

Geneva Police Department <b>GENERAL ORDERS</b>		<b>CITIZEN STOP TRACKING CARDS</b>	
<input type="checkbox"/> new: <input type="checkbox"/> rescinds: <input checked="" type="checkbox"/> amends: Policy & Procedure SECTION 68		<b>cross-reference:</b> G.O. 430  <b>Accreditation/Recognition standards:</b>	
<b>effective date:</b> 8.6.04		<b>issue/amend/review date:</b> 8.6.04 / 10.24.13 / 4.30.20  NYS L.E.A.P.:	

<b>I. PURPOSE</b>	The purpose of this General Order is to establish and describe policies and procedures for completing a Tracking System Card for all <b>officer initiated</b> stops of motor vehicle operators, bicyclists, roller skaters (including roller blades), skateboarders and pedestrians.
<b>II. POLICY</b>	It is the policy of the Geneva Police Department to gather information for tracking of individuals stopped by police officers while operating a vehicle or bicycle, skating or walking on city sidewalks or streets. Such information shall include gender, race, age, reason for stop, search conducted (if applicable), rationale for such search, and summons issued/arrest made as a result of the stop.
<b>III. PROCEDURE</b>	<p><b>A. <u>Use of the Tracking System Card (TSC)</u></b></p> <ol style="list-style-type: none"> <li>1. Whenever an officer makes a stop of a pedestrian, motor vehicle operator, bicyclist, or skateboarder (to include roller blades) skating on city streets or sidewalks, a TSC must be filed, with all sections filled in as completely as possible regarding the violator.</li> <li>2. The card should be completed regardless of whether or not the person stopped was issued a summons or arrested.</li> <li>3. The completed card should be turned in to the duty supervisor or placed in the Sergeant’s tray in the Communications Center.</li> <li>4. The TSC will <b>NOT</b> be used in cases of non-custodial police interviews (field interviews), investigative detentions, or observations of suspicious persons, vehicles, locations or activities. In such a case, a Call for Service will be completed. <i>See G.O. 430- Field Interviews.</i></li> </ol> <p><b>B. <u>Supervisor’s Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>1. Supervisors will review the TSC submitted for accuracy and completeness.</li> <li>2. Supervisors will ensure that all cards are then turned over to the Chief of Police or his/her designee.</li> <li>3. The Chief of Police will keep a record of all Tracking System Cards submitted.</li> </ol> <p style="text-align: right; margin-right: 100px;">Approved By</p> <p style="text-align: right; margin-right: 100px;"><b>MICHAEL J. PASSALACQUA</b> CHIEF OF POLICE</p>