



ORDER NUMBER 20-10

TYPE DEPARTMENT GENERAL ORDER		AUTHORITY GERALDINE HART POLICE COMMISSIONER		SIGNATURE	
SUBJECT/TOPIC/TITLE TRAFFIC STOP DATA COLLECTION					
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT		SECTION CREATED 01/26/09	DATE EFFECTIVE 03/13/20	DATE AMENDED 03/13/20	

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

The Traffic Stop Data Collection Program will collect data on all self-initiated traffic stops. That data will be analyzed to ensure that all traffic enforcement operations are conducted in an efficient and bias-free manner.

III. DEFINITIONS

A. Traffic Stop (T-Stop) - any time a member initiates contact which results in the detention of a motorist. A traffic stop **does not** include those contacts initiated to provide assistance to a motorist, or any contacts resulting from broadcast notifications or calls for service.

B. Precinct Traffic Stop Reports - statistical analysis of traffic stop activity which includes:

1. comparisons of the number, reason and disposition of traffic stops and vehicle searches across the Department;
2. a list of incomplete stops by officer; and,
3. a comparison of the number of stops to the number of tickets written by officer.

C. Traffic Stop Study - a scholarly analysis performed by a contracted subject matter expert focused on the relationship between race/ethnicity and traffic enforcement.

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

N/A

VI. PROCEDURES - Data shall be collected on **all** traffic stops as described herein.

A. Responsibility of member conducting traffic stop

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

2. Vehicle Information Fields - Upon completion of the stop, the member 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 member will then complete the following fields on the "**Vehicle Information**" screen:

a. Reason for stop:

- (1) Speeding
- (2) Cell phone
- (3) Red light
- (4) Stop sign
- (5) Reasonable suspicion of crime
- (6) Other moving violation
- (7) Seatbelt
- (8) 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:
 - (1) No
 - (2) Yes without signed consent
 - (3) Yes with signed consent
 - (4) Yes without consent
- g. Reason for search:
 - (1) Probable cause drugs
 - (2) Plain view
 - (3) Consent
 - (4) Probable cause other
- h. Outcome of search:
 - (1) Nothing
 - (2) Drugs
 - (3) Weapon
 - (4) Other
- i. Canine called

3. Person Information Fields - Upon completion of the Vehicle Information portion, the member will select the **"Add Person"** button and complete the fields below. Members 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
 - (1) Hispanic
 - (2) Black/African American

- (3) Asian/Pacific Islander
- (4) White, non-Hispanic
- (5) Other
- e. Search of person conducted
 - (1) Yes
 - (2) No
- f. Reason for search
 - (1) Protective frisk
 - (2) Probable cause
 - (3) Plain view
 - (4) Consent
 - (5) Incident to arrest
- g. Outcome of search
 - (1) Nothing
 - (2) Weapon
 - (3) Contraband
 - (4) Other
- h. Were they asked to exit vehicle
- i. Where were they placed
 - (1) Back of unit
 - (2) Side of road
- j. Were they restrained
- k. Disposition
 - (1) Ticket issued
 - (2) Verbal warning
 - (3) Arrest

(4) Other

4. Upon entering the required information the member shall press the "**Complete Report**" button to close the **T-Stop**.

5. Procedure Without MDC - Officers shall complete the **Traffic Stop Data Collection Worksheet**, PDCS-3226, for each tour of duty in which traffic stops occur, and enter the data when a computer is available.

B. Supervisors' Responsibility

1. Patrol Sergeants are to:
 - a. Confirm database entries are made for observed traffic stops; and,
 - b. Check incomplete entries for their subordinates on a weekly basis.
2. Patrol Lieutenants are to monitor the incomplete traffic stop records and disseminate this information to their subordinate supervisors.
3. Commanding Officers shall
 - a. Review the quarterly Precinct Traffic Stop Report
 - b. Submit a report to the Chief of Patrol which:
 - (1) acknowledges review of the Precinct Traffic Stop Report;
 - (2) lists all members identified as exhibiting deficiencies or irregularities in traffic enforcement activities; and,
 - (3) explains remedial action taken, if any.
4. The Office of the Chief of Patrol shall:
 - a. disseminate Precinct Traffic Stop Reports to the Commanding Officers of each Precinct and Highway Patrol Bureau on a quarterly basis; and,
 - b. provide the Police Commissioner a report summarizing the responses received from each subordinate command.

C. Responsibility of the Research and Development Section

Research and Development shall collect the raw T-Stop data and provide it to the subject matter expert contracted to perform the analysis and author a report.

D. Responsibility of the Police Commissioner's Office

1. Publish TSDCP raw data on the Department's web page.
2. Create and provide to the Chief of Patrol Precinct Traffic Stop Reports.
3. Create and publish an annual summary of Precinct Traffic Stop Reports.
4. Publish traffic stop studies received from contractors:
 - a. studies which contain actionable evidence of individualized biased policing will be referred to Internal Affairs for investigation.
 - b. publication of all studies shall be delayed or redacted to preserve the integrity of any pending investigation initiated as a result of a study's findings.

VII. ACCREDITATION

A. NYSLEAP

VIII. INDEX

N/A

END