Purpose of Manual

This document will serve as a manual for law enforcement officers collecting traffic stop data through an electronic Traffic Stop Data Collection Module. The manual is organized to correspond with the module. Each section of the manual provides the following:

- Data Type Collected
- Explanation on the data being collected
- Table showing the codes available for selection within the application as applicable.

The Rhode Island DOT will use the traffic stop data to prepare quarterly reports in accordance with the Comprehensive Police-Community Relationship Act. The requirements for the quarterly reports are outlined in R.I. Gen. Laws § 31-21.2-6.

Types of Stop

The data collected is for all *motor vehicle traffic stops*. Even if a paper citation is issued, a record is still stored in the electronic system capturing traffic stop data. The flowchart below shows how an officer can determine if a traffic stop is entered in the Traffic Stop Data collection module.
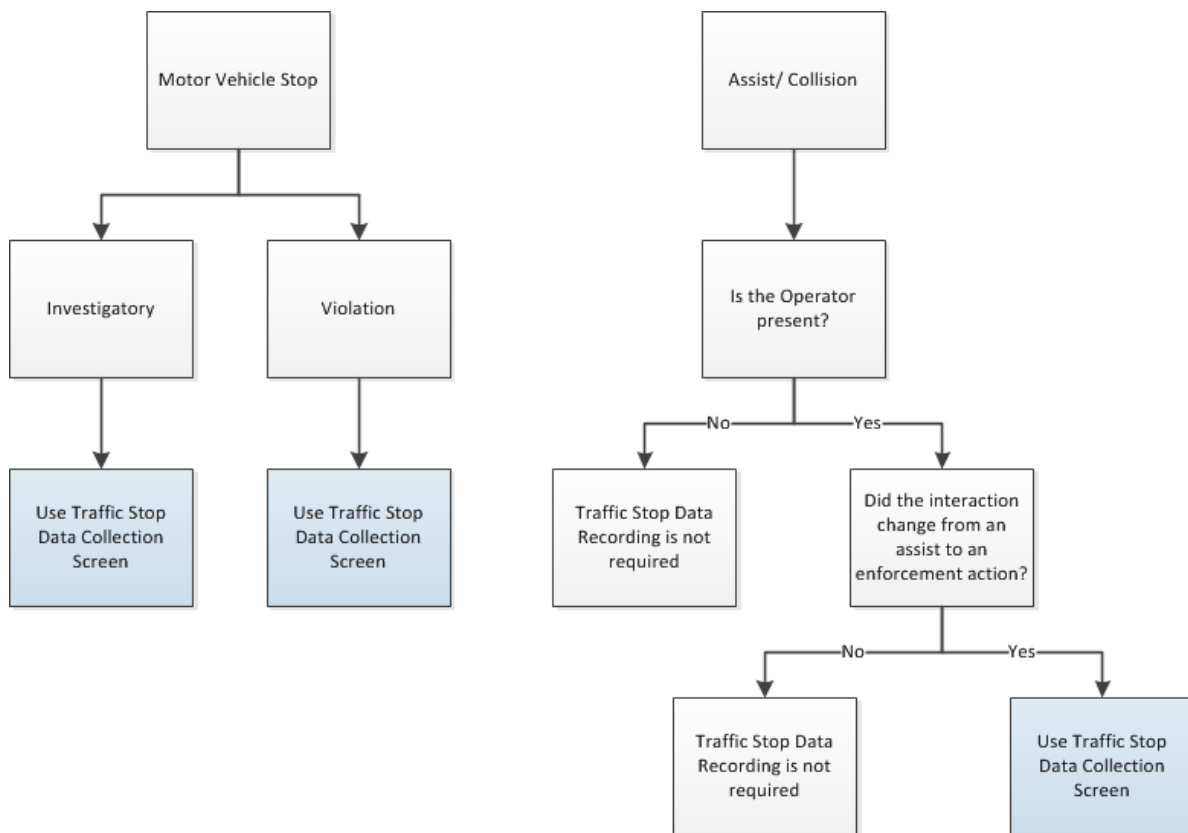

Figure 1. Traffic Stop Data Collection Flowchart

NOTE: An INVENTORY/TOW search is not considered a secondary action, to a motorist assist\collision.

> ***Example:***
>
> *An officer responds to an accident. The accident investigation does not lead to an enforcement action (i.e. citation, arrest, incident, etc.). An inventory is conducted on one of the vehicles, before it is towed. The Inventory is NOT considered an enforcement action. A Traffic Stop Record is not required in this example.*

Traffic Stop Details

The following tables illustrate the data choices as they appear within the Traffic Stop Details section of the Traffic Stop Data Collection Module.

1. Reason for Stop

Select one of the codes in Table 1 to identify the initial reason for the stop.

Table 1. Reason for Stop Code List

Code	Description
I	Investigatory
V	Violation
A	Assist

2. Basis for Stop

Select one of the codes in Table 2 to indicate the basis for the stop.

