

Data Dictionary & Controlled Vocabulary



ABOUT THIS DOCUMENT	
<p>This Data Dictionary + Controlled Vocabulary was created for Berkeley Copwatch's People's Database for Police Accountability, in collaboration with WITNESS. It is a work in progress and will change over time.</p> <p>This version of the document was created to share as a reference and model for other groups working on human rights database projects. If you have questions or would like to learn more about this project, visit https://wit.to/BerkeleyCopwatchDatabase or get in touch with berkeleycopwatch@yahoo.com.</p>	<p>Public Version 1.0</p> <p>Last update May 12, 2020</p>

Table of Contents

What is this document?.....	5
How to use this document?	6
DATA DICTIONARY	6
<i>Action Taken - Berkeley Copwatch Follow Up</i>	6
<i>Action Taken By - Berkeley Copwatch Follow Up</i>	6
<i>Affiliation - Participants Identified at Incident</i>	7
<i>Agency at Incident (multiple ID fields)</i>	7
<i>Agency Name - Agencies</i>	8
Definition: Agency	9
<i>Badge Number - Officer Badges</i>	10
<i>Call Type - Incidents</i>	11
Definition: Call Type	12

<i>Case about Incident (multiple ID fields)</i>	12
<i>Case Name - Cases</i>	13
<i>Case Number - Cases</i>	13
<i>Confidentiality / Restrictions - Multimedia</i>	14
Definition: Confidentiality/Restrictions - Multimedia	14
<i>Confidentiality/Restrictions relating to incident - Participants Identified at Incident</i>	15
Definition: Confidentiality/Restrictions - Participants Identified at Incident	16
<i>Contact Info (Street) - Participants</i>	16
<i>Contact Info (City) - Participants</i>	17
<i>Contact Info (State) - Participants</i>	17
<i>Contact Info (Zip) - Participants</i>	18
<i>Contact Info (Phone 1) - Participants</i>	18
<i>Contact Info (Phone 2) - Participants</i>	19
<i>Contact Info (Email) - Participants</i>	19
<i>Court - Cases</i>	20
<i>Court Doc URL - Cases</i>	20
<i>Date - Berkeley Copwatch Follow Up</i>	21
<i>Date - Other Documents</i>	22
<i>Date - Incidents</i>	22
<i>Date Recorded - Multimedia</i>	23
<i>Day - Incident</i>	23
<i>DB id - Cases</i>	24
<i>DB id - Document</i>	24
<i>DB id - Multimedia (File)</i>	25
<i>DB id - Multimedia (Folder)</i>	25
<i>DB id - Incident</i>	26
<i>DB id - Officers</i>	26
<i>DB id - Participants</i>	27
<i>Defendant - Cases</i>	28
<i>Department - Officers (multiple ID fields)</i>	28
<i>Department Name - Departments</i>	29
Definitions: Department Name	29
<i>Optional Description - Multimedia File Information</i>	30

<i>Description of Folder Contents - Multimedia</i>	31
<i>Description (narrative) - Incident</i>	32
<i>Description Type - Incidents</i>	33
Definition: Description Type	33
<i>Document about Incident (multiple ID fields)</i>	34
<i>Document (Local Copy) - Documents</i>	35
<i>Document Type - Documents</i>	35
<i>End Date - Officer Badges</i>	36
<i>End Date - Officer Department</i>	36
<i>End Date - Officer History</i>	37
<i>Event Detail - Officer History</i>	37
<i>Event Type - Officer History</i>	38
<i>File Metadata - Documents</i>	38
<i>File Path - Multimedia</i>	39
<i>Filename - Multimedia File-Level Information</i>	40
<i>First Name - Officers</i>	40
<i>First Name - Participants</i>	41
<i>From Incident Report? - Incidents</i>	41
<i>Full Text - Documents</i>	42
<i>Gender (Terms)</i>	44
Definition: Gender (Perceived or Known)	45
<i>Gender of Officers (multiple ID fields)</i>	45
<i>Gender of Participants (multiple ID fields)</i>	46
<i>Has Multimedia? - Incident</i>	47
<i>Injuries from Incident - Participants at Incident</i>	48
<i>Last Known / Current - Officer Badge</i>	48
<i>Last Name - Officers</i>	49
<i>Last Name - Participants</i>	50
<i>Link / URL - Cases</i>	50
<i>Link / URL - Documents</i>	51
<i>Link / URL - Officer History</i>	51
<i>Location - Incident</i>	52
<i>Media Creator - Multimedia</i>	52

<i>Media Source - Multimedia</i>	53
<i>Media Type - Multimedia</i>	53
Definitions: Media Type	54
<i>Middle Initial - Officers</i>	54
<i>Month - Incident</i>	55
<i>Multimedia of Incident (multiple ID fields)</i>	55
<i>Neighborhood - Incident</i>	56
Definitions: Neighborhoods	57
<i>Notes - Berkeley Copwatch Follow Up</i>	58
<i>Officer at Incident (multiple ID fields)</i>	58
<i>Officer Current and Past Department(s) - Officers Identified at Incident</i>	59
<i>Old CW Document ID - Incident</i>	59
<i>OpenOversight Link - Officers</i>	60
<i>Original Media Format - Multimedia</i>	60
Definition: Original Media Format	61
<i>Original Media ID - Multimedia</i>	61
<i>Participant at Incident (multiple ID fields)</i>	62
<i>Photo - Officers</i>	63
<i>Physical Description - Officers</i>	63
<i>Plaintiff - Cases</i>	64
<i>Publisher - Documents</i>	64
<i>Race or Ethnicity (Terms)</i>	65
Definition: Perceived Race/Ethnicity	66
<i>Race or Ethnicity - Officers (multiple ID fields)</i>	67
<i>Race or Ethnicity - Participants (multiple ID fields)</i>	68
<i>Rank of Officer - Officer Badge</i>	69
Definition: Rank of Officer	70
<i>Related Incident</i>	70
<i>Result of Stop (Terms)</i>	71
Definition: Result of Stop	71
<i>Result of Stop - Incident (multiple ID fields)</i>	74
<i>Role in Incident - Participant at Incident</i>	74
Definition: Participant Role in Incident	75
<i>Role in Incident - Officer at Incident</i>	76
Definition: Officer Role at Incident	76

<i>Source Contact Info - Multimedia</i>	77
<i>Start Date - Officer Badge</i>	78
<i>Start Date - Officer Department</i>	78
<i>Start Date - Officer History</i>	79
<i>Tag (Terms)</i>	79
Definitions: Tags	80
<i>Tags - Incident (multiple ID fields)</i>	87
<i>This account written by - Incident Description</i>	88
<i>Time (hh:mm AM/PM) - Incident</i>	88
<i>Title - Document</i>	89
<i>Type of Stop - Incident</i>	89
Definition: Type of Stop	90
<i>Unit of Officer during Incident</i>	92
Definition: Unit	93
<i>Use of Force (Terms)</i>	95
Definition: Use of Force	95
<i>Uses of Force - Incident (multiple ID fields)</i>	97
<i>Year - Incident</i>	98
TEMPLATE FOR DATA DICTIONARY	98

What is this document?

DATA DICTIONARY	CONTROLLED VOCABULARY
A data dictionary is basically a rulebook for what data is included in your database, how it is structured, how it is entered, and how it is allowed to be accessed. Just like a regular dictionary, each database field has an entry in the data dictionary, with a clear definition and rules.	A controlled vocabulary is a set of words/terms whose meanings and uses are agreed-upon by your group so that you can catalog and find information efficiently and consistently.

How to use this document?

The **Data Dictionary** is essential for using and building the Berkeley Copwatch Database, especially because multiple people are involved. For example, catalogers or shift leaders should use this to make sure they enter information consistently for each record. The database designer or administrator can use the data dictionary to set-up tables and fields correctly in a database app (see [template entry](#) at bottom of the document for new terms).

The **Controlled Vocabulary** definitions are listed under the relevant dictionary entries and indicated in a **yellow highlight**. They will help ensure you are selecting the appropriate terms for the Berkeley Copwatch Database.

DATA DICTIONARY

Action Taken - Berkeley Copwatch Follow Up

Section	Berkeley Copwatch Follow Up
Element name	Action Taken
Element Definition	The action that was taken to follow up about an incident after intake.
Example Entry	Referred Victim to Osha Neumann
Element Requirement	Required if known
Data Type	Text
Element Rules	Free text entry
Element name [for admin use]	Action::action

Action Taken By - Berkeley Copwatch Follow Up

Section	Berkeley Copwatch Follow Up
Element name	Action Taken By

Element Definition	The name of the person who took the action to follow up about an incident after intake.
Example Entry	Stephanie Maurer
Element Requirement	Required if known
Data Type	Text
Element Rules	Free text entry
Element name [for admin use]	Action::actor

Affiliation - Participants Identified at Incident

Section	Participant
Element Name	Affiliation
Element Definition	The name of the organization, if any, that the participant is associated with. Only necessary when the person's affiliation is relevant to their inclusion in the database.
Example Entry	Berkeley Copwatch
Element Requirement	Optional
Data Type	Text
Element Rules	Enter the full name of the organization.
Element name [for admin use]	Participant::affiliation

Agency at Incident (multiple ID fields)

Section	IncidentAgency
Element name	Agencies at Incident IDs

Element Definition	Which law enforcement or government agencies were present on the scene of the incident? These fields are used by the database to associate an Agency to an Incident.
Example Entry	1 34 5
Element Requirement	Required, auto-populated
Data Type	Number.
Element Rules	User selects Agency Name from dropdown in an Incident layout. FileMaker automatically generates the IDs when user associates an Agency with an Incident.
Element name [for admin use]	incidentAgency::id incidentAgency::id_incident incidentAgency::id_agency

Agency Name - Agencies

Section	Agency
Element name	Agency Name
Element Definition	The name of a government agency responsible for law enforcement or other services that may be deployed at an incident.
Example Entry	BART Police, California Highway Patrol, Mobile Crisis (Berkeley)
Element Requirement	Required
Data Type	Text
Element Rules	The name as entered will appear in Agency Definitions , as listed below
Element name [for admin use]	agency::agencyName

Definition: Agency

TERM	DEFINITION
Alameda County EMS	http://ems.acgov.org/index.page
Alameda County Sheriff	https://www.alamedacountysheriff.org/
Albany Police	https://www.albanyca.org/departments/police-department
BART Police	https://www.bart.gov/about/police
Berkeley Police	https://www.cityofberkeley.info/police/
California Highway Patrol (CHP)	https://www.chp.ca.gov/home/
Caltrans	https://dot.ca.gov/programs/public-affairs
City Manager's Office Berkeley	https://www.cityofberkeley.info/manager/
Department of Homeland Security	https://www.dhs.gov/
Division of Mental Health (Berkeley)	https://www.cityofberkeley.info/mentalhealth/
Emeryville Police	https://www.ci.emeryville.ca.us/123/Police
Federal Agency	Federal police, FBI, ICE, or any other federal agency.

Mobile Crisis (Berkeley)	https://www.cityofberkeley.info/SubUnitHome.aspx?id=15670
Oakland Police	https://www.oaklandca.gov/departments/police
Police Review Commission (PRC)	https://www.cityofberkeley.info/DepartmentHome.aspx?id=10184
Public Works (Berkeley)	https://www.cityofberkeley.info/pw/
Richmond Police	https://www.ci.richmond.ca.us/82/Police-Department
San Francisco Police	https://www.sanfranciscopolice.org/
San Leandro Police	https://www.sanleandro.org/depts/pd/
San Mateo Police	https://www.cityofsanmateo.org/273/Police
San Rafael Police	https://www.srpd.org/
UC Berkeley Police	https://ucpd.berkeley.edu/home
UC Irvine Police	https://police.uci.edu/
UC San Francisco Police	https://police.ucsf.edu/

Badge Number - Officer Badges

Section	Officer Badge
---------	---------------

Element name	Badge Number
Element Definition	<p>An alphanumeric identifier given to a police officer by a police department that uniquely identifies the officer at a given point in time.</p> <p>Officers change badge numbers when they are promoted, so may have multiple badge numbers over time.</p> <p>Badge numbers are not unique across police departments, and are also re-used, so multiple officers may have the same badge number over time.</p> <p>Look for the badge number on their shirt pocket, jacket or helmet. Different departments have different rules about displaying badge number. PC 830.10</p>
Example Entry	301
Element Requirement	Required if known
Data Type	Text
Element Rules	Enter the number. Some badges may have a letter prefix, like S-10.
Element name for admin use	OfficerBadge:badgeNumber

Call Type - Incidents

Section	Incident
Element Name	Call Type
Element Definition	The method by which the police response was initiated, i.e. by dispatch or initiated by an officer. Leave blank if unknown.
Example Entry	.

