

VIRGINIA STATE POLICE



COMMUNITY POLICING ACT DATA COLLECTION

INSTRUCTIONS AND TECHNICAL SPECIFICATIONS

Version 5.3

Effective July 1, 2023

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***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	

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

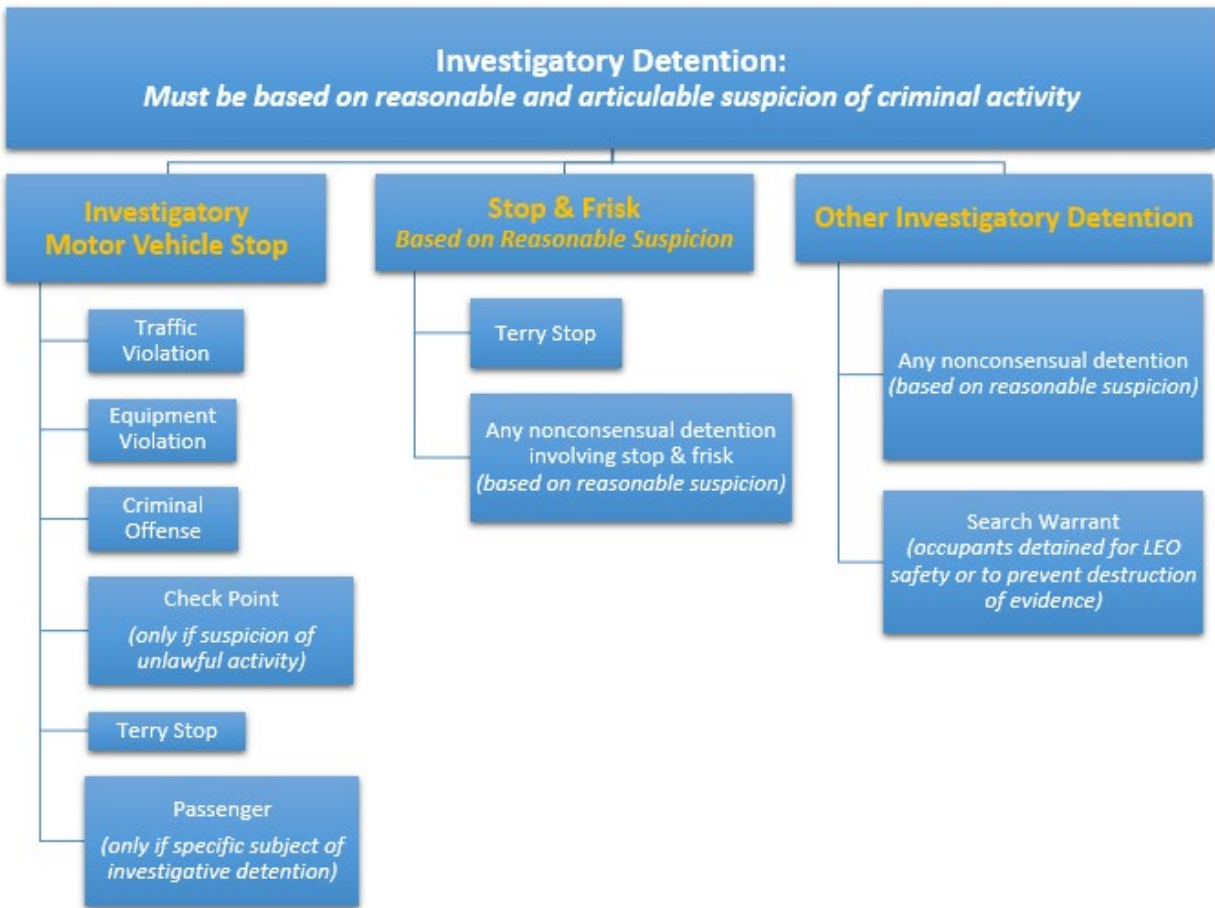
An “investigatory detention” is a temporary deprivation of a person’s liberty for investigative purposes based upon reasonable suspicion that the person has committed, is committing, or is about to commit a crime or infraction. The following items are investigative detentions which require data collection:

- 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 investigatory 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).



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

Service of Civil Papers, Court Orders or Process	Non-Criminal	Wellness Checks
<ul style="list-style-type: none"> • Evictions • Levies • Subpoenas • Taking someone into custody at sentencing • Orders of Protection - EPO, PPO, PO • Detention/Custody Orders - TDO, ECO 	<ul style="list-style-type: none"> • Runaway • Suicide Attempt 	<ul style="list-style-type: none"> • 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.

Law-Enforcement Officer or State Police Officer

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.

