

**FREDERICK POLICE DEPARTMENT
GENERAL ORDER**

Section 3: General Patrol Procedures **Order Number:** 314
Topic: VEHICLE STOP DOCUMENTATION **Issued by:** Chief of Police
AND ANALYSIS
Approved: 03/08/19
Review: Annually in March by Professional Services Division Commander
Supersedes: 06/01/13

.01 PURPOSE:

To set forth procedures for gathering of statistical information concerning vehicle stops and to establish guidelines for analysis of data so collected.

.02 CROSS-REFERENCES:

Maryland Vehicle Law, TR 25-113
[G.O. 311, "Motor Vehicle Stops"](#)
[G.O. 750, "Citizen Contacts and Detentions"](#)

.03 DISCUSSION:

Section 25-113 of the Maryland Vehicle Law requires in part that the Department collect certain information concerning each stop of a motor vehicle, review that information, and report that information on an annual basis to the Maryland Justice Analysis Center.

In addition to the information required by the law, the Department has found analysis of additional information concerning motor vehicle stops to be beneficial; therefore, the Department will continue to collect and analyze this additional information.

.04 POLICY:

It is the policy of the Frederick Police Department that its officers will report stops of motor vehicles as required, using the standard form that the Department has developed. The Department will analyze the information reported and will forward applicable portions of the information to the Maryland Justice Analysis Center. The Department's analysis, as well as that of the Maryland Justice Analysis Center, will form the basis for periodic recommendations for changes, if necessary, to the Department's policies and practices to ensure that the Department's law enforcement actions are non-discriminatory.

.05 DEFINITIONS:

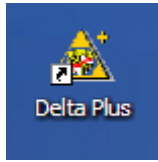
.10 VEHICLE STOP DOCUMENTATION REQUIRED:

Whenever an officer stops or detains the operator of a motor vehicle for any reason, the officer will enter the information into the Delta Plus/E-Tix data base via the MDC or a HQs. PC. If the Data base is not functional or the officer does not have access the officer will maintain the appropriate information and then enter the information into the Database when it is available, except when:

1. the stop or detention is made as part of an authorized checkpoint or roadblock; or,
2. the stop or detention is made for the purpose of traffic control due to a traffic accident or other emergency situation requiring the stopping of vehicles for public safety purposes (i.e. traffic direction).

.20 COMPLETION OF VEHICLE STOP LOG:

Officers will complete the Delta Plus/E-Tix data base using the following instructions:



Click the Delta Plus icon:

1. Enter 4 Digit ID Number

3. Click Login

2. Enter Password

Delta Plus Login

ID Number:

Password:

Agency: FREDERICKPD

Select View: Day

Login

Cancel

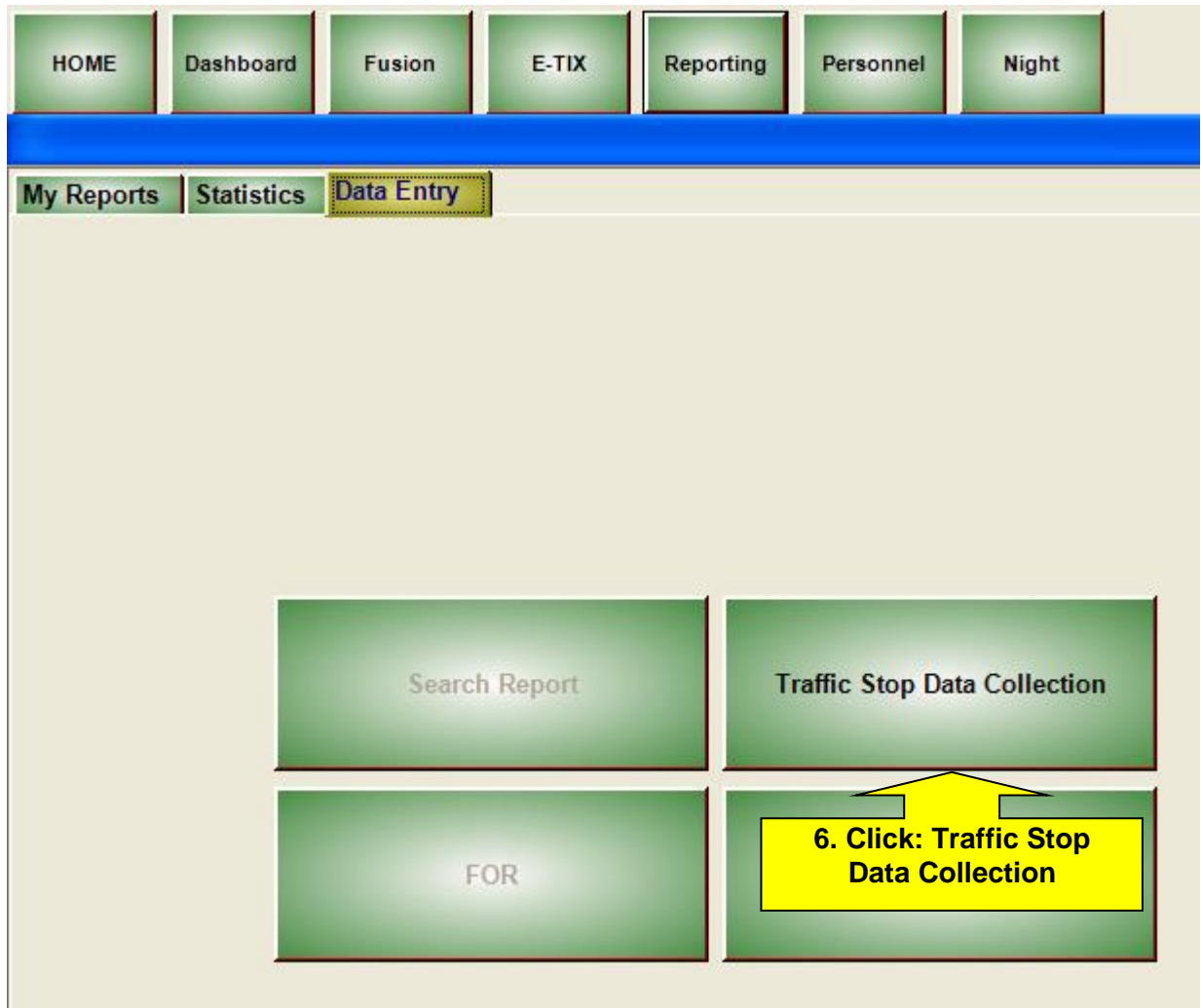
HOME Dashboard Fusion E-TIX Reporting Personnel Night