Element Requirement	Required if known. Leave blank if unknown.
Data Type	Checkbox (Text)
Element Rules	Check one of either “Dispatch” or “Officer Initiated”. See Call Type Definition below
Element name for admin use	incident::callType

Definition: Call Type

TERM	DEFINITION
Dispatch	Dispatch is a police response that is initiated by a communication received and managed by the dispatch center/system.
Officer-Initiated	Police response was initiated by the officer(s); i.e. did not go out over the radio.

Case about Incident (multiple ID fields)

Section	IncidentCase
Element name	Incident Case IDs
Element Definition	A legal case that relates to an incident. These fields are used by the database to associate a Case with an Incident.
Example Entry	1 3 90
Element Requirement	Required, auto-populated
Data Type	Number
Element Rules	User selects Case from dropdown in an Incident layout, or an Incident from a dropdown in a Case layout. FileMaker automatically generates the IDs

	when user associates a Case with an Incident (or vice versa).
Element name [for admin use]	IncidentCase::id IncidentCase::id_Case IncidentCase::id_Incident

Case Name - Cases

Section	Cases
Element Name	Case Name
Element Definition	Name of the civil, criminal, or administrative suit or complaint.
Example Entry	Glik v. Cuniffe
Element Requirement	Required if known
Data Type	Text
Element Rules	Enter the legal name of the suit or complaint
Element name for admin use	Case:caseName

Case Number - Cases

Section	Cases
Element Name	Case Number
Element Definition	Number associated with the civil, criminal, or administrative suit or complaint.
Example Entry	655 F.3d 78 (1st Cir. 2011)
Element Requirement	Required if known
Data Type	Number

Element Rules	Enter the legal number associated with the suit or complaints
Element name for admin use	Case::caseNumber

Confidentiality / Restrictions - Multimedia

Section	Multimedia
Element Name	Confidentiality/Restrictions
Element Definition	<p>Permissions or restrictions relating to releasing or using the multimedia. ALWAYS REFER TO COPWATCH POLICY (not public)</p> <p>This field reflects the conversation that happened subject, filmer or other copwatchers to determine the need for confidentiality before sharing the footage. If the field is not filled out, presumption is that footage has not been reviewed for privacy/security purposes, no explicit consent has been given or these conversations have not been had.</p>
Example Entry	Do not release
Element Requirement	Required if known
Data Type	Text
Element Rules	Select from dropdown or checkbox list. See definitions below in Confidentiality/Restrictions - Multimedia
Element name [for admin use]	Multimedia::restriction

Definition: Confidentiality/Restrictions - Multimedia

TERM	DEFINITION
------	------------

Use Curator Discretion	<p>Do not automatically release footage or share it without consulting with BCW policies on "When to Share or Not to Share". Sometimes the need to "Use Curator Discretion" will not be immediately clear and should be revisited as the case develops.</p> <p>*For guidance on developing confidentiality/restrictions policies, download our Project Planning Workbook.</p>
OK to Make Footage Public	The information/media attached to the record is explicitly allowed to be used by members of the public for research, documentary, news, etc. Does not require permission for use.
Blur Faces / Obscure Identities	The subject has requested to have their identity concealed or Copwatch has decided to blur faces for privacy/security purposes.
Do Not Release	Do not release the media or information associated with this record. Reasons may include: the incident involves minors, a pending legal case, an explicit request for confidentiality, etc.

Confidentiality/Restrictions relating to incident - Participants Identified at Incident

Section	Participants Identified at Incident
Element Name	Confidentiality/Restrictions
Element Definition	Any restrictions on the use of information collected about the participant.
Example Entry	No, don't share contact info
Element Requirement	Optional
Data Type	Text
Element Rules	Select from dropdown menu. See definitions below.

Element name [for admin use]	Participant::restrictions
-------------------------------------	---------------------------

Definition: Confidentiality/Restrictions - Participants Identified at Incident

TERM	DEFINITION
No, don't share contact info	The Subject/Witness is not willing to be involved at this time, in further campaigns or media coverage. This tag does not necessarily apply across all incidents that involve the Subject.
Yes, can share my info with other impacted subjects	The Subject/Witness is willing to share information with others who have been affected by the same incident or by the same officer, or who have been subject to the same type of incident (e.g. 5150). This tag does not necessarily apply across all incidents.
Yes, can share my info with members of the press	The Subject/Witness is willing to share information with journalists or other members of the press. This tag does not necessarily apply across all incidents.
Ok to share contact with both	The Subject/Witness is willing to share information with other impacted subject(s) and members of the press. This tag does not necessarily apply across all incidents.
Contact participant before sharing any info	The Subject/Witness wants to be contacted by Copwatch before any of their information is shared in relation to this incident.
Do not contact	The Subject/Witness does not want to be contacted in relation to this incident.

Contact Info (Street) - Participants

Section	Participant
----------------	-------------

Element Name	Street
Element Definition	The street address where the participant may be contacted.
Example Entry	2022 Lake St., #7
Element Requirement	Optional
Data Type	Text
Element Rules	Free-text entry, usually the house number, street name, and apartment or floor number.
Element name [for admin use]	Participant::street

Contact Info (City) - Participants

Section	Participant
Element Name	City
Element Definition	The city or town (related to the street address, if one is given) in which the participant may be contacted.
Example Entry	Berkeley
Element Requirement	Optional
Data Type	Text
Element Rules	Enter the official name of the city or town.
Element name [for admin use]	Participant::city

Contact Info (State) - Participants

Section	Participant
----------------	-------------

Element Name	State
Element Definition	The state (related to the street address and city, if given) in which the participant may be contacted.
Example Entry	CA
Element Requirement	Optional
Data Type	Text
Element Rules	Use the two-letter short form for the state.
Element name [for admin use]	Participant::state

Contact Info (Zip) - Participants

Section	Participant
Element Name	Zip
Element Definition	The zipcode for the street address (if given) at which the participant may be contacted.
Example Entry	94701
Element Requirement	Optional
Data Type	Text
Element Rules	Enter the 5-digit or 5+4 digit zipcode.
Element name [for admin use]	Participant::zipcode

Contact Info (Phone 1) - Participants

Section	Participant
----------------	-------------

Element Name	Phone 1
Element Definition	The primary phone number where the participant may be reached.
Example Entry	510-642-6000
Element Requirement	Optional
Data Type	Text
Element Rules	Enter the area code and phone number.
Element name [for admin use]	Participant::phone1

Contact Info (Phone 2) - Participants

Section	Participant
Element Name	Phone 2
Element Definition	The secondary phone number where the participant may be reached.
Example Entry	510-642-6000
Element Requirement	Optional
Data Type	Text
Element Rules	Enter the area code and phone number.
Element name [for admin use]	Participant::phone2

Contact Info (Email) - Participants

Section	Participant
Element Name	Email

Element Definition	The email address where the participant can be reached.
Example Entry	emily.doe@berkeley.edu
Element Requirement	Optional
Data Type	Text
Element Rules	Enter a valid email address.
Element name [for admin use]	Participant::email

Court - Cases

Section	Cases
Element Name	Court
Element Definition	The court in which the case was filed.
Example Entry	U.S. Court of Appeals for the Ninth Circuit
Element Requirement	Optional
Data Type	Text
Element Rules	Enter the legal name for the court.
Element name for admin use	Case::court

Court Doc URL - Cases

Section	Case
Element Name	Court Document URL

Element Definition	The web address where you can find court documents.
Example Entry	https://justiceforkaylamoore.files.wordpress.com/2016/07/moore-filed-complaint.pdf
Element Requirement	Required if known
Data Type	Text
Element Rules	Enter the full web address where you can find court documents.
Element name for admin use	Case::courtDocURL

Date - Berkeley Copwatch Follow Up

Section	Berkeley Copwatch Follow Up
Element name	Date
Element Definition	<p>The date on which the follow-up action was taken.</p> <p>If follow-up action spans multiple dates, use the earliest chronological day and indicate the other days or date range in the narrative description.</p> <p>If a date is known but not 100% certain, use the date and indicate uncertainty in the narrative description.</p> <p>If date is unknown, leave blank.</p>
Example Entry	02/19/2017
Element Requirement	Required if known.
Data Type	Date

Element Rules	Select from calendar (click Calendar icon on right side of field). Date will appear in mm/dd/yyyy format.
Element name [for admin use]	Action::date

Date - Other Documents

Section	Other Documents
Element Name	Date
Element Definition	The date that the document was published.
Example Entry	4/20/2020
Element Requirement	Required if known
Data Type	Date
Element Rules	Select from calendar (click Calendar icon on right side of field). Date will appear in mm/dd/yyyy format.
Element name [for admin use]	Document::date

Date - Incidents

Section	Incident
Element Name	Date
Element Definition	<p>The date on which the incident occurred. If a precise date is not known, the entry may be just a year, or a year and a month</p> <p>If incident spans multiple dates, use the earliest chronological day.</p>
Example Entry	2019-02-19

Element Requirement	Auto-populated
Data Type	Calculation (compiled from Year, Month, and Day field entries)
Element Rules	Entries are formatted as YYYY, YYYY-MM, or YYYY-MM-DD
Element Name for admin use	Incident::date_yyyymmdd

Date Recorded - Multimedia

Section	Multimedia
Element Name	Date Recorded
Element Definition	The date in which the media was created/recorded on camera or recording device. This should be the same as the incident date.
Example Entry	09/30/2019
Element Requirement	Required if known
Data Type	Date
Element Rules	Choose from calendar. Date will appear in mm/dd/yyyy format.
Element Name for admin use	Multimedia::dateRecorded

Day - Incident

Section	Incident
Element Name	Day
Element Definition	<p>The day of the month in which the incident occurred.</p> <p>If day is unknown, leave blank.</p>

Example Entry	31
Element Requirement	Required if known
Data Type	Number
Element Rules	Enter the day as a two digit number between 1 and 31.
Element Name for admin use	Incident::day

DB id - Cases

Section	Cases
Element Name	DB id
Element Definition	Unique ID for the Case record used the Filemaker Database.
Example Entry	29
Element Requirement	Required, Auto-populated
Data Type	Number
Element Rules	Do not enter or alter. FileMaker automatically generates this ID (a simple sequential number) every time a user creates a new record.
Element name [for admin use]	Case::id

DB id - Document

Section	Document
Element Name	DB id
Element Definition	Unique ID for the Document record used in the Filemaker Database.

Example Entry	12
Element Requirement	Required, Auto-populated
Data Type	Number
Element Rules	Do not enter or alter. FileMaker automatically generates this ID (a simple sequential number) every time a user creates a new record.
Element name [for admin use]	Document::id

DB id - Multimedia (File)

Section	Multimedia File-Level Information
Element Name	DB id
Element Definition	Unique ID for the File record used in the Filemaker Database.
Example Entry	3458
Element Requirement	Required, Auto-populated
Data Type	Number
Element Rules	Do not enter or alter. FileMaker automatically generates this ID (a simple sequential number) every time a user creates a new record.
Element name [for admin use]	MultimediaFile::id

DB id - Multimedia (Folder)

Section	Multimedia
Element Name	DB id

Element Definition	Unique ID for the Multimedia record in the Filemaker Database.
Example Entry	3458
Element Requirement	Required, Auto-populated
Data Type	Number
Element Rules	Do not enter or alter. FileMaker automatically generates this ID (a simple sequential number) every time a user creates a new record.
Element name [for admin use]	Multimedia::id

DB id - Incident

Section	Incident
Element name	DB id
Element Definition	The unique identifier for this Incident record in this database.
Example Entry	123
Element Requirement	Required, Auto-populated
Data Type	Number
Element Rules	Do not enter or alter. FileMaker automatically generates this ID (a simple sequential number) every time a user creates a new record.
Element name for admin use	Incident::id

DB id - Officers

Section	Officers
----------------	----------

Element Name	DB id
Element Definition	The unique identifier for this Officer record in this database.
Example Entry	123
Element Requirement	Required, Auto-populated
Data Type	Number
Element Rules	Do not enter or alter. FileMaker automatically generates this ID (a simple sequential number) every time a user creates a new record.
Element name for admin use	Officer::id

DB id - Participants

Section	Participant
Element Name	DB id
Element Definition	Unique ID for the Participant record in the FileMaker Database.
Example Entry	690
Element Requirement	Required, Auto-populated
Data Type	Number
Element Rules	Do not enter or alter. FileMaker automatically generates this ID (a simple sequential number) every time a user creates a new record.
Element name for admin use	Participant::id

Defendant - Cases

Section	Cases
Element name	Defendant
Element Definition	The persons or entities that the case or complaint was filed against.
Example Entry	City of Berkeley
Element Requirement	Required if known
Data Type	Text
Element Rules	Enter as listed in the case filings
Element name [for admin use]	Case:defendants

Department - Officers (multiple ID fields)

Section	OfficerDepartment
Element Name	Officer Department IDs
Element Definition	The department that the officer is or was employed by. These fields are used by the database to associate a Department to an Officer.
Example Entry	3 9 38
Element Requirement	Required, auto-populated
Data Type	Number
Element Rules	User selects Department Name from dropdown in an Officer layout. FileMaker automatically generates these IDs when the user associates a Department with an Officer.

