

MISSING CHILDREN / PERSON REPORTS

- 11--1 Guidelines and standards for all law enforcement agencies in the state have been established in Title IX of the family law of the Annotated Code of Maryland. These standards set forth certain steps to ensure prompt and thorough police action in response to the report of a missing child/person. For the purposes of this general order, a missing child is any child under the age of eighteen and reported missing.
- 11--2 Initial Investigation: When a report of a child missing is received the investigating officer will make every effort to contact the Chief of Police or other supervisor if the investigating officer determines that the child is a critically missing child. The child will be considered critically missing if it meets any of the following factor:
- a---The missing child as not been the subject of a prior missing person report. A check through local police agencies should be made to help make this determination.
 - b---The missing child suffers from a mental or physical handicap or illness.
 - c---The disappearance of the missing child is of a suspicious nature.
 - d---The person filing the report of a missing child has good reason to believe that the missing child may have been abducted.
 - e---The missing child has never previously been the subject of a child abuse report filed with any law enforcement agency. Again, a check through local police agencies, and the Department of Social Services should be made.
 - f---The missing child is under fourteen years of age.
- 11--3 If it is determined that the missing child meets the criterion to be a critically missing child the investigating officer will:
- a---Complete the missing person report, in addition to a criminal report to be used in any suspected kidnapping and abduction cases.

b---- Cause all available information pertaining to the missing child to be entered into NCIC by contacting the Maryland State Police at the Centreville Barrack immediately.

c---Institute appropriate intensive search procedures.

d---Notify the Maryland Center for Missing Children (MCMC) by calling 653-4412 and see that the MCMC copy of the form is forwarded by U.S. mail as soon as possible. The mandated notification of the national center will be made by MCMC.

e---Contact the local department of Social Services to determine if the child/family has a history of abuse or neglect and if they do obtain any information that may assist in the locating the missing child.

11--4 Non-critically missing children will have the following procedures implemented:

a--- The investigating officer will immediately seek to determine the circumstances surrounding the disappearance of the missing child. This includes, but not limited to locating and inspecting the scene where the child was last observed. Interview family members, friends, teachers or other sources of information.

b--- A follow up contact will be made with the complainant no later than 12 hours after the filing of the initial report to determine whether the child has been located. This contact need not be made by the initial investigating officer but it will be his/her responsibility to see that the contact is made. If the missing child has not been located within 12 hours, the additional procedures as outlined for critically missing child will be implemented.

c---- The investigating officer will ensure a description of the missing child is broadcasted.

d----It is important to know that a waiting period before beginning an investigation to locate a missing child is Prohibited by Maryland Law and no member of this department will discourage the filing of a report or taking any action on a report that a child is missing.

11--5 If the investigation develops that the child may be in another jurisdiction you should contact the local agency or State Police in that

area and request their aid in checking that location for the child. The law requires that they render assistance if needed.

11-6 When ever a missing child has been located or the investigating officer has received information from some other source that the child has been located, it shall be his/her responsibility to:

a---Confirm the recovery of the missing child and the circumstances of the return, including the condition of the child.

b---Immediately to cause the missing child to be removed from NCIC

c---Arrange, whenever possible, a personal interview of the missing child to determine the circumstances surrounding the disappearance. The follow up interview should include, but not be limited to:

1-- Nature of closure, i.e. returned voluntarily, parents contacted by child, etc.

2--Condition of the missing child, i.e. physically abuse, deceased, unharmed, etc.

3.--Reasons for disappearance, i.e. family argument, abuse no reason give, etc.

4--Activities while missing, food, shelter, associates, etc.

5-- Any indication of abuse, exploitation, involvement in criminal activity.

11-7 This information should be documented to be made a part of the case file and will e helpful should the child become a missing again in the future. It may be helpful for the investigation officer to use the assistance of Social Services. This will be especially appropriate if the child falls into the critically missing category.

