

Contact Card Recommendations



CATEGORY	RECOMMENDATION	DESCRIPTION
Review CPD Policy	Reconcile policy for usage	12.554 changed in 2024, optional for citation, but in 15.101 (2019) it is required. As 12.554 states they are only required in some circumstances, any revision of the procedure manual should be to require contact cards even if the stop results in an arrest, citation, or does not rise to the level of a Terry encounter.
Require Key Fields	Reduce the number of Required sections	1) Things like complexion, build, place of birth, marital status, military veteran, email, url are maybe not the most useful. 2) Driver's license details are not included many times as well, so I don't know if those are necessary. 3) Technology improvements that would autofill the fields would change those fields being included.
	Requiring the completion of key fields	Mark fields of high importance that can be changed to required. This needs to be balanced with the above recommendation
	Incorporate autofill technology across different forms	Whether it be the 534, field interview, 527, etc. Implementing this technology would save officers' time and potentially reduce the number of fields that are not completed. Auto-connect multiple forms, autofill fields already exists.
	Age updates	Although age/birthdate is included, also include a box to signify if that person is a juvenile.

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Replace Outdated Fields with New Options	Update officer information	1) Include all officers present at the incident. 2) Identify the officer filling out the form if not the primary officer. 3) Clarify what is meant by "reporting officer" if that means something other than the person filling out the form.
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	Update unit/beat assignments	1) Add unit/beat assignment information. 2) Add whether the officer is part of a specialty unit.
	Identify which officer directed the officer-initiated contact.	1) Identify which officer directed the officer-initiated contact. 2) Not infrequently it is not the officer filling out the contact card, but instead it is an officer who witnessed something. For example, an undercover officer or an officer watching a city cam sees something and directs another officer to initiate a pedestrian/traffic stop.
	Operational circumstances that led to contact	1) Was there a concerted law enforcement effort in a specific area at a specific time? 2) Whether the officer used discretion in initiating the contact.

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Bias Free Policing (Refresh Master Plan)	Internal Review Process	1) Create procedures that outline the internal CPD process for review—how often it is done, who does it, what specific benchmarks are being assessed. 2) If concerning patterns are identified, create procedures for addressing those patterns. Procedures should be created to address more systemic issues across the department or district, as well as procedures to address issues with individual officers. 3) That review process should look at general citywide data, compare districts to one another, compare officers to their peers, and compare officers to themselves over time.
	Data Transparency	Make the data available for review, whether within the city or with the public generally.
	Bias Free Policing	Link contact card information and arrest data with civilian complaint data to develop additional metrics of officer compliance with policy, law and procedure.
		Link contact card data to arrest data to improve measures of efficiency and quality of contacts.
		Coordinates / Geographic components