Element name [for admin use]	OfficerDepartment::id OfficerDepartment::id_department OfficerDepartment::id_officer
-------------------------------------	--

Department Name - Departments

Section	Department
Element Name	Department Name
Element Definition	The name of the official police force, usually named after the municipality or campus property that is has authority over.
Example Entry	UC Berkeley Police
Element Requirement	
Data Type	Text
Element Rules	Do not include the word "Department." Select from Department dropdown. See Department Name definitions below
Element name [for admin use]	Department::deptName

Definitions: Department Name

TERM	DEFINITION
Alameda County Sheriff	https://www.alamedacountysheriff.org/
Alameda County Transit	https://www.alamedacountysheriff.org/les_contracts.php
Albany Police	https://www.albanyca.org/departments/police-department
American Canyon Police	https://www.cityofamericancanyon.org/government/public-safety/police
BART Police	https://www.bart.gov/about/police

Berkeley Police	https://www.cityofberkeley.info/police/
California Highway Patrol	https://www.chp.ca.gov/home/
Emeryville Police	https://www.ci.emeryville.ca.us/123/Police
Oakland Police	https://www.oaklandca.gov/departments/police
Richmond Police	https://www.ci.richmond.ca.us/82/Police-Department
Richmond Unified School Police	
San Francisco Police	https://www.sanfranciscopolice.org/
San Leandro Police	https://www.sanleandro.org/depts/pd/
San Mateo Police	https://www.cityofsanmateo.org/273/Police
San Rafael Police	https://www.srpd.org/
UC Berkeley Police	https://ucpd.berkeley.edu/home
UC Irvine Police	https://police.uci.edu/
UC San Francisco Police	https://police.ucsf.edu/
Union City Police	https://www.unioncity.org/197/Police

Optional Description - Multimedia File Information

Section	Multimedia File
---------	-----------------

Element Name	Optional Description
Element Definition	<p>Information about the multimedia file, including its content, context, quality, restrictions, or other info. Keywords may be entered here.</p> <p>If there is information that is relevant to all of the files in the Multimedia object, consider using the Description of Folder Contents instead.</p>
Example Entry	Clear close-up shot of officer's face and badge number.
Element Requirement	Optional
Data Type	Text
Element Rules	Free text entry
Element name [for admin use]	MultimediaFile::description

Description of Folder Contents - Multimedia

Section	Multimedia
Element Name	Description of Folder Contents
Element Definition	<p>Information about the multimedia object (i.e. folder, which may contain multiple separate files). Description may include its content, context, quality, restrictions, or other info.</p> <p>To associate a description with a particular file, also consider using the File Information description field.</p>
Example Entry	All three files (MVI_0023, MVI_0024, MVI_0025) are documenting infringement on Right To Watch.
Element Requirement	Optional

Data Type	Text
Element Rules	Free text entry
Element name [for admin use]	Multimedia::description

Description (narrative) - Incident

Section	IncidentDescription
Element name	Description
Element Definition	A narrative recounting of the incident.
Example Entry	<p>On Feb 8, 2018 I was alerted to the fact that there was a raid of an encampment happening. I rode my bike to the scene at Berkeley City Hall. I observed that the area was taped off and that homeless people were being rousted from their tents. I saw numerous trucks and city workers hauling away property. I was immediately confronted by Lt Montgomery who informed me that I was not allowed to get close enough to observe the people who were taking the property of the interactions between the people and the police. This happened several times. I recorded as much as I could. I witnessed the arrest of Nanci Temple Armstrong. City Council member Cheryl Davila was also a witness. At this time I was a member of the PRC yet was still prevented from observing.</p>
Element Requirement	Required, if known
Data Type	Text
Element Rules	Free text entry. Include specific and factual information about the incident, e.g. where did it take place, who was there, what happened in chronological order. If relevant, describe what happened before and/or after the incident. Always state where or from whom information comes from

	(and how long after the incident it was documented). E.g. "I saw ...", "The eyewitness said that..."
Element name [for admin use]	IncidentDescription::description

Description Type - Incidents

Section	IncidentDescription
Element name	Description Type
Element Definition	The relationship between the narrator and the incident. Shows whether narration comes from direct experience, witness memory, or reviewing documentation.
Example Entry	Copwatcher eyewitness account (memory)
Element Requirement	Required if known
Data Type	Text
Element Rules	Use dropdown. See Description Type definitions below
Element name [for admin use]	IncidentDescription::descriptionType

Definition: Description Type

TERM	DEFINITION
Copwatcher eyewitness account (immediate)	A member of Copwatch directly observed incident while on shift or spontaneously and recorded the information within 48 hours of its occurrence.
Copwatcher eyewitness account (memory)	A member of Copwatch directly observed incident while on shift or spontaneously and

	recorded the information sometime later than 48 hours after its occurrence.
Other eyewitness account (immediate)	A non-copwatch related person was the subject of a police encounter or witnessed an encounter and reported within 48 hours of its occurrence.
Other eyewitness account (memory)	A non-copwatch related person was the subject of a police encounter or witnessed an encounter and reported more than 48 hours after its occurrence.
Non-eyewitness, based on documentation	The description of incident is based on documentation, such as video footage or news article. Created by or with someone who wasn't at the incident.
Non-eyewitness, additional background information	The description of incident is not substantiated by documented media sources. This is information received by Copwatch that has relevance to an incident.

Document about Incident (multiple ID fields)

Section	Incident Documents
Element name	Incident Document IDs
Element Definition	A document that is about or related to an incident. These fields are used by the database to associate a Document with an Incident.
Example Entry	6 8 479
Element Requirement	Required, auto-populated
Data Type	Number
Element Rules	User selects Multimedia from dropdown in an Incident layout, or an Incident from a dropdown in a Multimedia layout. FileMaker automatically generates the IDs when user associates a Multimedia object with an Incident (or vice versa).

Element name [for admin use]	IncidentDocument::id IncidentDocument::id_document IncidentDocument::id_incident
-------------------------------------	--

Document (Local Copy) - Documents

Section	Documents
Element Name	Document (Local Copy)
Element Definition	A copy of the document file (e.g. the PDF, JPEG) that will be stored in a Filemaker folder and is previewable and downloadable from the Filemaker interface. This document file should be un-editable, if possible (i.e., save as .pdf rather than .doc).
Example Entry	[A document file, such as a PDF or Word doc]
Element Requirement	Optional
Data Type	Container
Element Rules	Drop a copy of the document into the box on the layout.
Element name [for admin use]	Document::documentFile

Document Type - Documents

Section	Documents
Element Name	Document Type
Element Definition	The type or category of document.
Example Entry	Flyer
Element Requirement	Optional

Data Type	Text
Element Rules	Select from dropdown menu.

End Date - Officer Badges

Section	Officer Badge
Element Name	End Date
Element Definition	The date on which the officer ceased to be identified by that badge number, for example, if the officer left the force or received a promotion.
Example Entry	2019
Element Requirement	Required if known
Data Type	Date
Element Rules	Include as much of the date as you know. mm/dd/yyyy, mm/yyyy or yyyy
Element name [for admin use]	OfficerBadge::endDate

End Date - Officer Department

Section	Officer Department
Element Name	End Date
Element Definition	The date on which the officer ceased to be employed by the police department.
Example Entry	2019
Element Requirement	Required if known
Data Type	Date

Element Rules	Include as much of the date as you know. mm/dd/yyyy, mm/yyyy or yyyy
Element name [for admin use]	OfficerDepartment::endDate

End Date - Officer History

Section	Officer History
Element Name	End Date
Element Definition	The date on which the event in the officer history ended.
Example Entry	08/20/2018
Element Requirement	Required if known
Data Type	Date
Element Rules	Chose from calendar. Date will appear in mm/dd/yyyy format. If event occurred on a single day, enter the same End Date as Start Date.
Element name [for admin use]	OfficerHistory::endDate

Event Detail - Officer History

Section	Officer History
Element Name	Event Detail
Element Definition	Description of the event in the officer's history.
Example Entry	A letter of commendation was received.

Element Requirement	Required if known
Data Type	Text.
Element Rules	A 1-3 sentence summary of the event.
Element name [for admin use]	OfficerHistory::eventDetail

Event Type - Officer History

Section	Officer History
Element Name	Event Type
Element Definition	A classification of the event in the officer history.
Example Entry	Comment
Element Requirement	Optional
Data Type	Text
Element Rules	Choose from dropdown.
Element name [for admin use]	OfficerHistory::eventType

File Metadata - Documents

Section	Document
Element Name	File Metadata
Element Definition	Information about the document file obtained from the document's file attributes.
Example Entry	[General] Filename: Berkeley councilman to cop who pulled him over_ 'You know, we're voting on your contract right now' — Berkeleyside.pdf

	Storage Type: External (Open) MD5: 8718ACAA71D419A5EE37C565852903EE File Size: 402898 Internal Size: 195 External Size: 884615 External Files: 3
Element Requirement	Auto-populated
Data Type	Calculation (from file attributes)
Element Rules	Do not enter. Filemaker retrieves from document file itself.
Element name [for admin use]	Document::metadataAll

File Path - Multimedia

Section	Multimedia Folder
Element Name	File Path
Element Definition	The file path / hard drive location where the multimedia files are stored at Berkeley Copwatch.
Example Entry	/Volumes/BCW Media Drive (ca. 2018)/Incidents/2019.08.16/
Element Requirement	Required
Data Type	Calculation
Element Rules	<p>Use "Select File Path in Finder" button and navigate to folder on computer. Field will auto-populate.</p> <p>If filepath is to local computer (i.e. not an external drive), you need to manually delete "/Volumes" from the file path that is generated for the "Open Media Files" button to work.</p>

Element name [for admin use]	Multimedia::filePathCleaned
-------------------------------------	-----------------------------

Filename - Multimedia File-Level Information

Section	Multimedia File
Element Name	Filename
Element Definition	The filename of the multimedia file.
Example Entry	20180813_100919.mp4
Element Requirement	Optional
Data Type	Calculation
Element Rules	Use the “Generate File List” button. Field will auto-populate.
Element name [for admin use]	MultimediaFile::filename

First Name - Officers

Section	Officers
Element Name	First Name
Element Definition	The first name of the officer.
Example Entry	Sean
Element Requirement	Required if known
Data Type	Text
Element Rules	Free text entry. Enter first initial if that is all that is known. If you have an approximation of the name, enter to the best of your ability.

