



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



210.08 VEHICLE STOP DATA PROCEDURES 08-07-17

PURPOSE

The purpose of this order is to establish procedures for the use and collection of the Vehicle Stop Data Form (VSDF).

POLICY

It shall be the policy of the Sacramento Police Department (SPD) to utilize the VSDF to collect statistical information on traffic stops that were initiated by SPD officers.

PROCEDURE

A. DEFINITIONS

1. VEHICLE STOP DATA FORM (VSDF) – A form that is used by the Department to collect statistical information on vehicle stops initiated by SPD officers.
2. ELECTRONIC CITATION DEVICE (ECD) – A portable handheld mobile computer used to issue citations, warnings, and approved forms.

B. GENERAL

1. Department personnel shall know and comply with VSDF instructions.
2. Department personnel shall NOT use or release any VSDF information unless authorization has been given by the Chief of Police or designee.
3. A VSDF shall be completed by the primary officer after each vehicle stop.
4. Officers issuing a warning citation or a traffic citation on an ECD shall complete the VSDF directly from the device [refer to GO 523.04 Notice to Appear (Citations)].
5. Officers issuing a verbal warning or a hard copy citation shall complete the VSDF using the web link.

C. RESPONSIBILITIES

1. The VSDF Coordinator shall
 - a. Generate and send a bi-weekly VSDF compliance report to sergeants identifying officers who are missing a VSDF from their traffic stops
 - b. Provide the VSDF compliance report to the Deputy Chief of Operations as necessary or as requested.
2. Sergeants shall review the bi-weekly VSDF compliance report for their teams and address any missing VSDF that are incomplete or missing beyond two weeks' time.
3. Officers shall
 - a. Complete a VSDF as outlined in this General Order.
 - b. Complete all missing VSDF within one week of being notified by their supervisor.
 - c. Review all VSDF to ensure the information on the form is accurate and complete prior to submittal.