

VIRGINIA STATE POLICE



COMMUNITY POLICING ACT DATA COLLECTION

INSTRUCTIONS AND TECHNICAL SPECIFICATIONS

Version 6

Effective January 1, 2026

BACKGROUND	5
REPORTING REQUIREMENTS	5
INVESTIGATORY DETENTION	6
DATA ELEMENTS.....	8
Record ID	8
Stop Date	9
ORI	9
Location	10
Jurisdiction Code	10
Initial Reason for Stop	12
LPR Notification	13
Person Type	14
Race	14
Ethnicity.....	15
Age.....	16
Gender.....	16
English-Speaking.....	16
Action Taken.....	17
Specific Violation	18
Virginia Crime Code	19
Person Searched	19
Vehicle Searched	20
Force Used by Officer	20
Force Used by Subject	20
Residency.....	21
SUBMISSION SPECIFICATIONS	22
Procedural Requirements.....	22
File Structure Specifications	23
REPOSITORY – FILE FAILURE, ERRORS & WARNINGS	24
File Failure	24
Validation Errors.....	25
Validation Warnings	26

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	

Version 6	Update to § 52-30.2 (effective January 1, 2026)	January 1, 2026
	Addition of data value "L" (LPR) for 'Initial Reason for Stop'	
	Addition of conditional data element 'LPR Notification'	
	Clarification of Record ID	
	Clarification of Action Taken	
	Clarification of Specific Violation	
	Reformat File Submission section into Submission Specifications section	
	Addition of Virginia Crime Insight Repository Validation Errors & Warnings	
	Correction of LPR Notification column header page 23	

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 by 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) whether a notification from an automatic license plate recognition system, as defined in § [2.2-5517](#), was received for the motor vehicle prior to such stop, and if so, the specific reason for the notification as set forth in subsection D of § [2.2-5517](#); (iv) the location of the stop; (v) whether a warning, written citation, or summons was issued or whether any person was arrested; (vi) if a warning, written citation, or summons was issued or an arrest was made, the warning provided, violation charged, or crime charged; (vii) whether the vehicle or any person was searched; and (viii) 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:

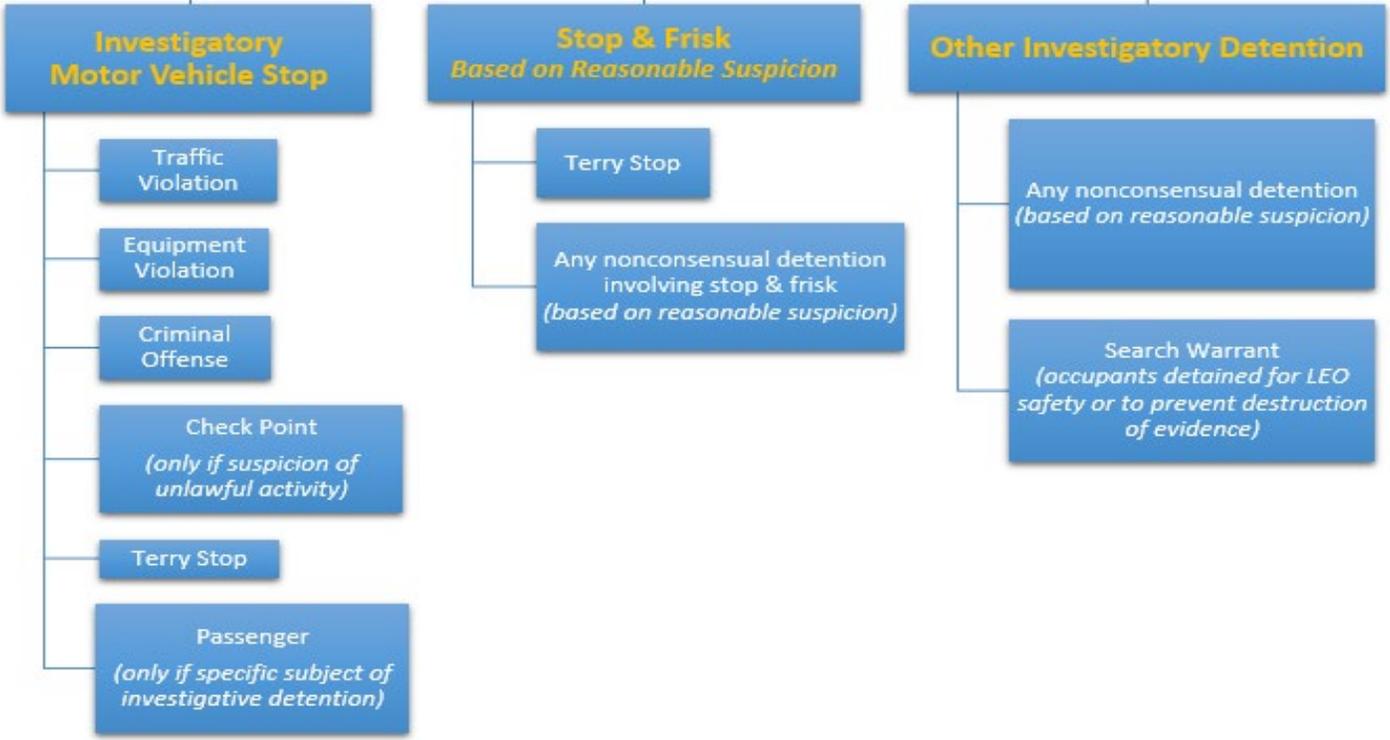
- all investigatory motor vehicle stops
- all stop-and-frisks of a person based on reasonable suspicion
- all other investigatory or temporary detentions of a person during any investigative stop