Daily Log/Incident Reports/Detailed Reports

- 12-1 Every call for service will be initiated by completing a Complaint Card and corresponding entry typed on the Daily log. The Complaint Card will either be given a CIR number for criminal investigations, or an IR number for status offenses, incidents that are not of a criminal nature, and routine calls for service.
- 12-2 The Complaint Card and Daily Log entry will be completed in sufficient detail to allow any other member of the Rock Hall Police Department to fully understand the nature, time, and location of the complaint, the parties involved, and what action was taken.
- 12-3 For minor calls for service the Complaint Card and Daily Log entry will suffice as a complete recording of the incident. When dealing with more significant calls for service an Incident Report will be required in addition to the Complaint Card and Daily Log entry.
- 12-4 It is not possible to list every situation that may require the completion of an Incident Report. Common sense and good judgement are required on the part of the individual officer in making this determination. Officers in doubt as to the necessity of a complete Incident Report should contact a supervisor for specific guidance.
- 12-5 All criminal offenses (Part I and Part II crimes) will require the completion of an Incident Report. Supplemental Reports to the initial Incident Report will also be required if the investigation is not closed at intake.
- 12-6 Under certain circumstances officers may be required to complete a Detailed Report describing the actions they took or witnessed during a particular incident. Detailed Reports will be neatly typed, double spaced, on a plain white paper. Detailed Reports will be addressed to the Chief of Police and will include the date of the report, the subject matter, and the signature of the submitting officer.

Property Held Procedures

- 13-1 All members of the Rock Hall Police Department coming into possession of property, evidence, controlled dangerous substances, and found or recovered property which may have been confiscated or which has otherwise come under their care, will, before the end of their current tour of duty, unless otherwise directed submit the property. Whenever abandoned property is received from someone other than the owner of the property, the name, address telephone number, and any other pertinent information concerning the individual delivering the property will be noted on the property record.
- 13-2 All property taken into possession and placed in storage will be recorded on the Department Property Log. All property will be identified by the property record number, and if applicable, by the case number. All information will be placed on an evidence tag or sticker and placed in a manner on the article that would make it easily discernible when placed in storage. An evidence envelope should be used whenever particle.
- 13-3 Members of the department coming into possession of another's property will, as soon as possible, make an attempt to notify the owner that his/her property is being held and the manner it may be released to them. When abandoned property has been received from someone other than the owner other property and the property has not been claimed by the owner and has been held by the department for twelve months. the who turned the property in will be notified that he/she may claim the property with three days of the notification. The method of notification or attempt to make notification will be recorded on the appropriate property held record form.
- 13-4 The following categories of property will be recorded on separate property held forms:
- A--Evidence other than CDS or money, B-- Controlled Dangerous Substances, C--Lost and found,(Excluding Money) D--Monies May include wallet or pocketbook in which money was combined.
- 13-5 It is possible to have property in all of the above categories involving the same case. If this is true, separate property records should be prepared for each category and use the same case number as a referral.

Separate property record forms will be initiated for each known owner. Each item is to be listed separately whenever feasible. This is especially important whenever items of obvious resale value are received. Items which generally can be excluded from item by item listing are: keys miscellaneous papers, old or used clothing.

- 13--6 . No property will be released until proper release is signed by persons authorized to obtain such property, by reason of their showing proof that they are rightfully entitled to have possession of said articles or items. Members will not convert to their own use, or have claim to any evidence or lost, mislaid, recovered, or other property. Persons who have rights to property may have it released to an agent with a notarized authorization from the owner.
- 13--7 . Useable items of property which were directly obtained by an employee of this department in the pursuit of his/her official duties, which are released to this department by the court, may be converted to departmental use, following approval of the Chief of Police. A written report detailing the reason for the use will be completed and placed on file.
- 13--8 . The Chief of Police will designate a Property Held Officer of the department to be custodial officer for all evidence, property, including controlled dangerous substances (CDS) . It shall be the responsibility of the custodial officer to maintain the property record control log to indicate the status of each property placed in storage. An effort will be made whenever possible, evidence will be stored separate from found and recovered property. Under no circumstances will property coming into custody of this department be stored at any other place other than the installation storage area without the expressed permission of the Chief. Only the custodial officer and the Chief of Police will have access to the property held/storage. On certain special occasions when it is found that it is necessary, an alternate officer may be appointed. Because of the chain of custody and the need to have a secure property area, every effort will be made to keep access personnel to a minimum. Whenever property comes into possession of the department and a custodial officer is not available, the officer with custody of the evidence or property will temporarily place such property in a secure location. Property may be removed from the storage area only for an official purpose and may be retained only for such time as the official need exists and then must be expeditiously returned to storage.