Element name for admin use	Officer::firstName
-----------------------------------	--------------------

First Name - Participants

Section	Participant
Element Name	First Name
Element Definition	The first name of the participant.
Example Entry	Andrea
Element Requirement	Required if known
Data Type	Text
Element Rules	Free text entry. Enter first initial if that is all that is known. If you have an approximation of the name, enter to the best of your ability.
Element name for admin use	Participant::firstName

From Incident Report? - Incidents

Section	Incident
Element name	From Incident Report?
Element Definition	Whether or not the information entered in this incident record in this database comes from a separate, written (paper or electronic) Incident Report elsewhere.
Example Entry	.
Element Requirement	Optional
Data Type	Number (checked = 1, unchecked = 0)

Element Rules	Check for “yes”, leave unchecked for “no.”
Element name for admin use	Incident::fromReport

Full Text - Documents

Section	Documents
Element Name	Full Text
Element Definition	The full text (in plain-text) of the document, for the purposes of enabling text-based search.
Example Entry	<p>Police: Man with knife threatened clerk before officer fired ‘baton round’</p> <p>Authorities say a man caught on video being shot by Berkeley police with a round from a “less-lethal” weapon had been threatening a convenience store clerk with a knife just before officers got to the scene.</p> <p>Police say this video screengrab shows a man brandishing a knife at a Berkeley shop clerk in March. Photo: BPD</p> <p>Authorities say a man caught on video being shot by Berkeley police with a round from a “less-lethal” weapon had been threatening a convenience store clerk with a knife just before officers got to the scene.</p> <p>This week, local activist group Berkeley Copwatch raised questions about the video, writing to city officials and asking for details about the incident, which took place March 14 at about 5 p.m.</p> <p>According to a statement from the Berkeley Police Department, officers responded that day to Sacramento Market, at 2974 Sacramento St., after a report came in about a man who “had caused a disturbance inside the store and then</p>

	<p>threatened the clerk with a knife when the clerk told the suspect he was calling police.”</p> <p>When officers arrived, according to BPD, they found the man across the street. BPD said the man threatened to fight police and would not listen to officer orders. Police told the man to lie on the ground. He dropped to his knees, said BPD, but refused to lie down.</p> <p>“At that point, the suspect was warned that officers would use less-lethal projectiles if he did not lay on the ground,” BPD said. Police use “less-lethal” or “non-lethal” weapons, which shoot baton rounds, rubber bullets and the like, as an alternative to firearms when someone considered armed or dangerous does not comply with orders.</p> <p>BPD said the man still had his knife, even though he was not holding it, and that officers believed he posed a danger to them should they attempt to arrest him.</p> <p>The knife confiscated during the arrest in March. Photo: BPD</p> <p>According to BPD, at one point, the man also said “he should stand up from his kneeling position so that officers would shoot him. Officers recognized this can be an indicator of a potential attempt to commit ‘suicide by cop’ and continued to safely engage with the suspect.”</p> <p>Police said officers issued several more warnings, but the man still refused to comply. An officer then fired one less-lethal foam baton round, striking the man’s leg. After that, the man immediately complied and police arrested him.</p>
Element Requirement	Optional
Data Type	Text
Element Rules	Copy the text from its source and paste into the field.

Element name for admin use	Document::fullText
-----------------------------------	--------------------

Gender (Terms)

Section	Gender
Element Name	Gender
Element Definition	<p>One's self-identity as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.</p> <p>We acknowledge the complexity of gender identification, and that we are, in many cases, basing our identification merely on perceptions. However, we feel that it is important to attempt to track these gender categories.</p> <p><i>See the concept of “Street Race-Gender”: A subjective approach to conceptualizing categories of identity with the concept of “street race-gender”. The set of “meanings ascribed to a conglomeration of markers of physical appearance, including but not limited to skin color, hair texture, facial features among other characteristics and interacting with gender.” (Lopez 2014)</i></p>
Example Entry	Female
Element Requirement	
Data Type	Text
Element Rules	Use agreed upon gender terms below from Gender (Perceived or Known)
Element name for admin use	Gender::gender

Definition: Gender (Perceived or Known)

TERM	DEFINITION (source)
Female	People who identify with a female or feminine gender, including both cisgender and transgender people.
Male	People who identify with a male or masculine gender, including both cisgender and transgender people.
Transgender	[Use two tags in this category.] People who identify wholly or in part with a gender other than that assigned to them at birth. Use this term only when Copwatcher has direct knowledge that this person is transgender and in addition to another gender tag.
GNC/Non-binary	People who identify with a gender identity or identities between or outside the male and female binary.
Other	People who identify as a gender that is not listed here.

Gender of Officers (multiple ID fields)

Section	OfficerGender
Element Name	Officer Gender IDs
Element Definition	<p>The presumed or observed gender(s) of the officer.</p> <p>We acknowledge the complexity of gender identification, and that we are, in many cases, basing our identification merely on perceptions. However, we feel that it is important to attempt to track these gender categories.</p> <p><i>See the concept of “Street Race-Gender”: A subjective approach to conceptualizing categories</i></p>

	<p><i>of identity with the concept of “street race-gender”. The set of “meanings ascribed to a conglomeration of markers of physical appearance, including but not limited to skin color, hair texture, facial features among other characteristics and interacting with gender.” (Lopez 2014)</i></p> <p>These fields are used by the database to associate an Officer with a Gender.</p>
Example Entry	10 4 55
Element Requirement	Required, auto-populated
Data Type	Number
Element Rules	User selects Gender Term from dropdown in an Officer layout. FileMaker automatically generates the IDs when user associates an Officer with a Gender.
Element name for admin use	OfficerGender::id OfficerGender::id_gender OfficerGender::id_officer

Gender of Participants (multiple ID fields)

Section	ParticipantGender
Element Name	Participant Gender IDs
Element Definition	<p>The presumed or observed gender(s) of the participant.</p> <p>We acknowledge the complexity of gender identification, and that we are, in many cases, basing our identification merely on perceptions. However, we feel that it is important to attempt to track these gender categories.</p>

	<p><i>See the concept of “Street Race-Gender”: A subjective approach to conceptualizing categories of identity with the concept of “street race-gender”. The set of “meanings ascribed to a conglomeration of markers of physical appearance, including but not limited to skin color, hair texture, facial features among other characteristics and interacting with gender.” (Lopez 2014)</i></p> <p>These fields are used by the database to associate a Participant with a Gender.</p>
Example Entry	Female
Element Requirement	Required, auto-populated
Data Type	Number
Element Rules	User selects Gender Term from dropdown in a Participant layout. FileMaker automatically generates the IDs when user associates a Participant with a Gender.
Element name for admin use	ParticipantGender::id ParticipantGender::id_gender ParticipantGender::id_participant

Has Multimedia? - Incident

Section	Incident
Element name	Has Multimedia?
Element Definition	<p>Whether or not BCW has multimedia (e.g. video, audio, photo) that documents this incident in whole or in part. For the purposes of easily seeing whether incident has media and searching for incidents with media.</p> <p>Note: If so, cataloger should also create a Multimedia record for the multimedia item and link it to this incident.</p>

Example Entry	.
Element Requirement	Optional
Data Type	Number (checked = 1, unchecked = 0)
Element Rules	Check for “yes”, leave unchecked for “no.”
Element name for admin use	Incident::hasMultimedia

Injuries from Incident - Participants at Incident

Section	Participant at Incident
Element name	Injuries from Incident
Element Definition	Any injuries to the participant caused by officer actions during the incident.
Example Entry	Bruises caused by being hit with baton.
Element Requirement	Optional
Data Type	Text
Element Rules	Free text entry. Describe the injury and its cause if known.
Element name [for admin use]	ParticipantatIncident::injuries

Last Known / Current - Officer Badge

Section	Officer Badge
Element name	Last Known / Current
Element Definition	Indicates that this badge number is the last known or most current badge number for the police officer in the database.

	Checkbox is checked automatically in FileMaker if there is only one badge number entry for the officer, or if there is more than one badge, based on which badge has the latest Start Date entry.
Example Entry	.
Element Requirement	Required
Data Type	Calculation
Element Rules	Checked box indicates that the badge is the last known or current badge number for the officer. Unchecked box indicates that this is not the last known or most current badge number for this officer
Element name [for admin use]	OfficerBadge::lastCurrent

Last Name - Officers

Section	Officers
Element Name	Last Name
Element Definition	The last name of the officer.
Example Entry	Aranas
Element Requirement	Required, if known
Data Type	Text
Element Rules	Free text entry. If you have an approximation of the name, enter to the best of your ability.
Element name [for admin use]	Officer::lastName

Last Name - Participants

Section	Participant
Element Name	Last Name
Element Definition	The last name of the participant.
Example Entry	Prichett
Element Requirement	Required, if known
Data Type	Text
Element Rules	Free text entry. If unknown, leave blank.
Element name [for admin use]	Participant::lastName

Link / URL - Cases

Section	Cases
Element name	Link / URL
Element Definition	The URL or link to an external webpage that contains information about the case or complaint.
Example Entry	https://justiceforkaylamoore.files.wordpress.com/2016/07/moore-filed-complaint.pdf
Element Requirement	Optional
Data Type	Text
Element Rules	Enter the full URL. Copy and paste the address from a web browser.

Element name [for admin use]	Case::linkURL
-------------------------------------	---------------

Link / URL - Documents

Section	Documents
Element Name	Link / URL
Element Definition	A URL or link to an external webpage that is or contains the document.
Example Entry	http://www.dailycal.org/2019/03/18/ucpd-arrests-2-black-students-generates-backlash-from-community/
Element Requirement	Required if known
Data Type	Text
Element Rules	Enter the full URL. Copy and paste the address from a web browser.
Element name [for admin use]	Document::linkURL

Link / URL - Officer History

Section	Officer History
Element Name	Link / URL
Element Definition	A URL or link to an external webpage that contains information about the event in the officer's history.
Example Entry	https://www.eastbayexpress.com/oakland/when-cops-lie/Content?oid=3693931
Element Requirement	Optional
Data Type	Text

Element Rules	Enter the full URL. Copy and paste the address from a web browser.
Element name [for admin use]	OfficerHistory::linkURL

Location - Incident

Section	Incident
Element Name	Location
Element Definition	The physical location where the incident occurred. May be an exact address, geo-coordinates, a street, an intersection, or a known locale. Precise address is preferred.
Example Entry	2022 Blake Street, Berkeley
Element Requirement	Required if known
Data Type	Text
Element Rules	Free text entry. Be as specific as possible, but it's ok to be less specific if unsure of exact location. If location is unknown, leave blank.
Element name for admin use	Incident::location

Media Creator - Multimedia

Section	Multimedia
Element Name	Media Creator
Element Definition	The person who recorded the media.
Example Entry	Andrea Prichett
Element Requirement	Required if known

Data Type	Text
Element Rules	Enter first and last name if known.

Media Source - Multimedia

Section	Multimedia
Element Name	Media Source
Element Definition	The person or platform from which the video file was obtained. For example, if someone emails us a video that someone else recorded, the “source” would be the person who sent the video via email. This is important for tracking chain of custody. The Media Source can be the same as Media Creator (filmer) if that person is submitting directly to Copwatch.
Example Entry	Andrea Prichett’s YouTube channel
Element Requirement	Required, if known
Data Type	Text
Element Rules	Enter first and last name, and/or name of platform.

Media Type - Multimedia

Section	Multimedia
Element name	Media Type
Element Definition	Categorize the multimedia based on whether the file(s) is a video, a photo, audio, or other. Upload documents in the “Other Documents” section rather than “Multimedia”.
Example Entry	Video

Element Requirement	Required if known
Data Type	Text
Element Rules	Select from Media Type definitions below. If there is more than one type of media represented in the record, choose the most prevalent or important one. Alternatively, if more than one type is significant enough to be described in the database, consider creating separate Multimedia records.
Element name [for admin use]	Multimedia::mediaType

Definitions: Media Type

TERM	DEFINITION
Video	Video files such as: .mpg, .mov, .mp4
Audio	Audio files such as: .wav, .mp3
Photo	Image files such as: .jpg, .png
Other	Other media types

Middle Initial - Officers

Section	Officers
Element Name	Middle Initial
Element Definition	The middle initial of the officer.
Example Entry	X.
Element Requirement	Optional

Data Type	Text
Element Rules	Enter the initial(s), captialized, followed by a period (.)

