



Lansing Police Department Manual

Mike Yankowski, Chief of Police

600.2 — MANAGEMENT ANALYSIS OF TRAFFIC STOPS

Operational Procedure

Effective Date: 07/2017

Rescinds: 06/01/2005

1 **PURPOSE**

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3 The purpose of this procedure is to establish guidelines for conducting professional traffic stops and related
4 data collection and analysis efforts to assess policing practices. The Lansing Police Department will
5 collect relevant data for a descriptive analysis of traffic violation stops including; demographic description
6 of the driver and circumstances associated with the stop and outcome.
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8 **POLICY**

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10 The Lansing Police Department recognizes that the practice of stopping drivers based solely on their race,
11 ethnicity or immigration status (i.e., racial profiling) is a violation of an individual's civil rights and is
12 prohibited by this policy. The purpose of this policy is to gather data on traffic stops by Lansing Police
13 Officers for analysis of trends to identify behaviors that suggest racial profiling is occurring and, if so
14 develop corrective action.
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16 **DEFINITION**

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18 • **TRAFFIC STOP:** A traffic stop is any action taken by an officer to stop a motor vehicle being
19 driven by another person for the purpose of investigating a motor vehicle code violation when the
20 traffic stop is not in response to a call.
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22 **SPECIFIC RESPONSIBILITIES**

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24 • Sworn personnel will complete a MATS form (electronic or hard copy) at the time of each traffic
25 stop, regardless of whether or not a citation is issued.
26 • The unit Sergeant is responsible for the following:
27 ○ Collecting and reviewing all hard copy MATS forms.
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29 • The Staff Services Captain will be responsible for the following:
30 ○ General coordination and audit of the MATS program.
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34 **MATS FORM COMPLETION INSTRUCTIONS**

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36 • General Instructions
37 ○ The officer initiating the traffic stop will complete a MATS form.
38 ○ Only information relating to the driver of the stopped vehicle will be collected. MATS
39 information will **not** be collected from passengers.
40 ○ The driver of the stopped vehicle will **not** be requested to provide any information regarding
41 his/her race, ethnic origin or immigration status. Officers will indicate the driver's race or ethnic
42 origin on the MATS form using their best judgement.
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- Specific Instructions

- Completely shade in the appropriate information in response to the following:
- Hour and minute to the nearest 5 minute increment.
- Month, day, and year of the traffic stop.
- Location of the violation (not the location where the stop was made) by Team Area. Shade in the street where the violation was made. All streets not listed by name on the MATS form should be designated as "other".
- Reason for the traffic stop. Check the box that most closely corresponds with the primary reason for the traffic stop. Select only one box.
- Ethnic/Racial Group. Check the box that appears that best corresponds with the race/ethnic group of the driver. Do not request this information from the driver. Use the following guidelines to make a selection:
 - **White** - A person having origins in any of the original peoples of Europe.
 - **Black** - A person having origins in the black racial groups of Africa or the Caribbean.
 - **Hispanic** - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture.
 - **Asian/Pacific-Islander** - A person having origins in any of the peoples of the Far East, Southeast Asia, China, India, Japan, Korea, Pakistan, the Philippine Islands, or Islands of the Pacific Rim.
 - **Other** - A person of an origin other than described above, such as Native American and Middle Eastern peoples and people of mixed race.
 - **Not Apparent** - A person whose racial or ethnic origins cannot be determined.
- Gender. Note whether the driver was male or female.
- Age. Shade in the actual age of the driver on the date of the stop.
- Driver's License Number. Enter the two letter state code (MI for Michigan) followed by the driver's license number.

NOTE: The driver's license number provides information necessary to conduct accuracy audits.
- Search. Shade the appropriate response to indicate whether or not a search of the driver and/or vehicle was conducted.
- If the vehicle was searched, shade the response that most closely corresponds with the type of search conducted of the driver and/or vehicle.
- Indicate what, if anything was discovered or seized in the search by shading the responses which most accurately apply. Mark all responses that apply.
- Result of Stop. Shade the response that most closely corresponds with the primary enforcement action taken. Select only one box. If a citation is issued, always write in the citation number. If an arrest of the driver occurs, always include the report number.
- Officer's Badge Number. Shade in the badge number of the officer who initiated the stop. All three digits on the form must be shaded in. Officers with a one digit badge number must shade in the first two digits as "0". Officers with a two digit badge number must shade in the first digit as "0".
- Supervisor Badge Number.
- A supervisor will review each MATS form for completeness and accuracy then write their badge number on the form.

94 **REMEDIES**

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96 If data management analysis identifies traffic stop anomalies, the Chief of Police/Designee will provide the
97 necessary deployment of resources to remedy the situation.

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99 **GUIDELINES FOR CONDUCTING A PROFESSIONAL TRAFFIC STOP**

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101 Traffic stops will be conducted in a courteous demeanor nonetheless the safety of the officer is of
102 paramount importance. Officers should follow these principles when practically advisable.

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- 104 • Introduction and reason for stop - give a greeting and identify yourself. "Good
105 morning/afternoon/evening, I'm Officer (give first and last name) of the Lansing Police
106 Department. "The reason I stopped you is": (i.e., the reason for the stop must be a valid
107 infraction or statutory violation).
- 108 • If there is a video camera in the car and the stop is being recorded tell the driver, "For your
109 information this traffic stop is being videotaped."
- 110 • Driver's License and Registration - "May I see your driver's license, insurance, and registration
111 please?"

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113 **NOTE:** It's just a matter of personal style, but some switch between asking the above question first
114 before making the following statement.

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- 116 • Explanatory Request - "Is there any reason for (restate the violation)?" This question gives the
117 officer an opportunity to discover some information to establish rapport with the driver. Although it
118 might not matter what their explanation is this question can make the driver feel that he/she has a
119 listening ear to hear their reason.
- 120 • Safety Request/State Action - "Sir/Ma'am, for your safety, please stay in your vehicle until I return."
- 121 • Take Action - At this stage, review all information collected and take the most appropriate action
122 based upon your investigation (i.e., conduct all relevant checks, write the citation(s), issue a verbal
123 warning, etc.). Complete the MATS form. To the best of your ability, complete the traffic stop in a
124 prompt manner.
- 125 • Re-approach, Close and Return - Re-approach the motorist and politely inform them as to what
126 action you have taken and what their obligations are. Do not get drawn into roadside debates or
127 respond to prodding of the driver. Give the violator their options for future action and close the
128 conversation with a concern for their safety such as "Thank you for your cooperation, please drive
129 safely". Do not say "Have a nice day". If necessary, offer to assist the motorist back into the traffic
130 stream.