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 purpose 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



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

- 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.

Column Header: Record ID (also accepted: Record_ID, RecordID)

Format: Up to 32-Character Alphanumeric (ex. 1234)

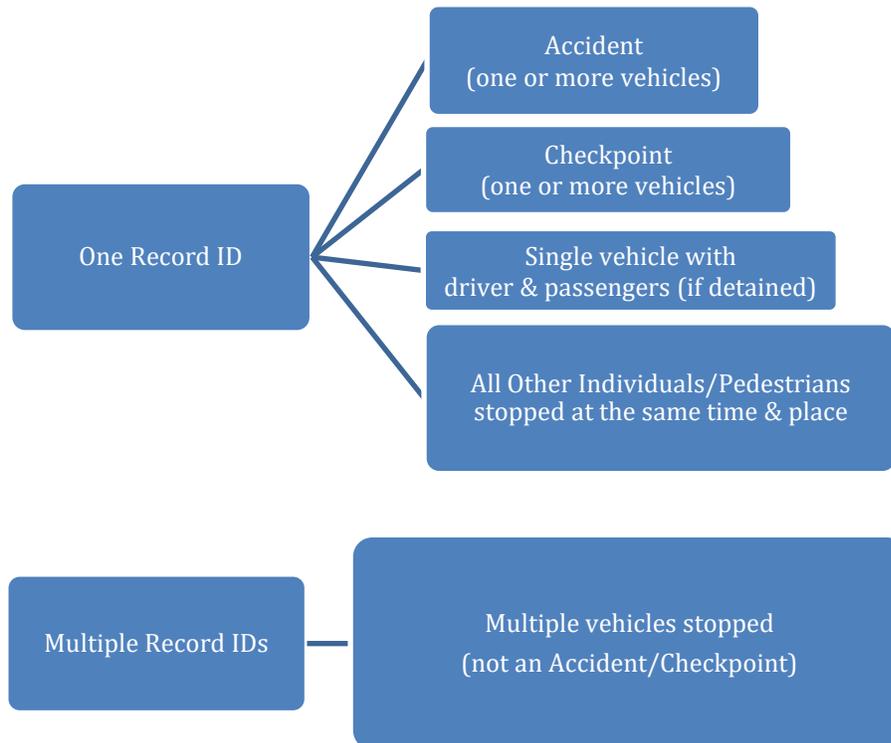
Must contain a valid character combination of the following:

- 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

- With respect to traffic stops, a stop event is defined as all individuals that are detained **within the same vehicle**. Therefore, if **multiple vehicles** are stopped at the same time, each vehicle's driver/occupants (if detained) **must have different Record IDs** (ex: two vehicles' drivers detained for drag racing).
- Exceptions:
 - 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.
 - If an accident involves multiple vehicles, all detainees may have the same Record ID if the Reason for Stop is "A" (Accident).