All officer must notify the Chief or the property held officer when evidence or property is needed for court. When court is completed, officers must indicate the disposition of the case on the back of the evidence tag and property held form.

- 13-9 An inventory will be conducted by the custodial officer quarterly to insure the integrity of all property held by this department. This inventory will be completed in MARCH, JUNE AND SEPTEMBER AND DEC. and submitted to the Chief. Any discrepancies should be noted and brought to his attention immediately. The importance of the integrity of our property storage can not be over stressed, absolute acceptability is essential.
- 13-10 It shall be the responsibility of the Chief of Police to conduct an unannounced inspection of the Property Room at least bi-annually. This is also to ensure adherence to procedures.
- 13-11 The destruction of cds will be completed when it has been finally determined that it will no longer be needed for court purposes. The destruction will be completed and conducted by two members of the department. All those present at the destruction shall sign the property held records indicating that the cds has been destroyed.
- 13-12 Property which has been held for a period of one (1) year, other than cds and handguns will have its disposition made in the following manner.
- A-- Property which has no or little value will be destroyed or discarded. The destruction must be witnessed by the property officer and at least one other officer of this department. All those present at the destruction shall sign and date the property held form indicating the property was destroyed.
- B-- Property which the owner is not known or after good and sufficient notice has made no claim shall either be discarded or destroyed. Property having value shall be appraised and sold at the appraised value. All monies obtained shall be turned over immediately to the town of Rock Hall.
- 13-13 The disposition of seized firearms in Maryland is regulated by Article 27, section 36C annotated code of Maryland. Those procedures set out in the code will be followed in regards to the disposal of all handguns.

- 13-14 The disposition of alcoholic beverages seized or confiscated shall be held for a period of one year and shall be destroyed or discarded unless needed for court trial. The destruction must be witnessed by the property officer and at least one other officer of this department.
- 13-15 Property which was abandoned or otherwise has come into the possession of the department may be converted to departmental use. This may occur only after the property has been in storage for over a year and every effort to locate the owner has been unsuccessful. A report indicating the reason must be approved by the Chief. The report will be attached to the property record form and filed with property records.
- 13-16 A copy of the property held record form and property record control log are included in the Department S.O.P. Manual. The forms are self explanatory and it is important that all spaces be completed if applicable to the property being placed in storage. The property held number will be taken from the log and shall follow in numeral sequence. If for any reason a number shall not be re-used.
- 13-17 There will be a sign in/out log kept just outside the door to the property room which every officer entering the room will need to fill out. The following required shall include:

OFFICER NAME
DATE/TIME OF ENTRY
REASON FOR ENTRY
PROPERTY FOR ENTRY
PROPERTY RETRIEVING
PROPERTY HELD NUMBER AND CASE NUMBER
DATE/TIME EXITING

Car Storage and Tow Service Policy

14--1 It shall be the policy of the Department to complete a car storage report whenever a vehicle is placed in storage at the direction of a member of this Department. A vehicle should be placed in storage for any of the following reason:

a----- A criminal case when the vehicle is being held as evidence.

b-----A stolen car when it is not possible to release the vehicle directly to the owner/agent.

c----- An accident case when the owner - operator is unable to make a determination of the vehicles disposition.

d----- Vehicles abandoned in the Rock Hall town limits and which fall within the abandoned vehicle ordinance.

