

SANTA ANA POLICE DEPARTMENT

DAVID VALENTIN · CHIEF OF POLICE

TRAINING BULLETIN

"Education promotes professional and responsive law enforcement"

Mobile Data Computer Incident Disposition

Purpose

The purpose of this bulletin is to instruct Field Personnel on the proper procedure to close out an incident and the proper use of disposition codes while using a mobile data computer.

Introduction

While reviewing statistics generated by patrol officers in the field, it was discovered that not all field personnel are aware of the proper procedure for closing out calls with their Mobile Data Computer, (MDC). Officers were not receiving proper and accurate credit for all of the work they performed in the field. Along with showing personnel work output, the information and statistics generated by the incident dispositions have several important uses for various sections within our Police Department.

1. Employee performance and evaluations.
2. To show areas requiring attention.
3. To show improvements.
4. To justify personal improvement programs.
5. To shift personnel and/or resources.
6. To obtain government grants.

It is therefore imperative that field personnel fully understand the proper procedure for closing out their call or observation activity, and use the proper disposition codes that reflect the actual work performed.

I. MDC Incident Disposition

After the completion of a call or incident, the officer will use a specific line of text (shown below), along with a disposition code to close out the incident. This text line *must* be used exactly as shown or the computer will not recognize the disposition.

A. C D/AT

The text is all upper case, and there *must* be a space between the **C** and the **D**.

Directly after the initial line of text, an appropriate two-character disposition code is placed after the comma. For example,

B. C D/AT, NR:

After the specific two-digit disposition code is inserted, a colon must be placed directly after it. After the disposition code is typed in, (with a colon) a required Gang Statistic code is then needed. If the call is gang-related in *anyway*, the code of GY: (Gang Yes) shall be used. If the incident is not gang related, the operator will insert the code GN: (Gang No). There *must* be a space between the chosen disposition code and the gang statistic code. An example of a complete line of text is as follows,

C. C D/AT, NR: GN:

The following list shows the appropriate disposition codes, along with their brief definitions. All codes *must* be followed by a colon (:).

1. **CR:** (Call Report) This disposition code is used when an officer is assigned a call for service and he prepares a written report.
2. **NR:** (No Report). An officer uses this code when he is assigned a call for service or when he puts himself out for an obs type of activity and nothing additional is done. (i.e., no report is taken, no ticket issued, no arrest made, etc.)
3. **AS:** (Assist) This code is used when an officer helps or assists another officer with either an assigned call for service or obs type of activity.
4. **OR:** (Obs Report) This disposition code is used when an officer puts himself out for an obs type of activity and he generates a report because of the activity. A common example would be an impound report taken after a car stop is made.
5. **OA:** (Obs Arrest) This code is used when an officer puts himself out for an observation activity and he makes an arrest because of it. I.e.: Drinking in public, DUI's.
6. **CA:**(Call Arrest) This code is used when an officer is assigned a call for service and he makes an arrest while at the call. Common call arrests would be shoplifters, and hit and run drivers.
7. **FI:**(FI or Field Identification Card). Officers use this code when they complete a field identification card while at either a call for service or obs type of activity.
8. **CM:** (Cite Mover) This disposition code is used when an officer writes a moving traffic citation. There has been some debate over what justifies a mover versus a non-moving citation. An easy rule of thumb would be if the infraction was caused by or while the vehicle was moving (i.e., speeding, unsafe lane change, etc.) then the cite will be a mover.
9. **CN:** (Cite Non-Mover) This code conversely is used for a traffic infraction when the violation involves non-movement of the vehicle. I.e.: Taillight out, expired registration, etc.

10. **CC:** (CSI) This code is used when an officer performs crime scene investigation while on an incident. This could include, but not limited to dusting for prints, taking photos, etc.
11. **BA:** (849b) This code, (although rarely used) is inputted when an officer arrests a subject and later releases him or her per Penal Code 849(b).
12. **PM:** (Community Policing Meeting) This code will be used when an officer attends or hosts a COP or POP meeting.
13. **PP:**(Community Policing-Problem Solving Project) Officers will use this code when he is working on a COP or POP project.
14. **PC:** Community Policing Contact) This code is to be used when officers are making phone calls or field contacts in regards to Community Oriented Policing.

Multiple disposition codes may be used if warranted for the same incident. If more than one disposition code is used, a space between the last colon or number and the next disposition code *must* be used.

D. C D/AT,OA: FI: GN:

An officer may also receive credit for multiple activities on a single incident. All of the above disposition codes default to one. This means if you enter one of the above codes as is, the computer will interpret the entry as one activity per code entered. However, if for example an officer completes three FI cards at an incident, he can reflect that amount by adding a number after the colon of a chosen code. For the example stated above, the line of text should be entered as follows:

E. C D/AT,FI: 3 GN:

An officer is not restricted to the amount of specific disposition codes used on a single incident. It is important to realize however the information must be entered correctly and in the proper order to receive credit for all the work performed. For example, an officer makes a car stop. He decides to cite the driver for a moving Vehicle Code violation, tow the vehicle, and he arrests a passenger for a warrant. The proper disposition shall be entered as follows:

F. C D/AT,CM: OA: OR: GN:

In the above example, the officer would receive credit for a moving citation, an observation arrest for the warrant, an observation report for the impound report, and the incident was not gang related.