Table 2. Basis for Stop Code List

Code	Description
AP	APB
CS	Call for Service
EQ	Equipment/ Inspection Violation
MO	Motorist Assist/ Courtesy
OT	Other Traffic Viability
RV	Registration Violation
SB	Seatbelt Violation
SD	Special Detail /Directed Patrol
SP	Speeding
SU	Suspicious Person
VO	Violation of City/ Town Ordinance
WA	Warrant

Motorist Assist (Code: MO) is appropriate when an officer's interaction begins with an assist or collision where the operator is present and then becomes an enforcement action.

Special Detail/ Directed Control (Code: SD) is appropriate only during a Neighborhood Response Team (NRT) effort. NRT-related stops are the only stops indicated by the "SD" option under "Basis for Stop."

3. Operator Race

Select the one of the codes in Table 3 for Operator Race as determined by perception of the officer. The officer selects the code that he/she believes to be the most accurate.

Table 3. Operator Race Code List

Code	Description
B	Black/ African American
H	White Hispanic
I	Asian/ Pacific Island/ East Indian
L	Black Hispanic
N	Native American
W	White

4. Operator Sex

Select the Operator Sex. The Driver License provides the sex of an operator. If an officer cannot use the Driver License to determine the Operator Sex, then it is determined by observation. Male and Female are the only available selections.

5. Residency

This field captures whether the driver is from the city/town where the stop happened. This is not based on jurisdiction. Enter "Y" if the driver is a resident of the city/town where the stop happened and enter "N" if the driver is not a resident of the city/town where the stop happened. The codes are listed in Table 4.

Table 4. Resident Code List

Code	Description
Y	Yes
N	No
H	N/A Interstate Highway

The Code H (N/A Interstate Highway) should not be selected.

6. Date of Birth

Enter the Date of Birth into this field. Entry will be MM/DD/YYYY format.

7. Registration (Reg.)

The registration for the vehicle is entered into two fields. The order is as follows:

1. Select the state the vehicle is registered in.
2. Enter the vehicle's license plate number. The first block is for the State the vehicle is registered. The second field is the Plate Number.

8. Additional Occupants

Enter the number of additional occupants. Do not include the driver in the additional occupants count.

9. Result of Stop

Enter the appropriate code for the result of the stop. The codes for this field are listed below in Table 5.

Table 5. Result of Stop Code List

Code	Description
A	No Action
D	Arrest Driver
M	M/V Citation
N	N/D – Notice and Demand
P	Arrest Passenger
W	Warning

The *Reason for Stop* and *Basis for Stop* are independent from the *Result of Stop*. These fields do not change due to the *Result of Stop*. The *Results of Stop* is entered with the following priority:

1. Actions involving the driver.
2. Most significant action for the *Result of Stop.*

10. Duration of Stop

Enter the amount of time that the stop was conducted. The codes for this field are listed in Table 6.

Table 6. Duration of Stop Code List

Code	Description
A	0-15 Minutes
B	16-30 Minutes
C	Over 30 Minutes

11. Road

Enter the type of roadway the vehicle was located on. The codes for this field are listed in Table 7.

Table 7. Road Code List

Code	Description
I	Interstate Highway
S	State Highway
N	Non-Highway

The Code I (Interstate Highway) should only be used for I-95, I-195 and I-295.

12. Plate Type

Enter the type of license plate into this field.

13. Prior Record

Enter the appropriate value to show if the driver has a prior *criminal* record. The codes for this field are listed in Table 8.

Table 8. Prior Record Code List

Code	Description
N	No
T	Not Checked
Y	Yes

Search Information

Searches conducted on the driver, passengers, and vehicle are collected within the Traffic Stop Data Collection module. The following information is collected within the Traffic Stop Data Collection Module:

