



Subject: Reportable Traffic Stop Data Collection

Table of Contents

I. Purpose

II. Definitions

- A. Electronic Traffic Information Exchange (E-TIX)
- B. Maryland Vehicle Law § 25-113 – Race Based Traffic Stops
- C. Reportable Traffic Stop
- D. Traffic Stop
- E. Traffic Stop Data Form (T.S.D.F.)

III. Policy

IV. General

V. Data Collection – T.S.D.F.

VI. Completion Guide - Maryland Uniform Complaint and Citation

VII. Completion Guide - S.E.R.O.

VIII. Completion Guide - Traffic Warning

IX. Data Entry

X. E-TIX Usage

I. Purpose

The purpose of this Policy is to establish protocols for required data collection on reportable traffic stops as outlined in Maryland Vehicle Law § 25-113 entitled Race-based Traffic Stops.

II. Definitions

- A. **Electronic Traffic Information Exchange (E-TIX):** A software powered by Deltaplus that allows police officers to generate traffic citations, written warnings and S.E.R.O.s electronically.
- B. **Maryland Vehicle Law § 25-113 – Race Based Traffic Stops:** A provision of the Maryland Vehicle Law that requires a law enforcement officer to collect and report specific information associated with a traffic stop.
- C. **Reportable Traffic Stop:** Any instance when a law enforcement officer stops the driver of a motor vehicle and detains the driver for any period of time for a violation of the Maryland Vehicle Law committed by the driver. A “Reportable Traffic Stop” does not include:
 - 1. A checkpoint or roadblock stop;
 - 2. A stop of multiple vehicles due to a traffic accident or emergency situation requiring the stopping of vehicles for public safety purposes;
 - 3. A stop based on the use of RADAR, Laser, or VASCAR technology; or
 - 4. A stop based on the use of license plate reader technology.
- D. **Traffic Stop:** A vehicle stop initiated as a result of an observed/reported violation of the Maryland Vehicle Law. The report of a traffic violation may originate with another officer, citizen witness, or Emergency Communications Center.
- E. **Traffic Stop Data Form (T.S.D.F.):** A supplemental document designed to collect information specific to reportable traffic stops for compliance with Maryland Vehicle Law § 25-113. The supplemental form is attached to the reverse side of paper generated enforcement actions (State citation, written warning, and/or S.E.R.O.s) as specified with this policy.

III. Policy

It is the Policy of the Department to properly collect and maintain data associated with reportable traffic stops as required by Maryland Traffic Law § 25-113 utilizing computer software systems approved by the Maryland Police and Correctional Training Commissions and the Maryland Statistical Analysis Center. As a means to assure data collection, officers are reminded that issuance of a citation, S.E.R.O, or warning (paper generated or electronically generated) is required for all traffic stops as outlined in General Order 200 H-2.



IV. General

- A. Maryland Vehicle Law § 25-113 mandates all law enforcement agencies to collect specific information from reportable traffic stops made by law enforcement officers.
- B. As a means to collect the required data police officers shall:
 - 1. Utilize the DeltaPlus software in police vehicle MCTs to collect the required reportable traffic stop information using an E-TIX generated traffic citation, traffic warning, and/or S.E.R.O when prompted to do so, or;
 - 2. Complete and attach a supplemental Traffic Stop Data Form (T.S.D.F.) to the back of paper generated citations, warnings, and/or S.E.R.O.s that meet the criteria of reportable traffic stops.

V. Data Collection – T.S.D.F.

The supplemental T.S.D.F. has been reproduced on adhesive paper that can be easily attached to the back of a paper generated enforcement action. The form duplicates the information outlined in the DeltaPlus software used for E-TIX entries for reportable traffic stop data collection required by Maryland Vehicle Law § 25-113. The supplemental T.S.D.F. is used **ONLY** on the enforcement action that established the reason for the stop.