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

Q: How is Community Policing data reported when multiple agencies are involved in a stop event?

A: In instances where multiple agencies are involved in a stop, only the primary agency conducting the investigation, or the agency that initiated the stop, should report Community Policing data for any detainees. In that way, stops are not duplicated and are only counted once.

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
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 which the stop was initiated. The Initial Reason for Stop must be the same for all individuals detained in the stop. Conclusions of the stop will be gathered in a separate data element and will be unique to each individual detained. Only data values below are 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>
L	LPR Query/Hit	if the stop was initiated based on a License Plate Reader (LPR) query/hit
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 instance, 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, collecting 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.

LPR Notification

Indicate the specific reason that an LPR notification was received. Up to 3 data values may be entered.

Valid Data Values	Description
M	Missing Person*
E	Endangered Person*
H	Human Trafficking*
W	Outstanding Warrant/Wanted Person
V	Stolen Vehicle
L	Stolen License Plate
O	Other Criminal Investigation**

*Involving active investigation/notification (*reference § 2.2-5517(D)*)

**Based on reasonable suspicion crime occurred (*reference § 2.2-5517(D)*)

Column Header: LPR Notification (also accepted: LPR_Notification)

Format: Up to 3-Character Alphabetic

Occurrence: Once

Mandatory: Conditional

This data element is Mandatory when Data Element 'Initial Reason for Stop' contains data value L ('LPR Query/Hit'). If Reason for Stop is not L, leave blank.

Person Type

Indicate whether the person subject to investigatory detention is a Driver, Passenger, or Other Individual. Data should only be collected on persons that are the direct subjects of investigatory detention.

Valid Data Values	Description
D	Driver
P	Passenger
O	Other Individual (ex: pedestrian) (Note: "F" is no longer accepted as of 7/1/24)

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 the direct subject of 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 investigatory detention, including pedestrians, are required as of July 1, 2021. Each person subject to 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 for 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 at the completion of the stop, or as a result of the stop.

Please note that the most serious Action Taken can be completely different from the Initial Reason for Stop.

- Example: An individual is stopped for speeding but is ultimately arrested for DUI. Even though the Initial Reason for Stop is "T" Traffic Violation, the Action Taken is "A" Arrest.

Only data values below are accepted.

Column Header: Action Taken (also accepted: Action_Taken, ActionTaken)

Format: 1-Character Alphanumeric

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** for which the individual was warned, cited, or arrested at the completion of the stop, or as a result of the stop.

- Only Virginia statutes are accepted. Local ordinances, charge descriptions, etc., will not be accepted (see formatting requirements below).
- Only ONE statute will be accepted per person in each stop even if there are multiple violations.
- Select the most serious statute based on severity type (infraction, misdemeanor or felony) and degree.
- ***Please note that the most serious statute (Specific Violation) can be completely different from the reason the individual was originally stopped (Initial Reason for Stop).***
 - ***Example:*** An individual is stopped for speeding but is ultimately arrested for DUI. Even though the Initial Reason for Stop is "T" Traffic Violation, the Action Taken is "A" Arrest and Specific Violation is 18.2-266.
- During a stop, if it is determined that an individual has an outstanding warrant and is arrested, Action Taken must be "A" Arrest and the Specific Violation must be the most serious charge for which they were arrested.
- If Action Taken is N for 'No Enforcement Action', please leave the Specific Violation field blank. However, Specific Violation is required for all other Action Taken values.
- **Formatting Requirements:** Statutes must match formatting in Columns A (BO_SPEC_CODE_CITE) or B (BO_GEN_CODE_CITE) only in the Supreme Court of Virginia Uniform Statute Table (UST) located here: https://www.vacourts.gov/courtadmin/aoc/djs/resources/ust/ust_table.pdf
 - DMV statute code formats in Column AT (DMV_CODE_CITE) will not be accepted (ex: B46.2-863).
 - Local ordinance codes will not be accepted; they must be translated into state codes in the UST prior to submission.

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

Indicate the corresponding Virginia Crime Code (VCC).

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](#)

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.