14-2 Whenever possible every effort will be made at the scene of an accident or any other situation to have the owner/ operator select the towing agency. The officer on the scene will never call or suggest which tow service to call. You may advise the owner the names of the towing services in the area and let him/her make the selection. If the officer is calling the tow service for the storage, you may select the nearest, reliable one who offers the properties needed, i.e. inside storage, secure area, etc.

14-3 After the vehicle is place in storage, every effort possible will be made to notify the owner where it is stored and when he may obtain release. If the owner has not been notified, the car storage form should be marked No in the space provided and explanation as to why he/she was not notified made on the reverse side of the form. Those steps taken in an effort to notify the owner should be noted also on the reverse side. Never should the form be marked No without any effort made to locate and notify the owner.

14-4 If a vehicle is stored at the officers request, and inventory shall be made. Items with a marketable value or those with an obvious attraction which may result in its disappearance should be removed and a property held form completed and the property placed in property held. A note indicating the property held number should be made on the storage form. Luggage and other such items may be secured, locked in the truck of the vehicle.

14 -5 Release of vehicles in storage to an authorized person shall require the completion of the bottom of the car storage form. When completed, a copy should be made for the garage owner and the owner of the vehicle. The original shall remain in file at the Department. Vehicles may be released to the following persons or under the the following circumstances:

a---- TO THE OWNER

b---- To an authorized agent of the owner with a notarized form from the owner giving such authorization.

c---- Upon presentation of a court order.

d---- Upon presentation of a notarized form or document indicating that the person or firm named in the form or document is lawfully entitled to the stored vehicle.

Whenever the vehicle is released by other than the signature of the owner, a copy of the document authorizing the release should be attached to the car storage form.

Vehicle Maintenance and Policy

- 15-1 The serviceability of departmental patrol vehicles is paramount to the success and good working order of the department. The Rock Hall Police Department will maintain a fleet of patrol vehicles, ensuring that they remain serviceable and clean.
- 15-2 The Chief of Police will assign at least one officer as the Patrol Vehicle Maintenance Officer. This officer will keep a log of all repairs and regularly schedule service on each departmental vehicle as well as make arrangements for repairs and regularly scheduled maintenance to ensure proper-up keep of vehicles.
- 15-3 All patrol officers should, prior to their shift, inspect the vehicle assigned to them for fluids, lights, damage, and cleanliness, as well as service ability of all police sirens, radios, and telephone. Any problems or discrepancies should be noted and the Vehicle Maintenance Officer (or a supervisor) should be made aware of the problem, if the problem is such that the officer is unable to correct the problem at the time. A supply of oil, windshield fluid will be expected to be added whenever is needed and leave a note of what was added, how much was added, the date, and the vehicle number for the vehicle maintenance officer to put in his/her log book.
- 15-4 If a problem arise which requires the vehicle to be taken to a garage or repair shop, the officer should attempt to contact the Maintenance Officer to determine which garage or facility is best equipped to repair that particular problem. If the officer is unable to contact the Maintenance Officer, a supervisor should be consulted.
- 15-5 When a vehicle has been repaired and an officer retrieves the vehicle, he/she should make sure to get a copy of any invoices or repair slips and receipts, and turn it over to the vehicle Maintenance Officer. The officer should also ensure that the date of the work and the vehicle mileage is included on the receipt.
- 15-6 All vehicles should be kept as clean as possible, both inside and outside. The oncoming officer will clean the vehicle if necessary. The department has a hose for this purpose, as well as a supply of cleaning items which can be used. All trash and dirt should be removed from the inside of the vehicle as well. The vehicles will be inspected on a random basis, and the last officer to use the vehicle will be held accountable for its condition.