In our next example, an officer is dispatched to a call of gang members tagging at a certain area. The officer finds three suspects who are involved and they are gang members. The officer fills out FI cards on all the suspects, arrests one suspect for possession of a spray paint can, and the officer takes pictures of the graffiti with his own Polaroid camera. The proper disposition shall be entered as follows:

G. C D/AT,FI: 3 CA: CC: GY:

In the above example, the officer would receive credit for three FI cards, one call arrest, and for doing CSI work. The call was also gang related.

Helpful hints for entering an incident disposition

1. The initial line of text must be typed exactly as stated **C D/AT**,
2. The code of **GN:** or **GY:** must always be included.
3. A space must always be placed in between each disposition code.
4. A colon must follow each two-character code.
5. If multiples of a specific code is done on the same incident, place the correct number after the colon of the proper code.
6. You can use up to 9 activities for each code chosen.
7. For two-man units, the first officer to log on will receive credit for the selected disposition stat. The second officer will automatically receive an assist stat.

II. Proper Use of Disposition Codes

For several years there has been confusion and/or lack of clarity about disposition codes and how they are used when closing out an incident. In addressing the subject of officer's statistics and the disposition of calls, we have found a disparity of methods and ideas of how this should be done. The disposition of calls for service and observation activity varies from officer to officer depending on how they were trained, what they were told, or simply by personal preference.

In actuality, the dispositions are used to show how a particular incident was handled, the work the officer(s) performed, and the final outcome of the incident. For statistical accuracy it is imperative that officers use similar guidelines when closing out an incident.

In order to simplify the stating procedure, a standardized method has been agreed upon. Officers shall use an appropriate disposition code reflecting **all actual and pertinent** work performed while handling a call for service or an observation activity.

The following guidelines shall be used in entering disposition codes upon incident completion. The examples given are not meant to be all-inclusive, variations will apply.

1. **CR: CALL REPORTS:** Are reports that are completed after being dispatched to an incident. Example: Any report written upon being dispatched to an incident: information report, crime report, "non-arrest" reports, gang "186" forms, warning citations, or PAS test form. A C.I. number does not have to be stamped for a report to qualify in this category.
2. **OR: OBSERVATION REPORT:** Are non-arrest reports that are completed after making a non-dispatched contact. Example: An officer makes a contact with a citizen who states he was a victim of a crime. Since the officer happened upon the victim and was not dispatched, this report would be classified as an observation report.

3. **NR: NO REPORT:** Are calls where no report was completed. Example: An officer is dispatched to a call and fills out a field interview card on a subject and he is clear of any wants. The officer would have a disposition for a f.i. but not a report.
4. **AS: ASSIST:** Are calls where officers are either dispatched or by their own choice assist another officer. Example: While driving by another officer on a car stop you stop and assist him by watching the suspects when he searches their car. Simply driving by to ensure that he is okay is not sufficient to log an assist.
5. **OA: OBSERVATION ARREST:** When an officer, without being dispatched, contacts a subject and later arrests him. Example: An officer makes a car stop for a vehicle code violation and finds the driver to have a warrant for a criminal offense and arrests him. When using the "OA" disposition you do not also take an Observation Report disposition.
6. **CA: CALL ARREST:** When an officer is dispatched to a call and makes an arrest of an individual involved in the originating call. Example: An officer is dispatched to a call and arrests the suspect for the originating call and finds the suspect's two associates have warrants and arrests them. All three arrests are considered call arrests. When using the "CA" disposition you do not take a Call Report disposition.
7. **FI: FIELD INTERVIEW:** When an officer completes and turns in to Records a field interview card which contains useful information. Example: An officer assists another officer in getting witness information for a crime report. The assisting officer writes the information on a f.i. card that he later discards after completing his report. In this example the officer would only take an assist and no f.i.'s based on the cards not being turned in and the information was used only to complete a crime report.
8. **CM: CITE MOVER:** Any citation of an individual for a traffic offense while the vehicle is moving other than for equipment violations. Example: An officer observes a vehicle fail to stop for a red light and stops the vehicle for the violation and cites the driver. The disposition is for a cite mover. All CVC 12500(a) and CVC 14601 citations from a moving vehicle should be considered as cite movers not arrests or cite non-movers.
9. **CN: CITE NON-MOVER:** Any citation for a parking violation or equipment violation. Example: An officer stops a vehicle for expired plates and issues a citation. This citation would be considered a non-mover based on the citation being for an equipment violation.
10. **CC: CRIME SCENE INVESTIGATION:** Any evidence collection or preservation. Example: An officer dusts for prints at an auto burglary incident, or takes photographs of something with evidentially value.
11. **BA: RELEASE PER 849(b):** Anytime an officer legally arrests a subject, but later releases the subject by filling out and completing an 849(b) release form.
12. **PM: COMMUNITY POLICING MEETING:** Anytime an officer attends or hosts a special event, homeowner's association meeting, or similar gathering for the purposes of Community Oriented Policing.
13. **PP: COMMUNITY POLICING-PROBLEM SOLVING PROJECT:** Anytime an officer spends times working on a prospective or current COP/POP project.
14. **PC: COMMUNITY POLICING CONTACT:** This code is to be used anytime an officer contacts a citizen, businessman, city official, etc. with the purpose of getting to

know the public better, introductions to local businesses, discussing community problems, etc.

Summary

It is important to realize that the proper disposition of incidents plays an important role in several facets. Employee evaluations, scheduling, staffing considerations and deployment are just a few uses for the data collected by officer's input. It is therefore paramount that officers are properly inputting their dispositions in a consistent manner to assure that we are obtaining accurate and complete information.

Acknowledgment: This training bulletin was researched and prepared by Corporal Jeff L. Smith #1998. 02/01.

Reviewed By: Cpl. K. De Deaux

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