



**ORDER NUMBER 14-11
 14-54**

TYPE DEPARTMENT GENERAL ORDER		AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE	
SUBJECT/TOPIC/TITLE TRAFFIC STOP DATA COLLECTION				
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT		SECTION CREATED 01/26/09 01/26/09	DATE EFFECTIVE 02/14/14 09/04/14	DATE AMENDED 02/14/14 09/04/14

RULES AND PROCEDURES

CHAPTER 13: TITLE: RECORDS/REPORTING PROCEDURES

SECTION 9: TITLE: TRAFFIC STOP DATA COLLECTION

I. PURPOSE

To establish guidelines for the recording and collection of officer initiated traffic stop data. The data collected will be maintained by the Research and Development Section for statistical review and analysis. These analyses will be published when sufficient data has been collected to support reliable statistical analysis.

II. POLICY

In support of the Department's commitment to bias free policing, the Traffic Stop Data Collection Program will collect data on all traffic stops initiated by SCPD officers throughout the Police District. This collected data shall be used to conduct a meaningful examination of the Department's traffic enforcement activity and provide a basis to respond to allegations of racial profiling or racially biased policing. Implementation of this data collection process will demonstrate to the community the Department's sensitivity and responsiveness to their concerns about the issue of racially biased policing. This procedure applies to all uniformed Patrol Division personnel.

III. DEFINITIONS

A. Mobile for Public Safety (MPS) - Program utilized by this Department for the enhanced reception and disposition of assignments, NYSPIN, NCIC, and local data inquiry, input of

supplemental information on assignments, mapping and routing, and assignment specific messaging.

B. Traffic stop" for the purposes of this section of the Rules and Procedures means all self-initiated vehicle and traffic enforcement action regardless of whether any enforcement action is undertaken. Exceptions to this definition are non-discretionary traffic stops based on any call for service that is associated with a central complaint number, check points that are approved by a ranking supervisor, and traffic stops resulting from broadcasts notifications (BOLOs).

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

N/A

VI. PROCEDURES - Data shall be collected on all self-initiated traffic stops.

The required information shall be entered into the Mobile Data Computers (MDC's), which are installed in most Department vehicles or shall be recorded manually on the "Traffic Stop Data Collection Report" (PDCS-3226), when a Mobile Data Computer is not available.

A. MDC Procedure

1. Preliminary Data Collection - Before exiting the vehicle, or as soon as possible thereafter, officers shall push the "**T-STOP**" button and input the following:

a. Plate *: Enter the registration number and any other required information from the drop down menus: State, Type of Vehicle, and Year.

b. Location: Check the pre-populated location information to ensure it is correct. If the location will not verify, uncheck the "Verify Location?" field and enter the location of the stop. This entry should be at least as specific as the location information entered on a uniform traffic ticket (UTT).

c. Description: Make, Model, and Color of Vehicle.

(*Required Field)

Once the above information is entered, the officer will press "**SUBMIT FORM**" and a CC number will be assigned. This CC number must be recorded on the top right corner of the UTT for all self-initiated traffic stops which result in enforcement activity.

2. Completion of the Traffic Stop - Upon completion of the stop, the officer will press the "**Dispo**" button from within the MPS System to record the final disposition of the traffic stop. The officer will then select the "T-Stop Data" function from the "Dispo" screen. The unit's status in C.A.D. will not be returned to "Reporting in Service" (10-27), until the officer then describes the final disposition of the stop, using a series of fields with drop-down lists as described below. Officers will complete the series of fields for each occupant of the vehicle. Fields requiring the input of narrative details are labeled "n":

- a. First Field *: Age
 - Less than 16
 - 16 to 25
 - 26 to 35
 - 36 to 45
 - 46 to 55
 - 56 to 65
 - 66 and Over
- b. Second Field *: Sex
 - Male
 - Female
- c. Third Field *: Apparent Race/Ethnicity
 - Asian
 - Black
 - Hispanic
 - White
 - **Other**
- d. Fourth Field *: Disposition
 - Arrest

- Ticket issued
 - Incident Report Completed
 - Field Report Completed
 - Intelligence Debriefing Worksheet (PDCS-1206) Completed
 - Data Inquiry Made
 - Verbal Warning Issued
 - No Police Action Taken
- e. Fifth Field *: Search Conducted
- No search conducted
 - Search conducted with signed consent
 - Search conducted without signed consent
 - Search conducted without consent
- f. Sixth Field *: Reason for Search
- consent search [n]
[detail reason for asking]
 - observation of suspected contraband [n]
[detail if contraband seized]
 - protective frisk
 - probable cause search
 - search incident to arrest
 - no search
- g. Seventh Field: CC#
- Officers shall record this number on any summonses issued, and, if appropriate, in Memorandum Books.
- h. Eighth Field *: Reason for Traffic Stop
(Use Drop Down List)
- Reasonable suspicion of a crime [n]
 - VTL

(*Required Fields)

Upon entering the required information the officer shall press the "**Submit**" button to add the T-Stop data. The officer will then add summons numbers, if any, using the "Ticket Issued" function from the Dispo screen. Upon completion of this, the officer will then select disposition code "Back In Service-TSTOP (27-TSTOP)" from the "Disposition Code" drop down menu. Upon selecting "Submit Form", the unit's status will then be listed as

"Back In Service" (10-27) in the CAD System.