4. Click: Reporting

HOME Dashboard Fusion E-TIX Reporting Personnel Night

My Reports Statistics Data Entry

5. Click: Data Entry



You will then see the below page where you are required to make the appropriate data entry.

Agency should be populated and so should the **Username** that defaults to the person logged in to Delta +

Case Number should be used to reflect the Case Report Number generated by CAD

Date of Stop and **Time of Stop** are self explanatory

Video is used to indicate if there is any video available from your in-car camera. Please indicate Yes or No.

Duration of Stop: enter the length of the stop in minutes. Please enter correct length of time for the stop.

Reportable Stop Data Entry

Agency: Username: Case Number:

Date of Stop: Time of Stop: Video: Duration of Stop:

Location:

Gender: DOB: Race:

Residence State: Residence County:

Registration: Registration State:

Stop Reason:

Outcome:

Arrest Made

Arrest Reason:

Crime Charged:

Search Conducted

Search Type:

Disposition:

Search Reason:

Gender: Male/Female/Unknown

Gender:

M

F

U

Race: Here is where our current practice differs from Delta+. If the subject stopped is of Hispanic descent select Hispanic vs White or Black

Race:

ASIAN

BLACK

HISPANIC

NATIVE AMERICAN

OTHER

UNKNOWN

WHITE

Residence State: Select the Driver's State of Residence

Residence State:

Residence County: Select the Driver's County of Residence if an in-State resident else select N/A

Residence County:

Registration State: Select the vehicle Registration State

Registration State:

Stop Reason: After selecting the specific type of law that was violated the other boxes will populate based on your selection. (e.g. If SERO is selected the second drop down menu will list all of the SERO violations you have to choose from. After the second box is filled in there are no more items to complete so the last 2 boxes will have no selections in their drop down menus for SEROs.

The below listed abbreviations stand for:

BR = Business Regulation

MR = Maryland Regulation

SERO – Safety Equipment Repair Order

TA = Traffic Article

TG = Tax General

The **SEARCH** button can also be used to search for the appropriate charge.

Stop Reason:

BR
 MR
 SERO
 TA
 TG

SEARCH

Outcome: Select what action was taken.

Outcome:

Arrest

SERO

Warning

Citation

Arrest

If you place a check in the check box named **Arrest Made** it opens additional fields required if an arrest is made. You need to select if the arrest was based on a Search, the traffic Stop, or Other.

Crime Charged is used if your stop is based on a criminal charge. You can also use the **SEARCH** button to search for the charge similar to the traffic charge SEARCH button.

Arrest Made

Arrest Reason:

Crime Charged:

SEARCH

If you place a check in the check box named **Search Conducted** the three below listed fields need filled out

Search Conducted

Search Type:

Disposition:

Search Reason:

Search Type:

Search Type:

- Person
- Property
- Both

Disposition:

Disposition:

- Contraband Only
- Property Only
- Contraband and Property
- Nothing

Search Reason:

Search Reason:

- Consensual
- Incident to Arrest
- Exigent Circumstances
- Probable Cause
- K-9
- Other

After all the appropriate data has been entered click:

If you failed to enter something that is required or enter it in the wrong format the program will not let you submit the traffic stop. You will need to correct all errors and

click: again after the corrections have been made.

.30 SUPERVISORY REVIEW OF LOG:

Supervisors will compare the stop Log data base a list of calls/vehicle stops generated by the CAD system for the shift in question, to ensure that a Log is submitted for each vehicle stop listed in the CAD system. This comparison will be made based upon the date and time of the stop.

.40 MARYLAND JUSTICE CENTER ANALYSIS:

1. Prior to March 1 of each year, the Commander Professional Services Division, will compile the data collected from Vehicle Stop data base during the previous calendar year and will submit the compiled data to the Maryland Justice Analysis Center, using the data and the standardized format requested by the Center.
2. After publication of the annual report by the Maryland Justice Analysis Center, each member of the Command Staff will review the report and recommend any appropriate actions necessary in the training and counseling of officers and for the promotion of nondiscriminatory law enforcement.