



**ORDER NUMBER 18-14**

TYPE DEPARTMENT GENERAL ORDER		AUTHORITY STUART K. CAMERON ACTING POLICE COMMISSIONER		SIGNATURE	
SUBJECT/TOPIC/TITLE TRAFFIC STOP DATA COLLECTION					
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT		SECTION CREATED 01/29/09	DATE EFFECTIVE 03/05/18	DATE AMENDED 03/02/18	

**RULES AND PROCEDURES**

**CHAPTER 13: TITLE: RECORDS/REPORTING PROCEDURES**

**SECTION 9: TITLE: TRAFFIC STOP DATA COLLECTION**

**I. PURPOSE**

To establish guidelines for the collection and analysis of officer initiated traffic stop data.

**II. POLICY**

In support of the Department's commitment to bias free policing, the Traffic Stop Data Collection Program will collect data on all officer-initiated traffic stops throughout the Police District. This collected data will be analyzed to ensure that all traffic enforcement operations are conducted in a bias-free manner.

**III. DEFINITIONS**

A. Online Reporting System - Platform utilized to receive, store, categorize and retrieve officer created reports.

B. Traffic Stop (T-Stop) - any time an officer initiates contact with a motorist resulting in the detention of that individual or their vehicle. A traffic stop does not include contacts initiated to provide assistance to a motorist, contacts arising from traffic crashes or any contacts associated with broadcast notifications or prior calls for service.

**IV. REFERENCES**

N/A

**V. RULES AND REGULATIONS**

N/A

**VI. PROCEDURES** - Data shall be collected on all traffic stops. Data shall be entered into the Mobile Data Computers (MDC's), or on the

**Traffic Stop Data Collection Worksheet**, (PDCS-3226), if an MDC is not available.

A. Procedure with MDC

1. Initiation of the Traffic Stop - Before exiting the vehicle, or as soon as possible thereafter, officers shall push the "**T-STOP**" button in the Premier MDC program and enter the vehicle registration and location of the stop in the MDC.

2. Vehicle Information Fields - Upon completion of the stop, the officer will go to the "**My CAD Calls**" tab in the Portal, select the correct Traffic Stop call and then select the "**Begin T-Stop**" button. The officer will then complete the following fields on the "**Vehicle Information**" screen:

- a. Reason for stop
  - i. Speeding
  - ii. Cell phone
  - iii. Red light
  - iv. Stop sign
  - v. Reasonable suspicion of crime
  - vi. Other moving violation
  - vii. Seatbelt
  - viii. Other Vehicle and Traffic Law (VTL)
- b. Duration of stop
- c. Force used during stop
- d. Total tickets issued
- e. Equipment violations
- f. Vehicle Searched
  - i. No
  - ii. Yes without signed consent
  - iii. Yes with signed consent
  - iv. Yes without consent
- g. Reason for search
  - i. Probable cause drugs
  - ii. Plain view
  - iii. Consent
  - iv. Probable cause other

- h. Outcome of search
  - i. Nothing
  - ii. Drugs
  - iii. Weapon
  - iv. Other
- i. Canine called

3. Person Information Fields - Upon completion of the vehicle information, the officer will select the **"Add Person"** button and complete the fields below. Officers must re-select the **"Add Person"** button for each occupant of the vehicle.

- a. Driver or passenger
- b. Approximate age
- c. Gender
- d. Apparent Race/Ethnicity
  - i. Hispanic
  - ii. Black/African American
  - iii. Asian/Pacific Islander
  - iv. White, non-Hispanic
  - v. Other
- e. Search of person conducted
  - i. Yes
  - ii. No
- f. Reason for search
  - i. Protective frisk
  - ii. Probable cause
  - iii. Plain view
  - iv. Consent
  - v. Incident to arrest
- g. Outcome of search
  - i. Nothing
  - ii. Weapon
  - iii. Contraband
  - iv. Other
- h. Were they asked to exit vehicle

- i. Where were they placed
    - i. Back of unit
    - ii. Side of road
  - j. Were they restrained
  - k. Disposition
    - i. Ticket issued
    - ii. Verbal warning
    - iii. Arrest
    - iv. Other
4. Upon entering the required information the officer shall press the **"Complete Report"** button to close out the **T-Stop**.

B. Procedure Without MDC - Officers shall complete the **Traffic Stop Data Collection Worksheet**, (PDCS-3226), for each tour of duty in which traffic stops occur. The data collected on this form will be entered into the Traffic Stop Data Collection Program by the officer when a computer is available.

C. Supervisor's Responsibility

1. Patrol Sergeants are to:
  - a. Conduct random audits of data base entries for observed self-initiated traffic stops;
  - b. Check incomplete entries on a weekly basis.
2. Patrol Lieutenants are to monitor the incomplete traffic stop records and disseminate this information to first line supervision for completion of said records.
3. Commanding Officers shall review the annual report, as described in "D." below and refer any evidence of racial profiling or biased based policing to the Internal Affairs Bureau for investigation.
4. The Office of the Chief of Patrol will conduct monthly audits of T-Stop data. Incomplete or atypical traffic stops and/or enforcement activity will be referred to a Precinct or Bureau Commanding Officer for correction. Any evidence of racial profiling or biased based policing will be referred directly to the Internal Affairs Bureau for investigation.

D. Responsibility of the Research and Development Section  
("R&D")

1. Analysis

a. R&D shall collect the raw Traffic Stop Data from the Information Technologies Section on an annual basis.

b. R&D shall provide the contract vendor responsible for conducting the Traffic Stop Analysis all necessary data in the medium requested by the vendor.

2. Reporting

a. R&D shall receive and disseminate the vendor's analysis to the Police Commissioner. Should this report reveal no evidence of biased based policing, the Commissioner shall cause the report to be published in the appropriate public medium.

b. If the final report indicates evidence of biased based policing, the Police Commissioner shall refer the findings to the Internal Affairs Bureau for investigation. Upon conclusion of such investigation the Commissioner shall cause to have published the original report and an account of the subsequent investigation and any actions taken as a result. Reports published pursuant to this Section may be redacted in order to comply with applicable law and collective bargaining agreements.

**VII. ACCREDITATION**

A. NYSLEAP

**VIII. INDEX**

N/A

**END**