Month - Incident

Section	Incident
Element Name	Month
Element Definition	The month in which the incident occurred. If month is unknown, leave blank.
Example Entry	3
Element Requirement	Required if known
Data Type	Number
Element Rules	Enter the month as a two digit number between 1 and 12.
Element Name for admin use	Incident::month

Multimedia of Incident (multiple ID fields)

Section	Multimedia Incident
Element name	Multimedia Incident IDs
Element Definition	A multimedia object that depicts or relates to an incident. These fields are used by the database to associate a Multimedia object with an Incident.
Example Entry	10 5 30

Element Requirement	Required, auto-populated
Data Type	Number
Element Rules	User selects Multimedia from dropdown in an Incident layout, or an Incident from a dropdown in a Multimedia layout. FileMaker automatically generates the IDs when user associates a Multimedia object with an Incident (or vice versa).
Element name [for admin use]	MultimediaIncident::id MultimediaIncident::id_Multimedia MultimediaIncident::id_Incident

Neighborhood - Incident

Section	Incident
Element name	Neighborhood
Element Definition	The neighborhood or area of interest in which the Location (the field directly preceding) is located. (This field exists to facilitate finding by a smaller defined list of locations, since the Location field is free-text entry.)
Example Entry	People's Park
Element Requirement	Optional
Data Type	Text
Element Rules	Use dropdown menu. See Neighborhoods Definitions below.
Element name for admin use	Incident::neighborhood

Definitions: Neighborhoods

TERM	DEFINITION
People's Park	Incidents that occur within or adjacent to People's Park, or involve people who are members of the People's Park community.
Southside	Incidents that occur south of campus, but not on Telegraph Avenue. Southside is east of Shattuck Ave, north of Woolsey, south of Bancroft.
Northside	Incidents that occur north of Hearst Ave, east of Sacramento, but not the Hills. This includes the North Shattuck area and the North Berkeley BART Station.
West Berkeley	Incidents that occur west of MLK Jr. Way south of Hearst Ave.
North Berkeley (NW)	Incidents that occur north of Hearst Ave. and west of Sacramento.
The Hills	Incidents that occur in residential areas north or east of Northside.
Marina	Incidents that occur on Frontage Road or west.
The Elmwood	Incidents that occur east of College Ave, north of Alcatraz, and south of Clark Kerr campus.
Downtown Shattuck	Incidents that occur north of Dwight, east of MLK Jr. Way, and south of Hearst Ave.
Telegraph Ave	Incidents that occur on Telegraph Avenue.
Lorin District	Incidents that occur north of Alcatraz, east of Sacramento, west of Adeline, and south of Russell. This includes the Ashby BART station.
Campus	Incidents that happen on or adjacent to UC Berkeley main campus & Clark Kerr campus.

Notes - Berkeley Copwatch Follow Up

Section	Notes
Element Name	Berkeley Copwatch Follow Up
Element Definition	Explanation or any other notes related to the follow up action taken after intake. This is information that may help Copwatchers continue to advocate for the subject, and may include upcoming court dates, contacts, etc.
Example Entry	Regarding the citations. Check in with Osha to see if these should be argued case-by-case or if we can group them together.
Element Requirement	Optional
Data Type	Text
Element Rules	Free text entry.
Element name [for admin use]	Action::notes

Officer at Incident (multiple ID fields)

Section	Officer at Incident
Element name	Officer at Incident IDs
Element Definition	A police officer involved in an incident. These fields are used by the database to associate an Officer with an Incident.
Example Entry	146 34 179
Element Requirement	Required, auto-populated
Data Type	Number
Element Rules	User selects Officer from dropdown in an Incident layout, or an Incident from a dropdown in an Officer

	layout. FileMaker automatically generates the IDs when user associates an Officer with an Incident (or vice versa).
Element name for admin use	OfficerAtIncident::id_ OfficerAtIncident::id_officer OfficerAtIncident::id_incident

Officer Current and Past Department(s) - Officers Identified at Incident

Section	Officers Identified at Incident
Element Name	Officer Current and Past Department(s)
Element Definition	A list of all the departments, current and past, that are associated with the officer in the database.
Example Entry	BART Police, San Leandro Police
Element Requirement	Auto-populated
Data Type	Calculation (based on Officer Department entries)
Element Rules	Do no enter. Field uses entries from Officer Department to generate a comma-separated list.
Element name [for admin use]	Officer::deptList

Old CW Document ID - Incident

Section	Incident
Element name	Old CW Document ID
Element Definition	The Document ID from the old FileMaker database from which many records in this database were migrated. New records will not have Old CW Document IDs.

Example Entry	CW-517
Element Requirement	Optional, Auto-populated
Data Type	Number
Element Rules	Do not enter new IDs or alter IDs that have already been entered.
Element name for admin use	Incident::oldCWID

OpenOversight Link - Officers

Section	Officers
Element Name	OpenOversight Link
Element Definition	Link to the officer's profile page on Open Oversight website.
Example Entry	https://openoversight.lucyparsonslabs.com/officer/24762
Element Requirement	Optional
Data Type	Text
Element Rules	
Element name for admin use	Officer::openOversightLink

Original Media Format - Multimedia

Section	Multimedia
Element Name	Original Media Format
Element Definition	For multimedia that has been re-formatted from another source, such as a file digitized from a miniDV tape, the format of the source.

Example Entry	miniDV
Element Requirement	Required if known
Data Type	Text
Element Rules	Select from Original Media Format definitions below
Element name for admin use	Multimedia::originalMediaFormat

Definition: Original Media Format

TERM	DEFINITION
DVD-R	https://en.wikipedia.org/wiki/DVD%C2%B1R
Hi8	https://en.wikipedia.org/wiki/8_mm_video_format#Hi8
miniDV	https://en.wikipedia.org/wiki/DV#Magnetic_tape
.MOV	
.MP4	
Unknown - cellphone	
Unknown - videocamera	

Original Media ID - Multimedia


Section	Multimedia
Element Name	Original Media ID
Element Definition	For multimedia that has been re-formatted from another source, a unique identifier for that source,

	for the purpose of being able to trace back to the original media. For example, the ID number written on a miniDV tape that has been digitized.
Example Entry	Tape 001
Element Requirement	Required if known
Data Type	Text
Element Rules	Enter any identifiers that can uniquely identify the source object.
Element name for admin use	Multimedia::originalMediaID

Participant at Incident (multiple ID fields)

Section	Participants Identified at Incident
Element Name	Participant at Incident
Element Definition	A participant involved in an incident. These fields are used by the database to associate a Participant with an Incident
Example Entry	14 5 60
Element Requirement	Required, auto-populated
Data Type	Number
Element Rules	User selects Participant from dropdown in an Incident layout, or an Incident from a dropdown in a Participant layout. FileMaker automatically generates the IDs when user associates a Participant with an Incident (or vice versa).
Element name for admin use	ParticipantAtIncident::id ParticipantAtIncident::id_participant ParticipantAtIncident::id_incident

Photo - Officers

Section	Officers
Element Name	Photo
Element Definition	Photograph or video still of the officer.
Example Entry	
Element Requirement	Optional
Data Type	Container
Element Rules	Ideally, the photo is of the officer in uniform, with a visible and identifiable face, and with name and/or badge number prominently displayed.
Element name [for admin use]	Officer::photo

Physical Description - Officers

Section	Officer
Element Name	Physical Description
Element Definition	The physical appearance of the police officer, for the purpose of aiding identification.
Example Entry	Stocky white man with a big brown mustache. Wears glasses. Neck tattoo of a smiley face.

Element Requirement	Optional
Data Type	Text
Element Rules	Free text entry. Concisely describe any identifying features.
Element name [for admin use]	Officer::physicalDescription

Plaintiff - Cases

Section	Cases
Element Name	Plaintiff
Element Definition	The individuals or entities who are initiating the legal action by bringing the case or making the complaint.
Example Entry	Arthur Moore
Element Requirement	Required if known
Data Type	Text
Element Rules	List the names as they appear on the case or complaint
Element name [for admin use]	Case::plaintiffs

Publisher - Documents

Section	Documents
Element Name	Publisher
Element Definition	The media outlet or entity that distributed the document.
Example Entry	Berkeleyside

Element Requirement	Optional
Data Type	Text
Element Rules	Name of the media outlet or entity.
Element name for admin use	Document::author

Race or Ethnicity (Terms)

Section	Race or Ethnicity
Element Name	Race or Ethnicity Term
Element Definition	<p>A person's identification with shared distinctive physical traits, or with a common national, tribal, religious, linguistic, or cultural origin, ancestry, or background.</p> <p>We acknowledge the complexity of race/ethnicity identification, and that we are, in many cases, basing our identification merely on perceptions. However, we feel that it is important to attempt to track these race/ethnicity categories.</p> <p><i>See the concept of "Street Race-Gender": A subjective approach to conceptualizing categories of identity with the concept of "street race-gender". The set of "meanings ascribed to a conglomeration of markers of physical appearance, including but not limited to skin color, hair texture, facial features among other characteristics and interacting with gender." (Lopez 2014)</i></p>
Example Entry	Black
Element Requirement	Optional

Data Type	Text
Element Rules	Use agreed upon terms from Perceived Race/Ethnicity definitions below.
Element name [for admin use]	RaceEthnicity::raceEthnicity

Definition: Perceived Race/Ethnicity

TERM	DEFINITION
[Perceived Race/Ethnicity]	<p>We acknowledge the complexity of race/ethnicity identification, and that we are, in many cases, basing our identification merely on perceptions. However, we feel that it is important to attempt to track these race/ethnicity categories.</p> <p><i>See the concept of “Street Race-Gender”: A subjective approach to conceptualizing categories of identity with the concept of “street race-gender”. The set of “meanings ascribed to a conglomeration of markers of physical appearance, including but not limited to skin color, hair texture, facial features among other characteristics and interacting with gender.” (Lopez 2014)</i></p> <p>The definitions listed below come from the U.S. Department of the Interior: https://www.doi.gov/pmb/eeo/directives/race-data</p>
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black	A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Middle Eastern/Arab	
American Indian or Alaskan 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.
Native Hawaiian/Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Other	

Race or Ethnicity - Officers (multiple ID fields)

Section	Officer Race
Element Name	Officer Race or Ethnicity IDs
Element Definition	<p>The presumed or perceived races or ethnicities of the officer.</p> <p>We acknowledge the complexity of race/ethnicity identification, and that we are, in many cases, basing our identification merely on perceptions. However, we feel that it is important to attempt to track these race/ethnicity categories.</p> <p><i>See the concept of “Street Race-Gender”: A subjective approach to conceptualizing categories of identity with the concept of “street race-gender”. The set of “meanings ascribed to a conglomeration of markers of physical appearance, including but not limited to skin color, hair texture, facial features among other characteristics and interacting with gender.” (Lopez 2014)</i></p> <p>These fields are used by the database to associate an Officer with a Race or Ethnicity.</p>

Example Entry	98 3 55
Element Requirement	Required, auto-populated
Data Type	Number
Element Rules	User selects Race or Ethnicity Term from dropdown in an Officer layout. FileMaker automatically generates the IDs when user associates an Officer with a Race or Ethnicity.
Element name [for admin use]	OfficerRace::id OfficerRace::id_race OfficerRace::id_officer

Race or Ethnicity - Participants (multiple ID fields)

Section	Participant Race
Element Name	Participant Race or Ethnicity IDs
Element Definition	<p>The presumed or perceived races or ethnicities of the participant.</p> <p>We acknowledge the complexity of race/ethnicity identification, and that we are, in many cases, basing our identification merely on perceptions. However, we feel that it is important to attempt to track these race/ethnicity categories.</p> <p><i>See the concept of “Street Race-Gender”: A subjective approach to conceptualizing categories of identity with the concept of “street race-gender”. The set of “meanings ascribed to a conglomeration of markers of physical appearance, including but not limited to skin color, hair texture, facial features among other characteristics and interacting with gender.” (Lopez 2014)</i></p>

	These fields are used by the database to associate a Participant with a Race or Ethnicity.
Example Entry	98 3 55
Element Requirement	Required, auto-populated
Data Type	Number
Element Rules	User selects Race or Ethnicity Term from dropdown in a Participant layout. FileMaker automatically generates the IDs when user associates a Participant with a Race or Ethnicity.
Element name [for admin use]	ParticipantRace::id ParticipantRace::id_race ParticipantRace::id_participant

Rank of Officer - Officer Badge

Section	Officer Badge
Element Name	Rank
Element Definition	The rank of the officer, when at that badge number. Hierarchies may vary slightly by department.
Example Entry	Sergeant
Element Requirement	Optional
Data Type	Text
Element Rules	[Right now free-text entry, but should add a controlled vocab]
Element name [for admin use]	OfficerBadge::rank

Definition: Rank of Officer

TERM	DEFINITION
Officer	
Sergeant	
Detective	
Lieutenant	
Captain	
Deputy Chief	
Chief of Police	

Related Incident

Section	Various
Element Name	Related Incident
Element Definition	<p>The incident, as identified with its basic information, that is related to a multimedia, officer, or participant.</p> <p>This field appears on Multimedia, Officer, or Participant layouts and shows which incidents are related to them.</p>
Example Entry	2018-07-13, 9:33 PM, Shattuck & Telegraph Ave., Berkeley, DUI Checkpoint
Element Requirement	Required if known
Data Type	Calculation (based on Year, Month, Day, Time, Location, Stop Type, and old CW Number)
Element Rules	Select from dropdown lists, which are generated based on Incident records and are ordered on the list by date.