Motor Vehicle

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 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

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

Occurrence: Once

Mandatory: Yes

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

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

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
ACCOMACK CO	001
ALBEMARLE CO	002
ALEXANDRIA	100
ALLEGHANY CO	003
AMELIA CO	004
AMHERST CO	005
APPOMATTOX CO	006
ARLINGTON CO	000
AUGUSTA CO	007
BATH CO	008
BEDFORD CO	009
BLAND CO	010
BOTETOURT CO	011
BRISTOL	101
BRUNSWICK CO	012
BUCHANAN CO	013
BUCKINGHAM CO	014
BUENA VISTA	102
CAMPBELL CO	015
CAROLINE CO	016
CARROLL CO	017
CHARLES CITY CO	018
CHARLOTTE CO	019
CHARLOTTESVILLE	103
CHESAPEAKE	126
CHESTERFIELD CO	020
CLARKE CO	021
COLONIAL HEIGHTS	105
COVINGTON	106
CRAIG CO	022
CULPEPER CO	023
CUMBERLAND CO	024
DANVILLE	107
DICKENSON CO	025
DINWIDDIE CO	026
EMPORIA	135
ESSEX CO	028
FAIRFAX CITY	132
FAIRFAX CO	029
FALLS CHURCH	108
FAUQUIER CO	030
FLOYD CO	031
FLUVANNA CO	032
FRANKLIN CITY	133
FRANKLIN COUNTY	033

CITY/COUNTY	CODE
FREDERICK CO	034
FREDERICKSBURG	109
GALAX	110
GILES CO	035
GLOUCESTER CO	036
GOOCHLAND CO	037
GRAYSON CO	038
GREENE CO	039
GREENSVILLE CO	040
HALIFAX CO	041
HAMPTON	111
HANOVER CO	042
HARRISONBURG	112
HENRICO CO	043
HENRY CO	044
HIGHLAND CO	045
HOPEWELL	113
ISLE OF WIGHT CO	046
JAMES CITY CO	047
KING AND QUEEN CO	049
KING GEORGE CO	048
KING WILLIAM CO	050
LANCASTER CO	051
LEE CO	052
LEXINGTON	136
LOUDOUN CO	053
LOUISA CO	054
LUNENBURG CO	055
LYNCHBURG	114
MADISON CO	056
MANASSAS	138
MANASSAS PARK	139
MARTINSVILLE	115
MATHEWS CO	057
MECKLENBURG CO	058
MIDDLESEX CO	059
MONTGOMERY CO	060
NELSON CO	062
NEW KENT CO	063
NEWPORT NEWS	116
NORFOLK	117
NORTHAMPTON CO	065
NORTHUMBERLAND CO	066
NORTON	130
NOTTOWAY CO	067

CITY/COUNTY	CODE
ORANGE CO	068
PAGE CO	069
PATRICK CO	070
PETERSBURG	118
PITTSYLVANIA CO	071
POQUOSON	143
PORTSMOUTH	119
POWHATAN CO	072
PRINCE EDWARD CO	073
PRINCE GEORGE CO	074
PRINCE WILLIAM CO	076
PULASKI CO	077
RADFORD	131
RAPPAHANNOCK CO	078
RICHMOND CITY	120
RICHMOND CO	079
ROANOKE CITY	121
ROANOKE CO	080
ROCKBRIDGE CO	081
ROCKINGHAM CO	082
RUSSELL CO	083
SALEM	137
SCOTT CO	084
SHENANDOAH CO	085
SMYTH CO	086
SOUTHAMPTON CO	087
SPOTSYLVANIA CO	088
STAFFORD CO	089
STAUNTON	123
SUFFOLK	124
SURRY CO	090
SUSSEX CO	091
TAZEWELL CO	092
VIRGINIA BEACH	125
WARREN CO	093
WASHINGTON CO	095
WAYNESBORO	127
WESTMORELAND CO	096
WILLIAMSBURG	128
WINCHESTER	129
WISE CO	097
WYTHE CO	098
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. <i>(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".)</i>
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 <i>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).</i>
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 the direct subjects of an investigatory detention.

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

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/>

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
- PLEASE DO NOT USE COMMAS.

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 field/data element is required for file layout.

Please use the UST table for Specific Violation & Virginia Crime Codes: [Uniform Statute Table](#)

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.

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 (no Driver or Passenger), 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

Monthly File Submission

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 the 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 month, ensure the file is compliant with all file submission requirements listed on the next page. Then, email the monthly file to communitypolicingdata@vsp.virginia.gov.

File Submission Requirements

- Data must be saved as a .csv (comma delimited) file format.
 - 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 partial submission is necessary, please do not send stops already submitted. Send only the additional information in the next monthly file.
- **All data elements** must be included or the file will be rejected. (See current version of the Excel Sheet for proper layout).
- **Submission file must be sorted sequentially by Record ID.**
- 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.

ROW 1 Header	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 2 Data Starts	100	070123	VAVSP0000	NB 95 MM 126	088	T	D	W	H	25	M	Y	W	46.2-869	REC662119	N	N	N	N	R
	101	070223	VAVSP0000	NB 95 MM 118	088	T	D	B	N	54	F	Y	S	46.2-878	MOV648119	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 reporting period, please send an email to communitypolicingdata@vsp.virginia.gov that states ‘No Stop Data’ with the month and year indicated.

Community Policing Data Process

Local Agency: Stop Made

Local Agency: All Stops indicated in file sent to VSP

VSP: Aggregates statewide stop data

VSP: Sends file to DCJS and uploaded to Open Data Portal

DCJS: Creates report for Governor, Attorney General, and General Assembly

For questions regarding this data collection, please contact VSP CJIS Data Analysis & Reporting Team (DART) at 804-674-2143 or 804-674-4654