University of Chicago Police Department
PROCEDURAL ORDER

Effective Date:		*Number:*
	September 19, 2012	**PO 701-06**
Subject: **Traffic Stop CAD Information**		
References:		
Reevaluation Date Annually		*No. Pages:* 2
Amends:	*Rescinds:*	
Approved By: Marlon C. Lynch, Associate Vice President & Chief of Police	*Signature:* Official Signed document on file in Accreditation Office.	

I.   PURPOSE

The purpose of this procedural order is to standardize the vehicle information and final disposition of a motor vehicle traffic stop in the Computer Aided Dispatch (CAD) system.

II.   GUIDELINES

When completing an entry into the CAD system for a motor vehicle traffic stop, Communications Center personnel should complete all fields related to the suspect vehicle and motor vehicle operator contained in section 4 entitled "Vehicle/Wrecker/OCA/Zones" with the appropriate information and select a disposition when the officer is clear.

III.   PROCEDURE

A.   Emergency Communication Center (ECC) personnel will gather and enter all appropriate information to complete pertinent fields of a CAD Call For Service (CFS) during motor vehicle traffic stops which includes;

1.   Vehicle Registration (also known as "Tag" in CAD)

2.   State of Issue

3.   Year

4.   Type

5.   Vehicle Description

6. Name of Vehicle Operator

7. Operator License Number

B. In addition, for motor vehicle traffic stops, the following dispositions will be utilized;

    1. CIT = Citation Issued

    2. VW = Verbal Warning Issued

    3. TVB = Arrest for Traffic Violation

    4. WARR = Arrest for Warrant

NOTE: If arrest for an outstanding warrant is made during a traffic stop, regardless of other violations, the disposition will always be WARR.