Element name for admin use	Incident::DateTimeLocationStopType
-----------------------------------	------------------------------------

Result of Stop (Terms)

Section	Result of Stop
Element name	Result of Stop
Element Definition	Form or type of enforcement that an officer may carry out.
Example Entry	Citation
Element Requirement	Required if known
Data Type	Text
Element Rules	Use agreed-upon terms from Result of Stop definitions
Element name [for admin use]	ResultStop::resultStop

Definition: Result of Stop

TERM	DEFINITION
5150 Eval/Transport	The subject of stop is evaluated for 5150 and/or transported for 5150 evaluation.
Arrest	<p>Arrest is the apprehending or detaining of a person in order to answer for an alleged or suspected crime. The U.S. Constitution's Fourth Amendment authorizes arrests only if the police have "probable cause" to believe that a crime was committed and that the suspect did it. (USLegal)</p> <p>If a reasonable person in the suspect's position would have considered the police's behavior to</p>

	constitute the kind of restraint that's typical of formal arrest , then an arrest has occurred. Some courts phrase the issue as depending on whether, after brief questioning, a reasonable innocent person would have felt free to leave—if not, there's been an arrest. (<i>Johnson v. Bay Area Rapid Transit Dist.</i> , 724 F.3d 1159 (9th Cir. 2013).)
Checkpoint	There are four types of checkpoints: sobriety, ICE, drug, TSA. Please indicate which kind of checkpoint in the Incident Narrative.
Citation	A citation is an official summons, often calling for an appearance in court. It is often issued for minor violations or for failure to comply with an order by an official or court, such as in a divorce case, or when a party fails to follow the directives of the court to disclose assets.
Injury/Death	An incident results in the injury or death of the subject or bystanders.
Property Confiscation	Subject's personal belongings are taken into police custody (e.g. car/bike impound, tent removal, personal possessions, etc.). Indicate details in the Incident Description.
Refused treatment (welfare check)	The result of a welfare check is "refused treatment" when agencies left the scene after offering assistance because assistance was declined by the subject.
Released without Citation	The subject is released from detention without citation.
Released with Warning/Field Interview Card	<p>An officer documented information gained from a consensual interview of a person.</p> <p>"If an officer has cause to conduct a field interview, the proceedings are more informal than a traditional interview. Officers may only question individuals about their identity, place of residence and other details immediately pertinent to the investigation or to allay the officer's suspicions. If a plainclothes officer performs a field interview, he must identify</p>

	<p>himself as a police officer at the outset of the interview. Field interviews must be conducted as quickly as possible and individuals released to go about their business...Because officers aren't detaining or arresting subjects when they perform field interviews, they do not need to read suspects their Miranda rights prior to questioning. Interview subjects aren't required to answer questions other than providing identification, according to the American Civil Liberties Union. If an interviewee asks if he's free to go, officers must allow him to leave of his own accord. If an officer doesn't allow a interview contact to freely leave, he must provide a reason for arresting the suspect and then follow procedures for formal arrests." BPD GO R-29 will become BPD GO 421 pending PRC approval</p>
Search	<p>When an officer looks on person's body or property. Indicate type of search (e.g. person, car, home, business) in Incident Narrative. Also indicate if multiple things are searched.</p> <p>There are different types of searches. Use "Incident Tags" to indicate:</p> <ul style="list-style-type: none"> • Search: Illegal (with no consent) • Search: Home • Search: Personal • Search: Property • Search: Vehicle
Medical Transport (Ambulance)	<p>The subject is transported under police supervision to hospital for medical treatment. Use "5150 Eval/Transport" for 5150s.</p>
Unknown	<p>The result of stop is unknown, for whatever reason.</p>
Unknown - In Custody	<p>The result of stop is unknown, except that the subject was taken into custody.</p>
Vehicle Pursuit	<p>Berkeley Police Officers may initiate and/or continue a vehicle pursuit, only when the potential danger to the public posed by the fleeing suspect remaining at large, is greater</p>

	than the potential danger to the public created by the pursuit itself. BPD GO V-06
--	--

Result of Stop - Incident (multiple ID fields)

Section	Incident Result of Stop
Element name	Incident Result of Stop IDs
Element Definition	One or more enforcement outcomes of the police stop / incident. These fields are used by the database to associate a Result of Stop with an Incident.
Example Entry	90 8 586
Element Requirement	Required, auto-populated
Data Type	Number
Element Rules	User selects Result of Stop Term from dropdown in an Incident layout. FileMaker automatically generates the IDs when user associates a Result of Stop with an Incident.
Element name [for admin use]	IncidentResultStop::id IncidentResultStop::id_ResultStop IncidentResultStop::id_incident

Role in Incident - Participant at Incident

Section	Participant at Incident
Element Name	Role in Incident
Element Definition	The role that this participant played in this incident. If participant played multiple roles, just choose the most significant role. Describe any other roles in the narrative description.

Example Entry	Copwatcher
Element Requirement	Optional
Data Type	Text
Element Rules	Use dropdown menu. See Participant Role in Incident definitions below
Element name for admin use	ParticipantAtIncident::role

Definition: Participant Role in Incident

TERM	DEFINITION
Complainant	A person alleging police misconduct or crime happened and is pursuing further action. (Can be the same as subject of the stop, although cataloger should select "Subject" if this is the case).
Copwatcher	An observer trained by or affiliated with a copwatching organization, and who is practicing copwatching principles of non-violence and non-interference.
Legal Observer	A person specifically trained to gather facts at the scene of an incident/protest/strike. etc. For example, National Lawyers Guild.
Media	A person acting in their capacity as a journalist, either with press credentials or who self-identifies as a member of the press including freelance and independent journalists. Can include people who report through social media.
Relative or Friend of Subject	A person connected with the subject of the incident, such as a family member, friend, partner, etc. Useful for follow up actions.
Subject	A person who is the focus of the incident that the record documents. Can include victims, survivors, people stopped or detained. Unidentified subjects should be described in the narrative.

Witness	A person who observed the activity that led to the stop OR the police encounter with the subject, and may be willing to serve as a material witness to the incident in the future.
Witness: Documenter	A person unaffiliated with a copwatching organization who documented, filmed, or recorded the incident. Useful for tracking down additional documentation of the incident.

Role in Incident - Officer at Incident

Section	Officer at Incident
Element name	Role in Incident
Element Definition	<p>The role that this officer played in this incident.</p> <p>If officer played multiple roles, just choose the most significant role. Describe any other roles in the narrative description.</p>
Example Entry	Lead Officer / Arresting Officer
Element Requirement	Optional
Data Type	Text
Element Rules	Use dropdown menu. See Officer Role at Incident definitions below.
Element name for admin use	OfficerAtIncident::role

Definition: Officer Role at Incident

TERM	DEFINITION
Patrol Officer	Use this role when there is nothing unique about the officer's role at incident.

Lead Officer / Arresting Officer	Generally, the patrol officer who makes the first contacts, signs the citation, or makes the arrest.
Backup Officer	A patrol officer who shows up to provide support to the Lead Officer.
Supervising Officer	Generally, a sergeant who is responsible for managing a squad. Sometimes can be a lieutenant who is a Watch Commander for a shift.
Plainclothes Officer	Officer who is not identifiable as an officer or wearing a uniform, but who is actively on duty.
Crime Scene Investigator	Officer responsible for evidence collection at the scene, collecting physical evidence, finger prints, photos, ballistics.
Videographer for Police	Officer who films and collects visual documentation. Often at protests. Includes use of iPhone or personal recording devices.
Incident Commander	A lieutenant responsible for strategic and tactical decisions / deployment in crowd-control situations. Most often relevant in context of large scale protests, and instances of large police presence.
Skirmish Line Officer	At a protest, officer responsible for crowd-control using tactic of an assembled formation of police. May use batons or chemical/projectile munitions.
Less Lethal Munitions Operator	At a protest, officer responsible for discharging less lethal munitions such as rubber bullets, FN303, wooden dowels, bean bags. Badge is often concealed by munitions vest.
Special Response Team Officer (SRT)	Officer responsible for large-scale crowd-control, including paramilitary activity like operating armored vehicles. Sometimes identifiable by camouflage / military-style uniform.

Source Contact Info - Multimedia

Section	Multimedia
Element Name	Source Contact Info

Element Definition	The best way to contact the person/org that provided the multimedia to Berkeley Copwatch. Can be phone, email, mailing address, etc.
Example Entry	emily@doe.com
Element Requirement	Optional
Data Type	Text
Element Rules	Enter valid contact information as supplied.
Element name for admin use	Multimedia::sourceContactInfo

Start Date - Officer Badge

Section	Officer Badge
Element Name	Start Date
Element Definition	The date that the officer started at this badge number.
Example Entry	4/29/2016
Element Requirement	Required if known
Data Type	Date
Element Rules	mm/dd/yyyy
Element name for admin use	OfficerBadge::startDate

Start Date - Officer Department

Section	Officer Department
Element Name	Start Date

Element Definition	The date that the officer started at this police department.
Example Entry	5/12/2005
Element Requirement	Required if known
Data Type	Date
Element Rules	mm/dd/yyyy
Element name for admin use	OfficerDepartment:startDate

Start Date - Officer History

Section	Officer History
Element Name	Start Date
Element Definition	The date that the event in the officer's history started or occurred.
Example Entry	5/1/2020
Element Requirement	Required if known
Data Type	Date
Element Rules	mm/dd/yyyy
Element name for admin use	OfficerHistory:startDate

Tag (Terms)

Section	Tag Terms
Element Name	Tag

Element Definition	Any keyword that can facilitate searching or sorting incident records.
Example Entry	Body Worn Camera
Element Requirement	Required
Data Type	Text
Element Rules	Use agreed-upon terms from the Tag Definitions
Element name [for admin use]	TagTerms::tag

Definitions: Tags

TERM	DEFINITION
Incident Tags Description	This section is (mostly) allegation types against police, most common violations of law that are used by police in our community, police tactics, issues of concern.
5150	<p>Use this only when the Copwatcher has reason to believe that the individual was either assessed for or taken into custody under a 5150 hold.</p> <p>5150 is a section of the California Welfare and Institutions Code (WIC) that authorizes a qualified officer or clinician, including a sworn peace officer, to involuntarily confine a person suspected to have a mental disorder that makes them a danger to themselves, a danger to others, and/or gravely disabled. (link)</p>
Access to Information	This should be indicated when there are issues related to an inability to gain access to information through police or city channels. Generally would applied after initial record creation as result of blocks to follow-up actions or investigations (e.g. denial of records request).
Anti-Homeless Policy	This tag should be used to help track incidents that are related to anti-homeless policies and practices. This includes, but is not limited to, the increasing enforcement of prohibitions against people occupying more than 9

