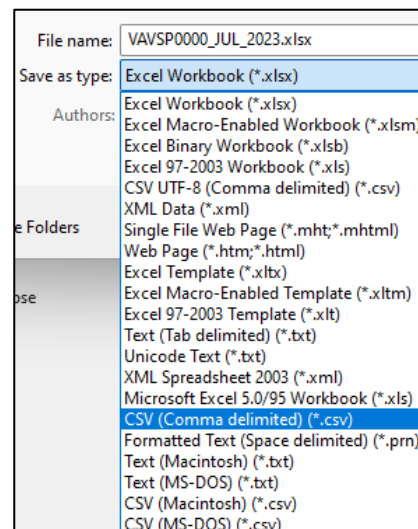
Example: VA9999999_August_2024 or VA9999999_AUG_2024

The data in this file is for stops occurring in August 2024 for the agency VA9999999. Even if additional stops from previous months are included, the file should be named based on the primary stop month.

File Type

The file type must be .CSV (Comma Delimited)

● IMPORTANT: Prior to saving file as a .csv (comma delimited) file format:

  ○ All data must be on **one tab**/sheet. If there are multiple sheets in your Excel workbook, all sheets 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).

● How to Save File as .CSV (Comma Delimited) in Excel:

  ○ Click File > Save As.
  ○ Name the file ORI_MONTH_YEAR
  ○ Click on drop-down menu next to "Save as type:" (or "File Type").
  ○ Select CSV (Comma delimited) (*.csv)

File Submission Requirements

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

- If you already submitted your monthly file, and stops from that month came in late, submit the additional stops <u>in your next monthly file</u>.

- **All data elements** must be included or the file will be rejected. (See current version of the Excel Sheet for data elements).

- **Submission file must be sorted sequentially by Record ID prior to upload to Beyond 2020.**

- 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	Stop 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	Force Used by Officer	Force Used 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	MOV6481I9	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

Reporting "No Stops" (Zero Report)

If your agency did not have a qualifying stop during the monthly reporting period, please log into the online repository, Beyond 2020 at https://va.beyond2020.com/, and submit a Zero Report for the month.

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, 2024, to July 31, 2024, is due by August 15, 2024).

Once all monthly data has been collected, ensure the file is compliant with all file submission requirements.

Each monthly file must be submitted to the online repository, Beyond 2020 at https://va.beyond2020.com/. Access to the repository is granted by Virginia State Police, Criminal Justice Information Services, Data Analysis & Reporting Team.

For questions regarding this data collection, please contact VSP CJIS Data Analysis & Reporting Team (DART) at 804-674-2143 or 804-674-4654 or email communitypolicingdata@vsp.virginia.gov