TO: Deputy Chiefs of Patrol: All
    District Commanders: All

FROM: Fred L. Waller
      Chief
      Bureau of Patrol

SUBJECT: Investigative Stop Report (ISR) Preparation Reminder
Reference; Administrative Rejection and Deficiency Rejection
Definitions.

All supervisory members of the Bureau of Patrol are reminded of the
definitions of supervisory rejections for Administrative Rejection and Deficiency
Rejection. The definitions are as follows:

Administrative Rejection: Are rejections of Investigative Stop Report's
(ISR's) based on deficiencies, such as typographic errors, incomplete fields, etc., and
the corrective action taken in the comments section with the Investigatory stop
Database. Instruct the preparing sworn member to address the error and resubmit the
Investigatory Stop Report by the conclusion of the sworn member's tour of duty.

Deficiency Rejection: Are rejections of Investigative Stop Report's
(ISR's) rejected by the source Unit supervisor for an error:

1. The omission of some factors of the totality of the circumstance which
   support "reasonable articulable suspicion" for the investigatory stop, the
   pat down, other type of search
2. Improper justification for an Investigatory Stop, Protective Pat Down,
   other type of search
3. The submitted hard copy does not match the submitted electronic
   version.
4. The Investigatory Stop Report was submitted in error - the officer's
   actions did not require the submission of an Investigatory Stop Report.

If a Unit supervisor rejects an Investigatory Stop Report for either of the
above listed reason, they will return the ISR to the creator for correction, resubmission
and approval.

Fred L. Waller
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