	<p>square feet of sidewalk space, sit/lie, etc.</p> <p>Berkeley Municipal Code (BMC) 14.48.020= Obstruction of Sidewalk 14.48.120= Temporary Non-commercial Objects (e.g. tent)</p> <p>If you know the municipal code, identify it in the narrative. Attach photo of citation as a media file.</p>
Body-Worn Camera	<p>Body cameras are required of all BPD officers. If an officer does not have a body camera on, they are in violation.</p>
Checkpoint	<p>Traffic checkpoints or roadblocks that involve officers or agents stopping some or all vehicles on a roadway, with the potential of vehicle inspection or investigation. These are planned operations for the purposes of DUI, immigration, apprehending a suspect.</p>
Corruption	<p>Police corruption is the abuse of police authority for personal gain. Corruption may involve profit or another type of material benefit gained illegally as a consequence of the officer's authority. Typical forms of corruption include planting or destroying evidence, Bribery, Extortion, receiving or fencing stolen goods, and selling drugs. The term also refers to patterns of misconduct within a given police department or special unit, particularly where offenses are repeated with the acquiescence of superiors or through other on-going failure to correct them.</p>
Crowd Control	<p>Crowd Control is defined as “law enforcement response to a pre-planned event or spontaneous event, activity, or occurrence that has become unlawful or violent and may require arrests and/or the dispersal of the crowd.” (CA POST Guidelines – Crowd Management, Intervention, and Control p. 47) These strategies include but are not limited to: skirmish lines, mobile field force techniques, kettles, targeted and mass arrests and the use of force generally. This is an escalation of Crowd Management strategies and tactics.</p>
Crowd Management	<p>Crowd Management is defined as “...strategies and tactics employed before, during and after a gathering for the purpose of maintaining the event’s lawful activities.” These strategies include, but are not limited to: communicating with leaders before and during the event,</p>

	police presence and event participation, blocking traffic to facilitate a march, and bicycle officers monitoring the crowd.
Disability	<p>Use this term if the detainee appears or self identifies as having a physical, mental, cognitive, intellectual, developmental, or other disability. BPD GO T-19</p> <p>For mental health disability, use “Mental Illness”.</p>
Discrimination	Actions by officers that are based on a persons race, sexual orientation, gender, etc. constitute violations of “Fair and Impartial Policing” G.O. 401 . This indicates suspicion of discrimination, but may be hard to prove in the context of a single incident.
Disproportionate Police Response	Perception by participants that the number of police officers and tactics employed were disproportionate to the level of threat or risk to the public safety. See also: militarization.
Domestic Violence	<p>Domestic violence can be physical or psychological, and it can affect anyone of any age, gender, race, or sexual orientation. It may include behaviors meant to scare, physically harm, or control a partner. While every relationship is different, domestic violence generally involves an unequal power dynamic in which one partner tries to assert control over the other in a variety of ways.</p> <p>Insults, threats, emotional abuse and sexual coercion all constitute domestic violence. Some perpetrators may even use children, pets, or other family members as emotional leverage to get the victim to do what they want.</p>
Evidence Tampering	When a person has a reasonable suspicion that officers have tampered with evidence or used planted evidence (evidence that has been changed, or established at a scene, to make it appear as related to the accused party.)
Failure to Investigate	When it appears that officers have not secured evidence or interviewed material witnesses there may have been a violation of BPD G.O. C-2
False Charges	When we believe that a person was taken into custody without probable cause we can indicate “false charges” .
False police report	This tag will usually be applied as a follow-up step, after the initial Incident Report is created. The primary way to

	<p>receive this information is by talking with a subject to find out why the police report is false.</p> <p>CA Penal Code 118.1</p>
First Amendment violation	<p>Actions by officers that seem to limit or diminish the ability to express political views. When police interfere with the right of a Copwatcher or any documenter to record the information at a scene, tag as “Right to Watch”.</p>
Harassment	<p>The act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purposes may vary, including racial prejudice, personal malice, an attempt to force someone to quit a job or grant sexual favors, apply illegal pressure to collect a bill, or merely gain sadistic pleasure from making someone fearful or anxious. Such activities may be the basis for a lawsuit if due to discrimination based on race or sex, a violation on the statutory limitations on collection agencies, involve revenge by an ex-spouse, or be shown to be a form of blackmail ("I'll stop bothering you, if you'll go to bed with me").</p>
Harassment of Copwatchers/Observers	<p>Same as harassment but specifically targeted towards people who work with, are associated with or who practice the techniques commonly associated with “Copwatch” and copwatching, i.e. the practice of monitoring and documenting police behavior.</p>
Homeless	<p>Incidents that involve people reasonably believed to be without stable housing. (Includes people living in tents, RVs, couch surfers, etc.)</p>
Immigration/Immigrants	<p>Incidents involving Immigration Customs Enforcement (ICE) and/or people who appear to be or who self identify as immigrants to the USA.</p>
Kettle	<p>The kettle tactic is designed to stop a crowd for the purpose of issuing an enforceable dispersal order and is a fairly new tactic for the Berkeley PD. BPD used the tactic in August 2014 on a crowd of approximately 150 protesters and it worked as planned. A crowd was stopped on Telegraph Ave. between Bancroft Way and Durant Ave. and ordered to disperse. Protesters agreed to disperse and were allowed to leave.</p>

Lodging	<p>When police are arresting or citing a homeless person for illegal lodging. Often observed through seeing citation delivered or being shown the citation after the incident.</p> <p>For example, CA Penal Code 647 (misdemeanor) : Anyone who (e) Who lodges in any building, structure, vehicle, or place, whether public or private, without the permission of the owner or person entitled to the possession or in control of it.</p>
Media/Press Issues	Incidents involving media/press, including incidents relating to the first amendment rights of the media/press.
Mental Illness	<p><i>We should use this term when we believe that the subject of a police encounter has some mental illness or mental health disability regardless of whether this is the reason for the stop. (i.e. 5150 evaluation).</i></p> <p>“Mentally disordered persons” BPD GO V-6.</p>
Militarization	<p>Militarization refers to the use of military tactics, equipment and technology by the police. Includes: surveillance/intelligence, armored vehicles, formations. Often used by SWAT/SRT or during protest scenarios. Police are militarized when they are treating entire populations they are policing as a threat that necessitates mass-control or containment.</p>
Mutual Aid	<p>When officers from departments outside of Berkeley conduct law enforcement activities within the city and are present because of a request by the city for assistance.</p> <p>Mutual Aid</p>
No badge#	<p>When an officer's identity is not visible they are in violation of CA Penal Code § 830.10.https://law.onecle.com/california/penal/830.10.a.html(2017) Any uniformed peace officer shall wear a badge, nameplate, or other device which bears clearly on its face the identification number or name of the officer. (Amended by Stats. 1989, Ch. 1165, Sec. 38.)</p>
No property inventory/receipt	<p>When police confiscate or take property without providing a written inventory and receipt for the property.</p> <p>PENAL CODE - PEN 1412 CHAPTER 12. Disposal of Property Stolen or Embezzled [1407 - 1413] (Chapter 12 enacted 1872.)</p>

Racial Profiling	<p>The use of race or ethnicity as grounds for suspecting someone of having committed an offense and leading to racial disparities in who police stop, search, arrest and release. Incidents with this tag can be compared with COB "OpenData Portal" which is meant to list ALL vehicle stops and eventually all pedestrian stops as well.</p> <p>THIS TAG SHOULD BE USED WHEN RACIAL PROFILING IS SUSPECTED IN A STOP.</p>
Raid (not ICE related)	<p>A police raid or dawn raid is a visit by the police officers or other officials often in the early morning, hoping to use the element of surprise to arrest targets that they think may hide evidence, resist arrest, be politically sensitive, or simply be elsewhere during the day. A warrant is required.</p>
Raid (by ICE)	<p>Surprise action by Immigration and Customs Enforcement that is intended to arrest undocumented individuals.</p>
Raid (homeless encampment)	<p>Multi-agency collaboration to remove homeless people living in tents or other structures from an identified area. Generally pre-planned in advance. Documenters should try to gather copies of citations issued as well as property receipts issued by police or inventories created by detainees. Look for involvement by other city agencies (mental health, public works, Homeless Outreach Team, City Manager's office, etc.)</p>
Retaliation	<p>It is a crime for one or more persons acting under color of law willfully to deprive or conspire to deprive another person of any right protected by the Constitution or laws of the United States. (18 U.S.C. §§ 241, 242). This law makes it unlawful for State or local law enforcement officers to engage in a pattern or practice of conduct that deprives persons of rights protected by the Constitution or laws of the United States. (34 U.S.C. § 12601). The types of conduct covered by this law can include, among other things, excessive force, discriminatory harassment, false arrests, coercive sexual conduct, and unlawful stops, searches or arrests.</p> <p>Use this tag if you suspect that the cops are punishing someone for asserting their rights or speaking out against the department.</p>

Right to Watch	Use this term when police restrict the right to observe and/or record police activity. When police restrict the ability of bystanders and/or copwatchers to observe police activity, it is a violation of the First Amendment right to petition the government for redress of grievances. Be aware that BPD GO W-01 is written in a way that may violate First Amendment protections.
Search: Illegal (with no consent)	<p>Include this tag if you have reason to believe that a search conducted was without a legal basis. BPD GO 311</p> <p>All police searches require warrants unless one of the exceptions to the warrant requirement applies (e.g., consent, exigent circumstances, plain view). It's important to note that if evidence was obtained through an illegal search and seizure, prosecutors <i>may</i> be barred from using it against you in a trial. This is called the "exclusionary rule." Additionally, the police may not use evidence resulting from illegal searches to find other evidence. This is known as the "fruit of the poisonous tree" doctrine.</p>
Search: Home	Try to note whether there was a warrant presented at the time of the search. Also indicate what was taken and what condition the house was left in (Was the property secured, door closed and locked after search?)
Search: Personal	A pat search for weapons can happen during detention as well as during an arrest.
Search: Property	This is a search of bags, back pack anything in the possession of subject.
Search: Vehicle	If glove box, trunk of car, other areas were searched, indicate this in the narrative.
Selective enforcement	Applied mostly as a result of allegations from subjects or if copwatchers suspect an emerging pattern. Selective enforcement is the ability that executors of the law (such as police officers or administrative agencies, in some cases) have to arbitrarily select choice individuals as being outside of the law. The use of enforcement discretion in an arbitrary way is referred to as selective enforcement or selective prosecution .
Stay Away Order (CA Court System)	A Stay-Away Order , also called a Criminal Protective Order (CPO) , is a restraining order issued under

	California Penal Code section 136.2, by a Judge in a criminal case against the person (the defendant) accused of domestic violence. This Stay-Away Order is issued to protect a victim or witness of a crime, from harm, intimidation or dissuasion that has occurred or is reasonably likely to occur. The Stay-Away Order is usually issued after the defendant is charged with or found guilty of certain crimes against the victim.
Stay Away Order (UC Berkeley)	CA. Penal Code: 626.4. (a) The chief administrative officer of a campus or other facility of a community college, a state university, the university, or a school, or an officer or employee designated by the chief administrative officer to maintain order on such campus or facility, may notify a person that consent to remain on the campus or other facility under the control of the chief administrative officer has been withdrawn whenever there is reasonable cause to believe that such person has willfully disrupted the orderly operation of such campus or facility. (It can be up to 14 days and it can be appealed after 7 days.)
Youth	Incidents involving people who appear or self identify as being under the age of 18. (BPDGO 312 Temporary Custody of Juveniles)

Tags - Incident (multiple ID fields)

Section	IncidentTag
Element name	Incident Tags
Element Definition	Keywords that describe the incident or elements of the incident. These fields are used by the database to associate Tags with an Incident.
Example Entry	13 5 799
Element Requirement	Required, auto-populated
Data Type	Number

Element Rules	User selects Tag Term from dropdown in an Incident layout. FileMaker automatically generates the IDs when user associates a Tag with an Incident.
Element name [for admin use]	incidentTag::id incidentTag::id_TagTerm incidentTag::id_Incident

This account written by - Incident Description

Section	IncidentDescription
Element name	This account written by
Element Definition	The name of the person who provided the narrative.
Example Entry	Russell Bates
Element Requirement	Required if known
Data Type	Text
Element Rules	Free text entry. If no name is available, then identify them in some way. For example, "bystander."
Element name [for admin use]	IncidentDescription::descriptionSource

Time (hh:mm AM/PM) - Incident

Section	Incident
Element Name	Time
Element Definition	<p>The local time during which the incident occurred.</p> <p>If incident spans a time period, use the starting time and indicate duration of the incident in the narrative description.</p>

	<p>If time not 100% certain, optionally use just “AM” or “PM.”</p> <p>If time is unknown, leave blank.</p>
Example Entry	3:30 PM
Element Requirement	Required if known
Data Type	Time
Element Rules	hh:mm in 12-hour clock time, followed by AM or PM.
Element Name for admin use	Incident::time

Title - Document

Section	Document
Element Name	Title
Element Definition	The title of the document.
Example Entry	Shared Sidewalk Policy
Element Requirement	Required
Data Type	Text
Element Rules	Transcribe the title as given on the document.
Element Name for admin use	Document::title

Type of Stop - Incident

Section	Incident
Element name	Type of Stop

Element Definition	The reason for which the officer stopped or engaged with the participant.
Example Entry	Consensual Stop or Encounter
Element Requirement	Required if known
Data Type	Text
Element Rules	Use dropdown menu. Select from agreed upon Type of Stop definitions
Element name [for admin use]	incident::stopType