Officers forced off the traffic stop due to another assignment, or advising Communications Section that they are "Reporting in Service" (10-27), prior to completing the T-STOP Data Screen, will be unable to use the "Complete" button. In these instances officers can complete the T-Stop data entry function at a later time. The officer must first record the CC# which will be needed to complete the T-Stop data entry activity. Officers will then, as soon as is practicable, update the T-Stop data in the Department's MAPPER system, utilizing the "update incomplete T-Stop statistic" function in the IRS system under "Stats".

B. Procedure Without MDC - Officers without MDC's who engage in traffic stops as defined in subsection III of this section will still be required to collect the data in the format described above. In those cases, officers shall complete the "Traffic Stop Data Collection Report" (PDCS-3226), for each tour of duty in which traffic stops occur. A Central Complaint number will be generated by the dispatcher as requested by the officer on the traffic stop. For all self-initiated traffic stops which result in enforcement activity the CC number must be recorded in the upper right corner of the UTT, and must also be recorded on the PDCS-3226 "Traffic Stop Data Collection Report". The data collected in this manner will be entered into the IRS system upon submittal of the PDCS-3226.

C. Supervisor's Responsibility

1. Patrol Sergeants are to:
 - a. Conduct random audits of data base entries for observed self initiated V&T 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 analysis of the data, as described in "D." below, to identify atypical patterns of traffic stops and/or enforcement activity. Evidence of racial profiling or biased based policing will be referred 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 identified will be referred to a precinct or bureau commanding officer for investigation. 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 - R&D shall analyze traffic stop data on an annual basis.

a. the raw data collected during the preceding calendar year shall be compiled and categorized by R&D no later than the first day of March.

(1) the Information Technologies Section shall assist in providing R&D the raw data in an electronic format suitable to conduct analysis.

(2) R&D shall categorize the raw data according to the classifications as detailed above in paragraph VI.A.2. (a. through h.).

b. R&D shall determine and identify relevant and reliable benchmarks which reflect as closely as possible the racial/ethnic demographic of the driving population within the Police District. These benchmarks may include, but are not limited to:

(1) U.S. Census data of the race/ethnicity of the driving age population within the Police District

(2) prior years' aggregate data collected by the Traffic Stop Data Collection Program

(a) comparing night stops against daytime stops.

(b) comparing stops performed by Highway Patrol units against precinct

units.

(3) driving population data compiled from other sources, such as:

(a) motor vehicle accident records.

(b) outside agency records (DMV, etc.).

(c) direct observation initiatives.

c. R&D shall develop a methodology to compare collected data with relevant benchmarks to determine if any patterns of racial or ethnic bias are detectable. This methodology will include:

(1) comparisons of traffic stops by race/ethnicity to percentage of benchmarked population of the same race/ethnicity.

(2) comparisons of searches and reasons for searches among racial/ethnic groups.

(3) comparisons of disposition of traffic stops among racial/ethnic groups.

(4) comparisons of consent searches across racial/ethnic groups.

(5) comparisons of rates of searches yielding contraband across racial/ethnic groups.

2. Reporting

a. R&D will provide a final report of the previous year's traffic stop data to the Police Commissioner no later than the first day of July. Should this report reveal no evidence of biased based policing the Commissioner shall cause the report to be published in relevant part in the appropriate public medium.

b. Should the final report indicate possible evidence of biased based policing, the Police Commissioner shall direct R&D to conduct further analysis of the data.

(1) if further analysis suggests that identifiable units or individuals are engaged in biased based policing, the Police Commissioner shall refer the findings to the Internal Affairs Bureau for investigation.

(2) if further analysis suggests possible evidence of biased based policing which is not attributable to any identifiable individual or unit, the Police Commissioner shall determine the need for programmatic training and/or modifications to operations.

(3) if further analysis reveals no credible evidence of biased based policing, the Commissioner shall cause the final report to be amended to include the findings of the further analysis, and when satisfied that the report is complete shall cause the report to be published in relevant part in the appropriate public medium.

VII. ACCREDITATION STANDARDS

N/A

VIII. INDEX

N/A

END