



TRAFFIC STOP DATA SHEETS

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I. Purpose

The purpose of this Written Directive is to identify procedures for completing the mandated Traffic Stop Data Sheet.

II. Policy

It shall be the policy of the University of Maryland Baltimore Police Force (UMBPF) that all members initiating traffic stops shall complete the Traffic Stop Data Sheet in a manner as described herein.

III. Background

Effective July 1, 2001 the Maryland General Assembly authorized Article 25 Section 113 of the Maryland Transportation Code requiring Maryland police agencies to begin using the Traffic Stop Data Sheet for a period of nine years and two months. The Traffic Stop Data Sheet was designed by the Maryland Police and Correctional Training Commission in consultation with the Maryland Justice Analysis Center to compile statistics on traffic stops in an effort to determine whether these stops were in any way bias based.

IV. Stopping Violators

A. Providing Education

Officers should be aware that a traffic stop can be an emotional experience and as a result should strive to make each contact educational and to leave the motorist with an understanding that the officer has performed

a necessary task in a fair, professional and friendly manner.

B. Biased Based Traffic Stops

See Written Directive 3.2A "Bias Based Profiling" of the Police Force Manual for definitions, current policy and training requirements.

C. Making Traffic Stops

See Written Directive 6.35 "Traffic Law Enforcement" of the Police Force Manual for more information on making traffic stops.

D. Procedures

1. Anytime an officer stops a vehicle for a traffic violation, a Traffic Stop Data Sheet form will be completed. (Not intended for use in consensual or casual contact).

2. The officer responsible for the decision to stop a vehicle is responsible to ensure the proper completion of the Traffic Stop Data Sheet form. Only one Traffic Stop Data Sheet form is required for the driver of each stopped vehicle. If contact is made with a passenger, a UMBPF Contact Card must be completed. All Traffic Stop Data Sheet forms shall be completed in black ink.

3. All Traffic Stop Data Sheet forms shall be turned in with the Activity Sheet at the end of the tour of duty and officers will indicate the total number of Traffic Stop Data Sheet form(s) completed.

4. Supervisors will check the number of Traffic Stop Data Sheet forms with the tally on the Officer's Activity Sheet. Once the supervisor ensures that all information has been supplied and that the Traffic Stop Data Sheet forms have been completed properly,

they will sign their name in the appropriate space provided at the bottom of the form.

5. Approved Traffic Stop Data Sheets will be reviewed by the Technical Services and Records Lieutenant. If the Technical Services and Records Lieutenant can find no deficiencies, the forms will be signed and sent for processing.

6. Once the information is entered into the database, Records personnel will sign and date the form in the appropriate space.

7. The information collected from the in the database will be provided to the Maryland Justice Analysis Center by March 1st of the following year using a standardized reporting format.

8. The Traffic Stop Data Sheets will be archived for three (3) years in the Research and Development Bureau at the University of Maryland, College Park.

9. The UMBPF is not obligated by law to give the driver of the stopped vehicle a receipt or copy of the Traffic Stop Data Sheet form.

V. Traffic Stop Data Sheet

A. Completing the Form

1. The Traffic Stop Data Sheet form will be completed in the following way:

- a. Date of Stop – (month-day-and year)
- b. Time of Stop – (hours and minutes).
- c. Approximate Length of Stop.
- d. Primary “Initial” Reason for Stop Violation – (article, section, subsection, etc.).
- e. Location of Stop – (street address).
- e. Search conducted – (yes/no).
- f. Reason for the Search – (consent, incident to arrest, etc.).
- g. Type of Search – (person, property).
- h. Disposition of Search – (contraband seized, property recovered, etc.)
- i. Citation Issued – (yes/no, article and section).
- j. SERO Issued – (n/a).
- k. Written Warning – (n/a).
- l. Verbal Warning – (yes/no)

m. Basis for Verbal Warning

n. Driver Arrested – (yes/no, based on stop, based on search, etc.)

o. List Charges – (traffic or criminal).

p. Driver’s Date of Birth

q. Gender

r. Race

s. Driver’s Residence – (state)

t. Vehicle Registration – (state)

u. County of Residence. – (abbreviated)

v. Officer’s Name

w. Last 4 digits of officer’s social security number.

x. Event Number (police report number if applicable)

y. Approving Supervisor’s Signature

z. Technical Services and Records Lieutenant’s Signature and signature of Records personnel entering the data.

2. UMBPF officers will be trained on this Written Directive at Roll Call and/or during the initial Field Training phase of employment. Updates will be reviewed periodically as required during Roll Call training.

B. Viewing the Form

(See the 8.5 Appendix “Traffic Stop Data Sheet”)

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