



Lansing Police Department Manual

600.02 – TRAFFIC STOP GUIDELINES AND MANAGEMENT ANALYSIS

Operational Procedure
Effective Date: 05/2023
Rescinds: 07/2017

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 the demographic
6 description 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 procedure. The purpose of this procedure is to gather data on traffic stops by Lansing
13 Police Officers for the analysis of trends, and to identify behaviors that suggest whether racial profiling is
14 occurring and, if so, to develop corrective action.

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16 **DEFINITION**

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18 • **TRAFFIC STOP:** For the purposes of this procedure, a traffic stop is any action taken by an
19 officer to stop a motor vehicle driven by another person for the purpose of investigating a motor
20 vehicle code violation.

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22 **SPECIFIC RESPONSIBILITIES**

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24 • Sworn personnel will complete an electronic Management Analysis of Traffic Stops (MATS) form
25 at the time of each traffic stop, regardless of whether a citation is issued.
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27 ○ Traffic stops made in response to a generated call from dispatch do not require the completion
28 of a MATS form.
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30 • The Staff Services Captain will be responsible for the following:
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32 ○ General coordination and audit of the MATS program.
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34 • The Data Systems Administrator will be responsible for the following:
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36 ○ Delivering MATS data to the applicable Michigan State University (MSU) researchers to be
37 analyzed and reformatted.
38 ○ Posting the raw MATS data to the [Open Data Portal](#).
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40 • The Chief of Police Administrative Specialist will be responsible for the following:
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- 42 ○ Posting the LPD MATS Data Analysis summary on the LPD website [here](#).

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44 **MATS FORM COMPLETION INSTRUCTIONS**

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46 • General Instructions

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- 48 ○ The officer initiating the traffic stop will complete a MATS form.

- 49 ○ Only information relating to the driver of the stopped vehicle will be collected. MATS information will **not** be collected from passengers.

- 51 ○ The driver of the stopped vehicle will **not** be requested to provide any information regarding his/her race, ethnic origin, or immigration status. Officers will indicate the driver's race or ethnic origin on the MATS form using their best judgement.

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55 • Specific Instructions

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- 57 ○ Complete the appropriate information in response to the following:

- 58 ○ Hour and minute to the nearest 5-minute increment.

- 59 ○ Month, day, and year of the traffic stop.

- 60 ○ Location of the violation (not the location where the stop was made) by Team Area. Complete the street where the violation was made. All streets not listed by name on the MATS form should be designated as "other".

- 63 ○ Reason for the traffic stop: Check the box that most closely corresponds with the primary reason for the traffic stop. Select only one box.

- 65 ○ Ethnic/Racial Group: Check the box 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:

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- 68 ■ **White** - A person having origins in any of the original peoples of Europe.

- 70 ■ **Black** - A person having origins in the black racial groups of Africa or the Caribbean.

- 71 ■ **Hispanic** - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture.

- 73 ■ **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.

- 76 ■ **Other** - A person of an origin other than described above, such as Native American and Middle Eastern peoples and people of mixed race.

- 78 ■ **Not Apparent** - A person whose racial or ethnic origins cannot be determined.

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- 80 ○ Gender: Note whether the driver was male or female.

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- 82 ○ If the driver is transgender, mark the gender they identify as (if known).

- 83 ○ If their gender is not known, mark the gender on their government ID.

- 84 ○ Do not inquire a driver's gender status solely for the completion of a MATS form.

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- 86 ○ Age: Select in the actual age of the driver on the date of the stop.

- 87 ○ Driver's License Number: Enter the two-letter state code (MI for Michigan) followed by the driver's license number.

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90 **NOTE:** The driver's license number provides information necessary to conduct accuracy audits.

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- 93 ○ Search: Select the appropriate response to indicate whether a search of the driver and/or vehicle was conducted.

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- 96 ■ If the vehicle was searched, select the response that most closely corresponds with the type of search conducted of the driver and/or vehicle.

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- 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: Select 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. Select the badge number of the officer who initiated the stop. All three digits on the form must be selected. Officers with a one-digit badge number must select in the first two digits as "0". Officers with a two-digit badge number must in the first digit as "0".

DATA EVALUATION

- The Civilian Commission Investigator, Police Board of Commissioners, Office of Internal Affairs, and Chief of Police will continue to conduct ongoing reviews of traffic stop data in addition to utilizing the 20-year MATS study to maintain transparency.

REMEDIES

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

GUIDELINES FOR CONDUCTING A PROFESSIONAL TRAFFIC STOP

Traffic stops will be conducted in a courteous demeanor; nonetheless, the safety of the officer is of paramount importance. Officers should follow these principles when feasible.

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

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

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