Example: An officer observes a vehicle pass through a solid red traffic signal at 28th Street and Coastal Highway. The officer stops the vehicle and requests the operator's driver's license and vehicle registration card. The operator tells the officer he does not have his license with him but he produces the registration card for the vehicle. While explaining the reason for the stop to the operator, the officer notices the vehicle's windshield has a vertical crack directly in front of the driver. The officer issues a written warning for the red light violation, a citation for the operator not having his driver's license and a S.E.R.O. for the cracked windshield. No arrest was made and no search was conducted.

In the above example, the red light violation meets the reporting requirements established in Maryland Vehicle Law § 25-113, therefore specific data related to the stop is required. The officer need only provide traffic stop data on the back of the **"AGENCY"** copy of the warning issued (primary reason for the stop) and complete the necessary information as required by the regulation. In the scenario outlined above, "Duration of Stop", "Stop Outcome", "Arrest Made", and "Search Conducted" need only be completed.

The T.S.D.F. is formatted as follows:



The officer will assure the supplemental T.S.D.F. is completed and attached to the reverse side of the **LAW ENFORCEMENT HEADQUARTERS** copy (yellow) of the citation as outlined earlier prior to submission to the Records Section for data entry.

VII. Completion Guide - S.E.R.O.

When a paper S.E.R.O. is issued for the primary offense initiating the traffic stop and the stop meets the requirements of a “reportable traffic stop,” officers shall place the Call For Service (CFS) number or Case (CC) number in the upper left corner of the S.E.R.O. as outlined in the example below. The Officer must also include the driver’s sex, race and date of birth on the S.E.R.O. in the area directly above the driver’s license number, class and state (see below). The officer shall also assure that all fields on the S.E.R.O. are completed – paying particular attention to assure the violator’s name, address, race, sex, date of birth, location of equipment violation, date/time of equipment violation, and actual equipment violation are clearly indicated.

Place CFS or CC Number		Sex/Race/D.O.B.
CFS # or CC#		8597101
MARYLAND SAFETY EQUIPMENT REPAIR ORDER (PURSUANT TO TITLE 23 OF THE TRANSPORTATION ARTICLE, ANNOTATED CODE FO MARYLAND)		
		Sex/Race/D.O.B.
DRIVER’S LICENSE NO.	CLASS	STATE

The officer will assure the supplemental T.S.D.F. is completed and attached to the reverse side of **COPY 1 – MSP ASED** (white) of the S.E.R.O. as outlined earlier prior to submission to the Records Section for data entry.

VIII. Completion Guide - Traffic Warning

When a paper traffic warning is issued for the primary offense initiating the traffic stop and the stop meets the requirements of a “reportable traffic stop,” officers shall place the Call For Service (CFS) number or Case (CC) number in the appropriate area provided on the warning (see below). The officer shall also assure that all fields on the warning are completed – paying particular attention to assure the violator’s name, address, race, sex, date of birth, location of violation, date/time of violation, and violation committed are clearly marked.

Place CFS or CC Number



Ocean City Police Department Traffic Violation Warning

DRIVER'S LICENSE/SOUNDEX NUMBER				CLASS	STATE
DRIVER'S (FIRST) NAME		(MIDDLE)	(LAST)		
CURRENT ADDRESS					
CITY		COUNTY	STATE	ZIP CODE	
HEIGHT	WEIGHT	RACE	SEX	BIRTH DATE	TELEPHONE NO
VEHICLE REGISTRATION		STATE	VEHICLE YEAR, MAKE, MODEL, TYPE AND COLOR		
VIOLATION DATE		TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	ARREST TYPE	CC# or CFS#
LOCATION OF OFFENSE				CITY/COUNTY	

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Department has pre-printed the supplemental T.S.D.F. on the reverse side of the **AGENCY** copy (White) of the written warning as a convenience for the issuing officer. The officer shall assure the supplemental information is completed prior to submission to the Records Section for data entry.

IX. Data Entry

Police officers completing paper enforcement actions (Citation/Warning/S.E.R.O.), **WILL NOT** enter any information into the DeltaPlus software. Police Records Section personnel shall review all paper enforcement actions submitted and carefully screen the documents for the supplemental T.S.D.F. on the reverse side. Police Records Section personnel shall enter all enforcement actions containing the traffic stop data into the Deltaplus "Reporting Module."