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 Alphanumeric

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 at 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 Alphanumeric
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

SUBMISSION SPECIFICATIONS

Procedural Requirements

File Submission Deadlines

Collected data elements or zero reports must be submitted **monthly** on or before the 15th of the following month. (Ex: Stop data from July 1 to July 31 is due by August 15). Agencies must submit all stops in one monthly file, not individual files for individual officers.

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

Reporting “No Stops” (Zero Report)

If your agency did not have a qualifying stop during the monthly reporting period, please log into the Virginia Crime Insight Repository at <https://va.beyond2020.com/>, and submit a Zero Report on or before the 15th of the following month.

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.

Submitting Stops from Previous Months

If you have already submitted your monthly file, and stops from that month came in late, submit the additional stops in your next monthly file.

File Structure Specifications

File Creation

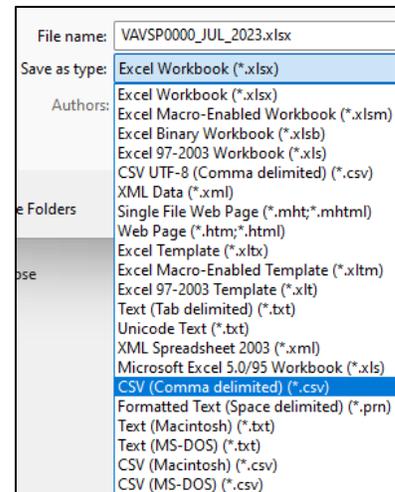
There are two methods to create a CP stop file:

1. Data extraction from CAD/RMS in **csv format** OR
2. Update of Excel spreadsheet provided by the Virginia Department of State Police - **Saved as csv prior to submitting**

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 can throw off data in 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 Structure Requirements

- **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 uploading to the Repository.
- 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	LPR Notification	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
100	010126	VAVSP0000	NB95 MM126	088	T		D	W	H	25	M	Y	W	46.2-869	REC6621I9	N	N	N	N	R
101	010226	VAVSP0000	NB95 MM118	088	T		D	B	N	54	F	Y	S	46.2-878	MOV6481I9	N	N	N	N	V
102	010326	VAVSP0000	NB95 MM130	088	L	V	D	A	N	72	O	Y	A	18.2-95(ii)	LAR2404F9	Y	Y	N	N	O

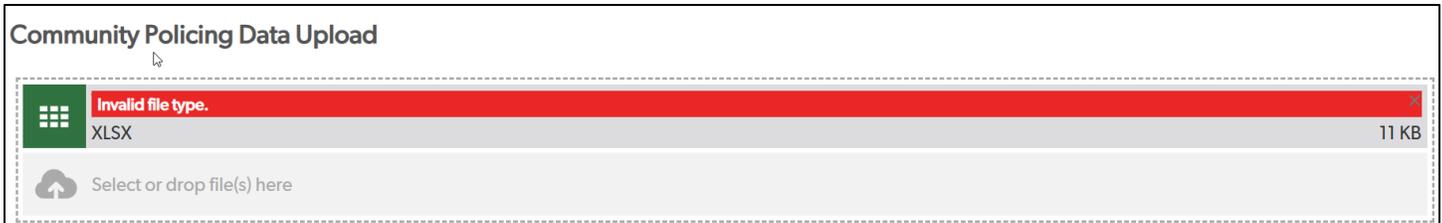
REPOSITORY – FILE FAILURE, ERRORS & WARNINGS

File Failure

There are several reasons why a file may fail to upload to the Virginia Crime Insight Repository.

Invalid File Type

Files must be saved as a .csv (comma delimited) file type. If any other file type is uploaded, the system will generate a message like the one below.



Structural Issues

Agency	Uploaded By	Upload Date ↓	File Name	Status
Unknown	AKepus	2023-10-12 12:49	VA1190200_AUG_2023.csv	Failed

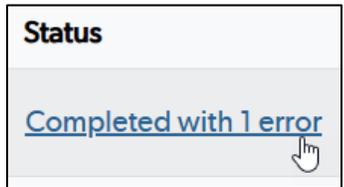
Files may fail to upload for structural reasons. When a file is submitted and the Status is “Failed”, click on the word “Failed” to view the reason.