- Reason
- Search/Frisk
- Result

Figure 2. Search Information

Figure 3 provides a diagram of how to enter the search data within the data collection screen.
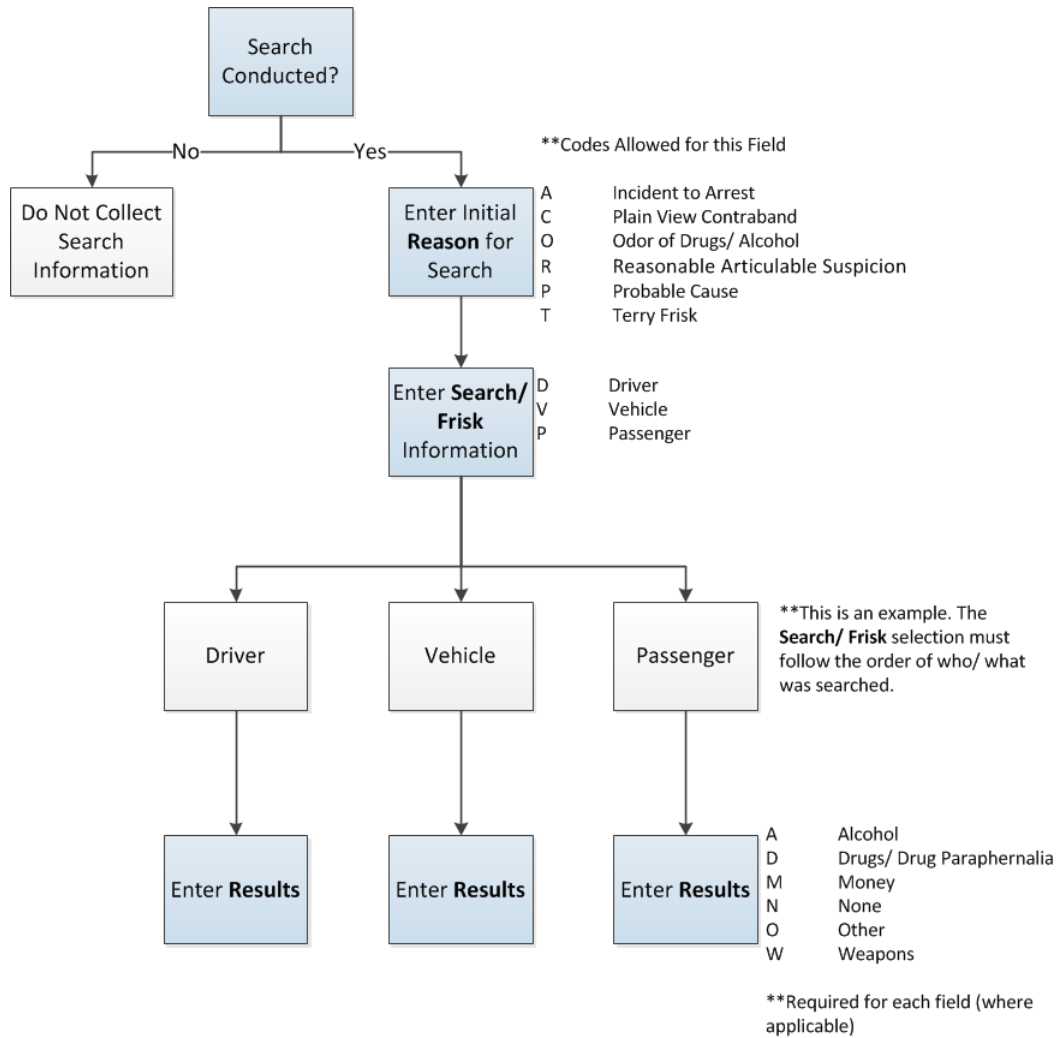

Figure 3. Search Data Entry Flow Diagram

The choices in Figure 3 appear in order of entry within the Search Information section of the Traffic Stop Data Collection Module.

1. Search Information - Reason

Enter the <u>initial</u> reason for the conducted search. Table 9 lists the only codes used for use in this field:

Table 9: Reason Code List

Code	Description
A	Incident to Arrest
C	Plain View Contraband
O	Odor of Drugs/ Alcohol
P	Probable Cause
R	Reasonable Articulable Suspicion
T	Terry Frisk

❖ The Traffic Stop Race Data Module permits three choices under "reason" on the screen. Enter only the **initial** reason the search was conducted in the first field. Only provide one answer in this section – the initial reason the search was conducted. An officer can provide additional information regarding the search in the officer's narrative.

❖ Until the Traffic Stop Race Data Module is updated, Inventory/Tow is <u>not</u> to be selected.

   o ***Additional Clarification:***
      Inventory/tow should be documented elsewhere and should NOT be used as the initial reason for the search. If something is found during an inventory\tow, then the initial reason for the search should be another option, not inventory\tow.
   o ***Example:***
      An officer responds to an accident, both drivers are issued citations and both cars are towed. While doing an inventory of one of the vehicles, before it is towed, the officer finds cocaine. The "initial" reason for the search should be "Plain View Contraband", not inventory\tow.

   o ***Additional Clarification:***
      The "Reasonable Articulable Suspicion" option would be used, if "Consent Requested" was checked, but may not be exclusive to consent requested.

2. Search Information - Search/Frisk

Enter who/what was searched/frisked. Indicate whether the search was conducted on the driver, passenger, or vehicle. The first box indicates what was searched **initially**.

Table 10: Search/Frisk Code List

Code	Description
D	Driver
V	Vehicle
P	Passenger

❖ The Traffic Stop Race Data Module permits three inputs for the Search/ Frisk code within the data entry screen. To maintain consistent data collection, enter data in the following order:
   o In the first box, indicate the option where your search began – either with the Driver, Vehicle, or Passenger.
   o If the search continued to include other options, then indicate those in the second box and the third box.

3. Search Information - Result

Enter the Result from the search conducted. Table 11 lists the only allowable codes for this field:

Table 11: Search Result Code List

Code	Description
A	Alcohol
D	Drugs/ Drug Paraphernalia
M	Money
N	None
O	Other
W	Weapons

❖ The Traffic Stop Race Data Module permits three inputs for the "Result" values within the data entry screen. From left to right, the respective code from Table 11 is entered in the field **corresponding** to the entries in the "Search/Frisk" Boxes.

❖ If a search is conducted and contraband is found, then the input for Search Results should be the **highest level** of contraband found.

❖ Data entered in these three "Result" boxes correspond from left-to-right with the three "Search/Frisk" boxes.

❖ In the event that the scope and results of the search go beyond the data collection capabilities, then this and all other relevant facts are included in the officer's narrative.