

**University of Maryland Police
Police Headquarters
College Park, Maryland 20742-6011**

NOTICE ORDER: **02-0079**

SUBJECT: **Traffic Stop Data Collection**

EFFECTIVE DATE: January 1, 2003

ORDERED BY: Kenneth W. Krouse
 Chief of Police

.10 Traffic Stop Data Collection

- A. The agency will comply with the requirements of TR 25-113 starting January 1, 2003.
- B. Agency officers will collect and submit, in the format adopted by this agency, required information for all traffic stops consistent with TR 25-113.

.20 Procedures for Traffic Stop Data Collection

- A. The following procedures will take place for the collection of traffic stop data:
 - 1. Officers will complete one scantron sheet for each traffic stop initiated.
 - 2. Scantron sheets can be completed in pen or pencil. Pencils and erasers will be kept in each vehicle for officer use in filling out forms.
 - 3. If, when filling out a form, an error is made, the form can be thrown away and a new form may be completed.
 - 4. Scantron sheets are not required for radar stops.
 - 5. The completed scantron sheets will be submitted to Records with the appropriate traffic stop paperwork, if applicable, in accordance with (check numbered policy for submitting citations).

.30 Distribution & Access of Notice

- A. This Special Order is being electronically distributed to all agency personnel with document receipts being similarly documented.
- B. Printed copies of this Special Order are retained in:
 - a. Accreditation files;
 - b. Master Notice files; and
 - c. The Duty Office Manual.
- C. An electronic copy of this Notice is accessible in the UMPD Shared/Manual or through the Manual application in the UMDPS Portal System.