Extra Duty Hours

- 16--1 It shall be the policy of this Department to authorize overtime/ compensation time where failure to do so would compromise the mission of the department and for worthwhile projects.
- 16--2 Overtime and compensation time shall be justified in cases of emergency, in instances where denial would result in a phase of an operation being seriously impaired, in situations where necessary services could not otherwise be immediately provided, and to operate programs and special events which address themselves to traffic or criminal problems significantly affecting the town of Rock Hall.
- 16--3 Every effort will be made to control overtime usage by planning and scheduling of the employees. It is obvious with a smaller department that it may not be possible to complete our mission without the use of overtime/ compensation time. Unless exception is noted, duty hours shall commence when the officer arrives at his/her assigned area of responsibility.
- 16--4 Overtime/Compensation time shall be authorized by the Chief only. In each case at the end of the time worked, an overtime slip should be submitted to the Chief. If the permits, the permission to work overtime/ compensation time should be obtained from the Chief prior to working the hours. When this is not possible, an overtime slip should be completed and submitted to the Chief at the conclusion of the hours worked.
- 16--5 The amount of paid overtime for each person will be constrained by budgetary restrictions. A log will be kept for each officer with an entry made for each time overtime is granted. This entry will be made by the Chief or his designated representative only. The Chief shall be accountable for the prudent authorization of overtime.
- 16--6 Overtime/compensation time shall not be paid to employees taking basic or in-service training. Because of budgetary restrictions, there will be certain instances when compensation time only will be given for events, schools on off duty time, ect. This order in no manner is meant to restrict those people who wish to work extra hours voluntarily.

Monthly Activities Report

- 17-1 Each officer of the Rock Hall Police Department will be required to submit a report of their duties, monthly. This will assist the Chief of Police and other supervisors to determine what each officer has done during the month. It will also play in the individual officers performance evaluation.
- 17-2 Each officer will submit the monthly report to the Chief prior to end of the last working day of the month. Each officer will total each column prior to submitting the report. It is also important to place the mileage on the top right hand side of the report, along with the total of miles driven for the month.
- 17-3 The Chief of Police or other supervisor will, at or near the first day of the following month, complete a monthly activity report of the entire department. If a officers fails to complete the monthly report or complete it incorrectly, it will affect the overall monthly report.

Duties at a Fire Scene

- 18-1 The primary function of any police department is the protection of life and property. We can best accomplish this at a fire scene by assisting the fire company in the performance of their duties.
- 18-2 Should an officer arrive on the scene first, an inquiry to ascertain if there are any people inside the house or building should be made. If it is learned that there are people inside, then a value judgment by the officer must be made as to whether or not he/she should make entry into the building. If it is learned that no people are inside, then entry should not be made. This request was made by the fire department, due to the fact when opening a door may expedite the burning.
- 18-3 Our officers should concern themselves with traffic and crowd control and do whatever necessary to assist the fire department into getting their equipment and personnel in and out of the fire scene. This may involve moving our own patrol vehicles to a location where they are available but does not impede those vehicles directly involved with fighting the fire.
- 18-4 The fire department has its own fire-police who have been trained in both crowd and traffic control at a fire scene. When they arrive on the scene and have assumed the responsibility for the crowd and traffic control, our officers will, after checking with the senior fire officers, secure from the scene. We should not allow ourselves to become another spectator but should return to routine patrol as quickly as possible.

Military Courtesy

- 19-1 Military courtesy deals mainly with affording correct courtesy and respect to subordinate, fellow worker, and supervisors. The chain of command will be followed in dealing with those matters of an agency nature.
- 19-2 Uniform members of this department shall render the proper hand salute when encountering a Lieutenant and above, as well as the Mayor of Rock Hall.
- 19-3 The exchange of salute with members of other agencies and members of the U.S. Armed Services is a fine gesture and the practice is encouraged. No salute or acknowledgment will be made when encountering another member of this department or other departments when he/she is known to be assigned to a covert operations.
- 19-4 When inside an installation, an exchange of salutes will be given upon the first encounter of the day. Further saluting throughout the day is not necessary, but may be practiced at the discretion of those involved. As a police agency, we are a semi-military organization. In keeping with the basic military courtesy, the use of the word "sir," or a rank description in general conversation is expected.