One or more of the errors listed below will indicate the specific reason for the structural failure.

Data Element/Source	Code	Reason for Failed File
File Format	SE0001	Column headers do not match technical specifications Column/field missing
Record ID	SE0003	File not sorted sequentially by Record ID
	SE0005	Duplicate Record ID detected. Cannot overwrite previous stop with one on a different date.
	SE0009	Missing/Invalid Format
Stop Date	SE0007	Missing/Invalid Date Format
Agency ORI	SE0006	Missing/Invalid ORI
	SE0033	ORI not configured to submit Community Policing data.
	SE0034	ORI does not match user access
Multiple Data Elements	SE0002	All persons within a stop must have the same ORI, Record ID, Stop Date, Jurisdiction Code and Initial Reason for Stop.

Validation Errors

When a file is uploaded, an Error may be generated that is associated with a specific stop. When a stop has an Error, the stop will not be accepted by the system until the error is corrected, and the corrected file is re-uploaded. Click on the blue status to view the errors and their associated stops.

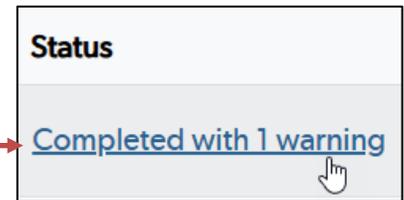


The below listed errors prevent a stop from being accepted by the system.

Data Element/Source	Code	Reason for Error
Action Taken	SE0020	Missing or Invalid Value
Age	SE0017	Missing or Invalid Value
English Speaking	SE0019	Missing or Invalid Value
Ethnicity	SE0016	Missing or Invalid Value
Force Used by Officer	SE0023	Missing or Invalid Value
Force Used by Subject	SE0024	Missing or Invalid Value
Gender	SE0018	Missing or Invalid Value
Initial Reason for Stop	SE0013	Missing or Invalid Value
Jurisdiction Code	SE0012	Missing or Invalid Value
Location	SE0011	Cannot be greater than 45 characters.
Person Searched	SE0021	Missing or Invalid Value
Person Type	SE0014	Missing or Invalid Value
Race	SE0015	Missing or Invalid Value
Record ID	SE0004	Same Record ID for multiple drivers (Person Type) & Initial Reason for Stop is not Accident (A) or Checkpoint (P)
Residency	SE0025	Missing or Invalid Value
Specific Violation	SE0028	Missing & Action Taken is Warning (W), Citation/Summons (S) or Arrest (A).
Stop Date	SE0008 SE0010	Stop Date must be on or after July 1, 2020. Stop Date must be prior to the current date.
Vehicle Searched	SE0022 SE0027	Invalid Value Missing & Person Type is Driver (D) or Passenger (P)
Virginia Crime Code	SE0026	Invalid Format
Zero Report	SE0029 SE0030 SE0032	Zero Report must be on or after July 1, 2020. Cannot be submitted when stops already exist for month/year. Cannot be submitted for current or future month.

Validation Warnings

When a file is uploaded, a Warning may be generated that is associated with a specific stop. When a stop has a Warning, the stop is accepted by the system; however, the stop may have a quality control issue that needs to be researched and possibly corrected. Any required edits must be made in the original file, and then the corrected file should be uploaded. Click on the blue status to view Warnings and their associated stops.



Stops with the below Warnings must be researched to determine if corrections are needed.

Data Element/Source	Code	Reason for Warning
Age	SW0007	Driver is less than or equal to 12
	SW0008	Passenger or Other Individual is less than or equal to 10
Location	SW0011	Missing
Person Type	SW0002	Stop includes passenger but no driver
	SW0003	Stop includes a driver with a pedestrian.
Same Person Entered Multiple Times?	SW0004	Multiple entries with same Record ID, demographics and Residency. Same date, location, and person demographics with different Specific Violations.
	SW0005	
Specific Violation	SW0006	Invalid value (not in Uniform Statute Table (UST) or not formatted correctly)
	SW0009	Received statute even though no enforcement action was taken.
Vehicle Searched	SW0010	Should not be Yes when Person Type is Other Individual.
Virginia Crime Code	SW0012	Invalid length. Must be 9 characters without hyphens if provided.

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