X. E-TIX Usage

- A. Police Officers utilizing E-TIX as their means of issuing traffic enforcement actions shall assure they complete the reporting fields as prompted by the DeltaPlus software at the conclusion of each traffic stop. Officers will first be asked if the stop was a "Reportable Stop" (referencing the requirements set by Maryland Vehicle Law § 25-113). If the stop meets the reportable requirements, the officer will select the "Yes" button. If there are multiple violations attached to the stop, a drop down field will appear asking the officer: "What was the initial reason for the stop?" The officer must select the appropriate violation from the drop down list that reflects the reason for the stop. If the stop is non-reportable, the officer will select the "No" button.



- B. At the conclusion of a reportable traffic stop, the officer will select the “*Traffic Summary*” button which will open up the “*Traffic Summary*” page. The officer will see his/her last reportable stop and any other reportable stops made since the last log-off of the user from the Delta Plus software.
1. The officer will now be able to highlight “*No Search Conducted*” or “*Search Conducted*” for each stop. If the officer has multiple stops and has made no searches, he/she can select the “No Searches Conducted” button at the bottom of the page. This will highlight all of the “*No Search Conducted*” buttons for each stop.
 2. If the officer selects “Search Conducted” for a stop, the DeltaPlus software will open the “*Reportable Stop Data Entry*” page for that stop. Most of the required information will already be auto-filled for the officer. The officer must now complete the remainder of the form. If an arrest was made, the officer will check the arrest box which will open up the “*Arrest Reason*” field. In the *Arrest Reason* field, there are three options to select - *Stop*, *Search* or *Other*. Once a selection is made, the officer will enter the crime charged using the four drop down fields. (Example: If the charge is possession of marijuana, the officer will enter **CR 5-601 (a) (1)**).
 3. The officer will proceed to the next field entitled “*Search Type*” which has a drop down menu with three choice selections – “*Person*”, “*Property*”, or “*Both*”. The officer will select the appropriate choice that describes the type of search.
 4. The officer will proceed to the next field entitled “Disposition.” The drop down field has four selection choices – “*Contraband Only*”, “*Property Only*”, “*Contraband and Property*”, and “*Nothing*”. The officer will make the appropriate selection pertaining to the search.
 5. The final field requiring input is “*Search Reason*.” This field’s drop down menu has five choice selections - “*Consensual*”, “*Incident to Arrest*”, “*Exigent Circumstances*”, “*Probable Cause*”, “*K-9*”, and “*Other*”. The officer will select the appropriate reason for the search.
 6. After the “*Reportable Stop Data Entry*” field is completed, the officer will press the “*Submit*” button at the bottom of the page.
- C. If an officer does not complete the “*Traffic Summary*” at the end of the stop, he/she may still complete a required search report by utilizing the “*Search Traffic*” button on the E-TIX menu page. An officer who prompts “*Search Traffic*” can access the “*Local Lookup*” feature and view all of his/her stops. The officer can locate a specific stop by utilizing the drop down menu which is organized by the last name of the violator. By selecting the violator’s last name, the stop information is accessible. The officer can select the “*Complete Vehicle Search Report*” at the bottom of the page. By selecting this feature, the “*Reportable Stop Data Entry*” page opens and the officer can then complete the required fields as described above.



- D. In the event an officer fails to select either of the described choices for completing race based traffic stop data and attempts to log-off the DeltaPlus software, the “*Traffic Summary Display*” page will automatically open with all of the traffic stops listed. The officer will then be required to mark each stop as “*No Search Conducted*” or “*Search Conducted.*” Once each stop is correctly marked the software will allow the officer to log-off E-TIX.
- E. Officers issuing enforcement actions generated from E-TIX must continue to submit a copy of the enforcement action to the Records Section for data entry in R.M.S.

Reference(s): Maryland Vehicle Law § 25-113 – Race Based Traffic Stops
OCPD General Order 200 H-2

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