Body Armor

- 20-1 **Body armor has been issued to each member of the department but as in the issue of any uniform equipment, it shall remain the property of the Rock Hall Police Department.**
- 20-2 **The body armor maybe worn at all times at the option of each officer. It is recommended however, that it be worn by all officers, especially during the hours of darkness or at other times of high risk situations.**
- 20-3 **The effectiveness of the kevlar material to deter injury is substantially reduced when it becomes wet. The panels should only be washed when necessary for hygienic purposes and then only in accordance with the instruction provided by the manufacturer. When the vest is worn, it is recommended that a tee shirt be worn as a barrier to protect against chafing and perspiration.**
- 20-4 **The body armor should not be left lying unprotected inside of an automobile or left exposed to sunlight for an extended period of time since ultraviolet rays have a deterioration effect on the kevlar material.**

Use of Departmental Telephones

- 21-1 When utilizing the telephone in the office, all long distance calls will be logged in the telephone log book, which is located in the patrol room by the typewriter. When necessary, personal long distance calls made be made from the department, however the officer will be responsible for payment.
- 21-2 The use of the department telephone to make personal calls is a privilege. If calls are not logged in properly, or if an officer fails to pay for the calls he/she makes, this privilege will be suspended.
- 21-3 The time spent on the telephone should be kept to a minimum when an officer is on duty. Excessive time spent on the telephone instead of patrol keeps the officer off the street. If it becomes a problem, disciplinary action may result.

Telephone Answering System

The department has in operation a tape recorder telephone answering system. The recorder is used to better service the residents of Rock Hall in obtaining the assistance of a member of our department.

22-1 In order for this system to operate efficiently, it will be necessary for the officers of the department to check the recorder periodically. This should be done at a minimum of three time per shift--at the start of the shift--in the middle of the shift--and at the end of your tour of duty. A good habit for the officer will be check the recorder each time he/she comes into the office.

22-2 Deleted.

22-3 When you are in the office every effort should be made to answer the phone prior to the recorder engaging. All members will make every effort to be courteous on the phone. Many times it is the first impression that is the lasting one and for many people the telephone is the only contact they have with our police department. When answering the phone, a business like tone should be used, such as Rock Hall Police Department, may I help you. One could state there name or a cordial greeting (Good morning, good afternoon), but this is not necessary.

22-4 IT is important to get all the necessary information, whether from a recorded message or in person. If the message is for another officer it is especially important to get all the necessary information to pass on to the other officers.

Data Supplement For Traffic Stops

ROCK HALL POLICE DEPARTMENT

DATA SUPPLEMENT FOR TRAFFIC STOPS

DURATION OF STOP (ENTER TOTAL MINUTES SPENT ON TRAFFIC STOP) 1		<input type="checkbox"/> PRIMARY <input type="checkbox"/> RELATED _____ (IF RELATED, ENTER THE PRIMARY CITATION OR ERO#) 2	
REASON FOR STOP (ENTER VIOLATION OR ERO CODE #) 3		<input type="checkbox"/> SAME AS CITE/WARN/ERO 3 <input type="checkbox"/> RADAR	
4	DRIVER <input type="checkbox"/> NO SEARCHED <input type="checkbox"/> YES	<input type="checkbox"/> CONSENSUAL <input type="checkbox"/> P.C. <input type="checkbox"/> NONCONSENSUAL <input type="checkbox"/> ARREST	<input type="checkbox"/> OFFICER SAFETY <input type="checkbox"/> OTHER
5	PASSENGER <input type="checkbox"/> NO SEARCHED <input type="checkbox"/> YES	<input type="checkbox"/> CONSENSUAL <input type="checkbox"/> P.C. <input type="checkbox"/> NONCONSENSUAL <input type="checkbox"/> ARREST	<input type="checkbox"/> OFFICER SAFETY <input type="checkbox"/> OTHER
6	VEHICLE <input type="checkbox"/> NO SEARCHED <input type="checkbox"/> YES	<input type="checkbox"/> CONSENSUAL <input type="checkbox"/> NONCONSENSUAL	PROPERTY <input type="checkbox"/> NO SEIZED <input type="checkbox"/> YES 7
8	DRIVER <input type="checkbox"/> NO ARRESTED <input type="checkbox"/> YES	PRIMARY CHARGE: _____ CIR NUMBER: _____	
9	PASSENGER <input type="checkbox"/> NO ARRESTED <input type="checkbox"/> YES	PRIMARY CHARGE: _____ CIR NUMBER: _____	
10	DRIVER'S <input type="checkbox"/> MALE GENDER <input type="checkbox"/> FEMALE	DRIVER'S D.O.B. _____	DRIVER'S CO. OF RES. _____
RACE <input type="checkbox"/> WHITE <input type="checkbox"/> ASIAN <input type="checkbox"/> AM. INDIAN ALASKAN <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC <input type="checkbox"/> OTHER <input type="checkbox"/> UNKNOWN			DATA ENTRY 11
ADDITIONAL: 12			