Definition: Type of Stop

TERM	DEFINITION
Consensual Stop or Encounter	A consensual encounter is an interaction in which the officer does not exert any authority over, or use any force on, a person. (Source,p. 9)
Detention	Detention is a short period of custody, often occurring while the police are deciding whether or not to arrest you. In order to detain you, the police are supposed to have a reasonable suspicion that you're involved in a crime. (USLegal) (This is also known as a "Terry Stop".)
DUI Checkpoint	A checkpoint or roadblock, including a driving under the influence (DUI) sobriety checkpoint, that stops all vehicles or stops randomly selected vehicles using a neutral formula, i.e., not based on individualized suspicion or personal characteristics. (Source,p. 20)
Homeless Encampment Raid	An encampment is defined as: One or more individuals or households: <ul style="list-style-type: none"> • Who have been inhabiting a specific public location not meant for human habitation for three or more consecutive days; and

	<ul style="list-style-type: none"> • Who meet at least one of the following conditions: • Use temporary sheltering accommodations such as tents, vehicles, or improvised structures that they leave attended or unattended at such public location and/or • Have accumulated materials or personal belongings that they leave attended or unattended at such location. (COBpg 5) <p>A raid is the forced relocation of individuals at a particular location. They may or may not be allowed to take their possessions with them.</p>
Investigation	<p>A full investigation refers to the careful search or examination with an intension to discover facts. This may include questioning of witnesses, forensic examination and investigation of financial records. (Source,p.1)</p>
Probation or Parole	<p>Probation is a court-imposed sanction that “releases a convicted offender into the community under a conditional suspended sentence.” ...The average probationer is a first time and/or non-violent offender who, it is believed, will be best served by remaining in the community while serving out the sentence.</p> <p>Parole is the “conditional early release from prison or jail, under supervision, after a portion of the sentence has been served.” This practice assumes that the offender successfully demonstrated conformity to the rules and regulations of the prison environment and shows an ability to conform to society’s norms and laws. (Source)</p>
Traffic Stop (Automobile)	<p>A traffic stop is a mandatory detention of the operator of a vehicle (or a passenger within the vehicle) for the purpose of investigation and possible issuance of a citation.</p>
Traffic Stop (Non-Automobile)	<p>A non-car traffic stop is a mandatory detention of the operator of a vehicle that is not a car (e.g.</p>

	bicycle, scooter, segway...) for the purpose of investigation and possible issuance of a citation.
Unknown	Type of stop is not known.
Warrant	A precept or writ issued by a competent magistrate authorizing an officer to make an arrest, a seizure, or a search or to do other acts incident to the administration of justice. (Definition)
Wellness/Welfare Check	Friends, family, and neighbors may regularly check in with loved ones to see how they're doing. When a loved one fails to respond, the police can be called in to conduct a welfare check .

Unit of Officer during Incident

Section	Officer at Incident
Element Name	Unit
Element Definition	Department unit that this officer was serving in the capacity of at the time of this incident. A "Unit" is a group of police officers who have undergone specialist tactical training. These groups respond to incidents that require specialist response.
Example Entry	Special Victims
Element Requirement	Optional
Data Type	Text
Element Rules	Use dropdown list. Select from agreed upon Unit Definitions below
Element name for admin use	OfficerAtIncident::unit

Definition: Unit

TERM	DEFINITION
Bicycle Patrol	Uniformed patrol officers on bikes. (Source)
Community Services Bureau	Area Coordinators: assigned to collaborate with other City of Berkeley Departments and services, as well as work with the community to solve long term police related problems. Public Information Officers: primary contact for BPD information and responds to inquiries made by the news media and the community regarding crimes and incidents of interest. (Source)
Crimes Against Persons	Detectives who conduct investigations of crimes including homicide, robbery, hate crimes, aggravated assault, weapons violations, elder abuse, kidnapping and adult missing persons. This team of Detectives is on call for homicides, fatal collisions, officer involved shootings and any significant violent crime for which their depth of training and experience is necessary. (Source)
Crime Analysis	BPD Crime Analysis Unit gathers and analyzes daily data and weekly crime statistics to identify crime trends and methods of operation across all classifications of crimes. The Crime Analysis Team prepares reports containing crime statistics for various projects within BPD such as COMPSTAT and the Crime Analysis and Response Strategies (CARS) meetings as well as requests from outside entities. (Source)
Crime Scene	Crime Scene Investigators (CSI) who respond to a variety of crime scenes for the purpose of evidence documentation and collection. The team covers the hours of 7:00 a.m to 2:00 a.m and are on call for significant crimes such as homicides, stranger sexual assaults, shootings, stabbings, kidnappings, fatal collisions or other crimes as directed by the the Investigations or Operations Division personnel on the scene. (Source)
Jail	Officers staffing the jail.

	<p>City of Berkeley jail is located in the Berkeley Public Safety building. After initial booking, detainees are either transported to Santa Rita Jail or are cited and released.</p>
Patrol	<p>Most officers you encounter are patrol/beat officer. Patrol/Beat officers are in the Operations Division, which includes seven uniformed Patrol Teams, Bicycle Patrol Officers and the Community Services Bureau. (Source)</p>
Property and Evidence	<p>Property collected as evidence, recovered from any source, or turned over as found property or for safe keeping, is stored in the Property and Evidence Room. (Source)</p>
Property Crimes	<p>Detectives complete follow up investigation of crimes against property to include burglary - auto, residential and commercial, theft, auto theft, vandalism, identity theft and a variety of other types of fraud. The work of these team members often results in search warrants, probation/parole searches and surveillances when appropriate. (Source)</p>
Special Victims	<p>The Berkeley Police Department's Special Victims Unit is comprised of a Sergeant, five (5) Detectives, the Berkeley High School School Resource Officer (SRO), a part time Reserve Officer as well as a Domestic Violence Advocate that is employed by the Family Violence Law Center. (Source)</p>
SRT (SWAT)	<p>Specialized units exist in many police departments as a way to respond to particular types of crime. Some are quazi-militarized units, such as SWAT.</p> <p>In Berkeley, this is called the Special Response Team (SRT).</p> <p>Prior to Chief Meehan, this was called the "Special Enforcement Unit" of the BPD. It consisted of three components: Drug Task Force Teams, Special Investigations Bureau, Administrative Narcotics Unit. (Source) There was a restructuring of the department and the beat system was changed from 18 beats to 14. The remaining officers were</p>

	placed into the “Special Response Team” that can be deployed in various ways.
Traffic Bureau	The Berkeley Police Department Traffic Bureau is comprised of Police Officers assigned to Traffic Enforcement, and BPD Parking Enforcement Officers assigned to the Parking Enforcement Unit. (Source)

Use of Force (Terms)

Section	Use of Force Terms
Element Name	Use of Force
Element Definition	A type of force, restraint, or other physical technique that police employ during the incident to compel compliance.
Example Entry	Taser
Element Requirement	Required
Data Type	Text
Element Rules	Use agreed-upon terms from Use of Force definitions below
Element name [for admin use]	UseOfForceTerms::forceTerm

Definition: Use of Force

TERM	DEFINITION
Armored Vehicle	Otherwise known as the “tank” the armored vehicle, etc. BPD GO .
Baton	These include collapsible metal batons and wooden batons. BPD GO 303.5
Canine	Identify what the dog was intended to do. (Search and rescue, locate missing persons,

	locate drugs, locate explosives, patrol, attack and arrest. This policy establishes guidelines for the use of canines to augment police services to the community including, but not limited to locating missing or at risk individuals and apprehending criminal offenders. (BPDGO 308)
Control Hold/Pain Compliance	These include techniques by police such as wrist locks, pressure points, etc. (BPDGO 429)
Flash Bang	There is no policy for smoke grenades, flash bangs, etc.
Handcuff/Zip Tie	This includes the use of plastic or metal handcuffs or wrist restraints. BPD GO 302.4
Handgun (Pistol)	A firearm that is intended to be shot using one hand. Can be semi-automatic or single action.
Kick	This is not accounted for in BPD policy.
Less Lethal Munition (Chemical)	Chemical projectiles includes tear gas, pepper spray, pepper balls. BPD U-2 section 18
Less Lethal Munition (Projectile)	These include bean bag rounds, wooden dowels, FN 303, or any other object that is shot out of some type of munition. BPD U2 section 14
L-RAD	Long range acoustical device : This is a crowd dispersal weapon that can cause permanent damage to the ears of those within its range.
Pepper Spray	Pepper spray is NOT authorized for use in crowd control situations. All uses of pepper spray must be reported and every six months a report on the number of uses of pepper spray is given to the City Council. BPD GO 303.7 BPD U-2 sec. 20b
Punch	This is not accounted for in BPD policy.
Rifle	A gun fired from shoulder level. BPD GO 349
Spit hood (Spit mask)	Spit masks are temporary protective devices designed to prevent the wearer from transferring or transmitting fluids (saliva and mucous) to others. BPD GO 302.5
Taser	Currently, BPD does NOT issue tasers to its officers. However, BPD GO 304 "Conducted

	Energy Device” is being considered, but is not yet approved or listed on its website.
Tear Gas	Tear gas is authorized for use by BPD. Inventory of how much tear gas is used is required before and after planned mutual aid events. BPD GO 303.6
Vehicle	Use of vehicle with the intention of hitting the subject.
WRAP Device	The WRAP is a temporary restraining device comprised of a velcro strapped leg panel, torso harness, ankle strap and backside handcuff carabiner. The device immobilizes the body into a straight-legged seated position. BPD GO 302.6

Uses of Force - Incident (multiple ID fields)

Section	Incident Uses of Force
Element Name	Uses of Force at Incident
Element Definition	<p>Any uses of force, restraint, or other physical techniques employed by police officers during this incident to compel the subject’s compliance.</p> <p>The purpose of this tag is to facilitate searching and sorting of incident records, and is not intended to reflect a formal evaluation of the incident in relation to official use of force policies.</p> <p>Ause of force must be reported and documented by police. Refer especially to Reporting Requirements of BPD GO U-2 section 23.</p> <p>These fields are used by the database to associate Uses of Force terms to Incident records.</p>
Example Entry	5 3 200

Element Requirement	Required, auto-populated
Data Type	Number.
Element Rules	User selects Use of Force Term from dropdown in an Incident layout. FileMaker automatically generates the IDs when user associates a Use of Force with an Incident.
Element name [for admin use]	IncidentUseOfForce::id IncidentUseOfForce::id_UseOfForceTerm IncidentUseOfForce::id_incident

Year - Incident

Section	Incident
Element Name	Year
Element Definition	The year in which the incident occurred. If year is unknown, leave blank.
Example Entry	2019
Element Requirement	Required if known
Data Type	Number
Element Rules	Enter the four-digit year.
Element Name for admin use	Incident::year

TEMPLATE FOR DATA DICTIONARY

[Element Name] - [Section]

Section	The table/domain that the element belongs to. For example: Incident, Officer at Incident, Officer, Participant, Multimedia, Documents, or Cases.
Element Name	The field name of the element as it appears in the front-facing layout. For example: First Name, Media Type, or Date.
Element Definition	<p>The meaning of the element for the purposes of explaining what data should be entered, and understanding what data in a field refers to.</p> <p>Include guidance on what data should be entered in common but non-standard scenarios (e.g. "If date is unknown, leave blank").</p>
Example Entry	An example of a valid entry that follows the data dictionary guidance.
Element Requirement	Whether the cataloger must enter data in this element, or whether the element can be skipped. Use: Required, Required if known, Optional, or Auto-populated.
Data Type	<p>The type of data to be entered in the element. Examples: Number, Text, Date, Time, Calculation, Container, Timestamp.</p> <p>Calculations are automatically generated from data entered in other elements. Containers are elements that hold photos or document files. Timestamps are automatically generated current times and dates. Data type is assigned in the FileMaker admin dashboard (File > Manage > Database)</p>
Element Rules	How entries should be worded, formatted, or arranged. For example, a rule for Date could be that it follows MM/DD/YYYY format. For elements with controlled vocabularies, include a link to the vocabulary.
Element name for admin use	The table and field name as it appears in the FileMaker admin dashboard. This may differ slightly from the front-facing element name. Use the format table::field.

