

## CONTACT DATA REPORTING

### 18.01 PURPOSE

Contact Data Reporting (CDR) enables the Department to collect and analyze data associated with traffic stops and arrests. This regulation establishes when CDR shall be completed and the procedures for documenting the required information.

### 18.02 GENERAL INSTRUCTIONS

- A. Every member-initiated traffic stop shall require CDR using the Traffic and Criminal Software (TraCS) CDR application, regardless of whether the stop results in a Traffic Citation, Police Warning Notice, criminal complaint (including those filed via either the Allegheny County or Philadelphia County court systems), juvenile petition, or any other report prepared to document police action taken regarding the driver or passenger(s) of the vehicle.
- B. All CDR requires a corresponding Computer-Aided Dispatch (CAD) Call Number.
- C. In the event a member-initiated traffic stop does not result in the preparation of a Department report, CDR is still required. For example, if a member initiated a traffic stop because the vehicle's inspection certificate appeared to be expired, but it was established that the certificate was valid after stopping the vehicle, CDR would be required. Members shall contact a supervisor for guidance if they are uncertain whether CDR is required for a specific traffic stop.
- D. CDR shall not be completed in situations where members respond to incidents such as crashes or disabled motor vehicles, or when members are assigned to Traffic Safety Checkpoints, Motor Carrier Safety Assistance Program details, or State Police Aerial Reconnaissance and Enforcement details.

### 18.03 RESPONSIBILITIES

- A. Submitting Member:
  - 1. Complete CDR when required by this regulation and/or other Department directives, in accordance with the

instructions in the TraCS online documentation, Help File, and internal Validation Function.

2. Document completion/submission of CDR on the corresponding report(s), as follows:
  - a. When a member-initiated traffic stop requires the completion/submission of a Records Management System (RMS) General Offense (GO) Report, the CDR Study Flag shall be selected. No further notations need to be made on the report concerning completion of CDR.
  - b. Although a rare occurrence, when a member-initiated traffic stop requires the completion/submission of a paper-based report (not generated in either CAD, RMS, or TraCS), the TraCS CDR Number shall be written in the upper left-hand corner on the Station copy of the report.

NOTE: When a member-initiated traffic stop requires the completion/submission of either an RMS- or TraCS-generated report (e.g., GO Report, TraCS Traffic Citation), no narrative statements need to be made in the report concerning completion of CDR.

B. Reviewing Supervisor:

Ensure the CDR Study Flag has been selected, or the TraCS CDR Number has been entered in the upper left-hand corner on the applicable report(s), when required, prior to approving and/or filing the report(s).