1. DURATION OF STOP: Enter in the total number of minutes spent on the traffic stop (Example: 15 minutes, 35 minutes) Start time begins when the violator's vehicle came to a complete stop. The stop ends when the violator received either a Warning, SERO, or citation. If an arrest was made, the stop ends when the defendant was placed in handcuffs.

2. RELATED CITATIONS/WARNINGS/SEROS: If more than one Citation, Warning, or SERO was given, the violation that was the reason for the traffic stop becomes the primary document. Whichever Citation, Warning, or SERO becomes the primary document, please check the "PRIMARY" box and complete all other necessary information. Data Supplements still have to be placed on the back of each related violation, but DO NOT have to be completed in full. For related violations, please check the "RELATED" box and place the Citation, Warning, or SERO number that it is related to on the provided line.

3. REASON FOR STOP: If the reason for the traffic stop was the same reason for writing the Citation, Warning, or SERO, then this section remains blank and a checkmark is placed in the box "SAME AS CITE/WARN/ERO". If the reason for the traffic stop was different than the reason for writing the Citation, Warning, or SERO, then enter the actual violation number or the code from the SERO. If Radar was used to initiate the traffic stop, please check the box labeled "RADAR".

4. **DRIVER SEARCHED:** If the driver of the vehicle was searched, please check the "YES" box. Furthermore, please check whether the search was consensual and a reason for the search (probable cause, incident to arrest, officer safety, or other). If the driver was not searched, please check the "NO" box.

5. **PASSENGER SEARCHED:** Check the "YES" box if ANY passenger is searched and complete this section following the same instructions as for the driver. **NOTE:** If more than one passenger was searched, there is only a need to fill in the information for ONE passenger. There is no need to fill out additional data supplement forms if additional passengers were searched. Leave this section blank if there are no passengers.

6. **VEHICLE SEARCHED:** If the vehicle was searched, please check the "YES" box. Furthermore, please check whether or not the search was consensual.

7. **PROPERTY SEIZED:** If property is seized at any point during the stop, please check the "YES" box. Provide a brief description of the seized property (example: CDS, Cash, Handgun, etc).

8. **DRIVER ARRESTED:** If the driver of the vehicle was arrested, please check the "YES" box. Furthermore, please enter the primary charge (Example: 27-342, 27-12A, FTA, etc) giving rise to the arrest and the Incident Report Number associated with the arrest. If the driver of the vehicle was not arrested, please check the "NO" box.

9. **PASSENGER ARRESTED:** Check the "YES" box if ANY passenger is arrested and complete this section following the same instructions as for the driver. **NOTE:** If more than one passenger was arrested, there is only a need to fill in the information for ONE passenger. There is no need to fill out additional data supplement forms if additional passengers were arrested. Leave this section blank if there are no passengers.

10. **FOR SERO'S ONLY:** In addition to completing the first eight sections, please complete the remaining sub-sections (Driver's gender, date of birth, county of residence, and race). When completing the "RACE" section please check one box only. At no time are you to ask the violator's ethnicity or race. If you do not know the violator's ethnicity or race, please check the "UNKNOWN" box. Please use your judgement and choose the most appropriate classification.

11. **DATA ENTRY:** Leave blank. For data entry personnel only.

12. **ADDITIONAL:** Leave blank. Reserved for future use.

