



**Division of State Patrol
Policy and Procedure**

Number
5-2

Subject TRAFFIC STOPS AND SECURITY REPORTING	
Author/Originator Bureau of Field Operations	Approved by <i>Anthony L. Burrell</i> Superintendent
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to institute operational procedures relating to the safety of all personnel. This policy is designed to provide an enhanced level of safety for sworn field personnel.

II. OBJECTIVES

The objectives of this policy are to delineate the method by which troopers and inspectors advise the Law Enforcement Dispatchers (LEDs) of traffic stops and to standardize the procedure for the exchange of information between sworn field personnel and LEDs during traffic stops. This policy also provides direction for LEDs in the performance of security checks on sworn field personnel.

III. DEFINITIONS

- A. **BOT** – MACH Wisconsin TIME Inquiry
- B. **CAD** – Computer Aided Dispatch
- C. **CAD System** – Integrated Dispatch and Mobile Computer Network
- D. **CFS** - Call for Service
- E. **CIB** – Crime Information Bureau
- F. **MACH** – Mobile Architecture for Communications Handling
- G. **MDC** – Mobile Data Computer
- H. **NCIC** – National Crime Information Center

- I. **NCIC 2000 Compliant Interface** – Current compliant interfaces include Portal 100, the MACH Bot, and the eTIME browser
- K. **10-CODES** – 10-codes are defined and used in accordance with the Association of Public Safety Communications Officials, Inc. and are found on the issued Official Ten Signal card
- K. **TIME** – Transaction of Information for the Management of Enforcement
- L. **Traffic Stop** – A traffic stop is a contact with an individual and/or a vehicle for the purpose of investigating one or more suspected violations of law.

IV. GENERAL PROVISIONS

- A. The use of the preparatory code 10-38 (stopping suspicious vehicle/person) and 10-87 (traffic stop) act as notification of a pending traffic stop.
- B. These procedures are designed to provide a means for field personnel to relay crucial information to the communication center and/or indicate the need for the 10-75 (status/security check) process to begin.
- C. The 10-38 (stopping suspicious vehicle/person) procedure can provide an indication of suspicious activity in a vehicle by the occupants. It should alert backup officers to begin to proceed to or position themselves to be able to respond to the reported stop location.
- D. The MDC allows for communication via the CAD system.
- E. All traffic stops shall be entered into the CAD system.
- F. Preparatory 10-codes are the primary means of transmission during everyday agency radio communication in order to facilitate prioritization of calls; however, plain English may, in certain circumstances, be used in lieu of 10-codes.
- G. The Incident Command System (ICS) as defined in the National Incident Management System (NIMS) stipulates the use of plain English (voice/text) during multi-agency, multi-jurisdiction, and multi-discipline events and incidents. This practice shall be followed by DSP personnel in accordance with ICS protocols to ensure NIMS compliance, as applicable.
- H. Officers and dispatchers shall be guided by P&P 5-4 when making any TIME system inquiry and/or entering information into a MACH CFS.

V. PROCEDURE FOR 10-87 (traffic stop)**A. Sworn Personnel****1. CAD/Voice Communication**

- a. An officer may use a combination of CAD and voice communication during a traffic stop.
- b. All other radio communications shall follow normal protocols for radio use.

2. CAD Communication

- a. An officer initiates a traffic stop (T-stop) by one of the following MACH options:
 - i. From the MACH BOT screen, enter the registration plate and state, then click “Submit and Create CFS”
 - ii. Clicking on the “Self Dispatch” button in CAD and selecting a Type of “10-87TS” in the CFS Details screen
 - iii. By pressing the F6 button on the MDC
- b. The officer enters either a license plate number and state of issuance in the Description field or a vehicle description in the absence of a visible license plate prior to approaching the vehicle or subject.

3. Voice Communication

- a. The officer initiates a traffic stop via radio by use of the “10-87” code. The LED shall acknowledge and enter the traffic stop information into the CAD.
- b. Upon acknowledgment by the LED, the officer shall provide information to the LED using voice communication in the following sequence:
 - i. Location of the traffic stop
 - ii. State of the license plate, if available
 - iii. License plate number and plate type (repeat it), if available
 - iv. Repeat the location

NOTE: If a license plate is not available, provide a brief vehicle description.

- c. The officer shall make contact with the communication center within 10 minutes after initiating the traffic stop to advise of his/her status. If officer's status is okay, advise "10-2."

4. Traffic Stop Conclusion

- a. When the traffic stop is completed, the officer shall enter a disposition into the MACH CFS. The officer may wait to enter the disposition if they are called to another incident, reposition to a safer location or another traffic stop must be made.
- b. In addition to the information required in P&P 5-4, the officer shall record what enforcement action was taken and any reports generated during the stop in the MACH CFS Notes. The information shall be recorded in a manner that would be understood by an average person who does not work in law enforcement. For example,

Citation – 86/70

Citation – Fail to wear safety belt

Warning – driver side tail lamp inoperative, missing outside mirror driver side, and unsafe lane deviation

- c. If the officer completes a form, such as a citation, warning or eSP4500, for the traffic stop, the officer shall select "Cleared with Report" from the CFS Disposition list. If no forms were completed for the traffic stop, the officer shall select "No Further Report" from the CFS Disposition list.
- d. An officer may request the dispatcher complete the disposition if there is a need. The officer shall provide the necessary information to the dispatcher.

B. LED

- 1. The LED shall monitor, acknowledge, and record information received by radio and/or MDC from the officer. The LED shall run a TIME system inquiry using an NCIC 2000 compliant interface on license plate information provided by the officer, either verbally or from the traffic stop screen. Information shall be recorded in the associated MACH CFS in accordance with P&P 5-4.
- 2. A 10-75 (status/security check) shall be initiated if there is no contact with the officer via voice or the officer does not make any CAD entries or change the CFS call priority in the CAD within 10 minutes of creating a traffic stop. The LED shall continue to attempt contact in 5-minute increments until contact is established or the officer makes any CAD entry.
 - a. Back-up officer(s) shall be dispatched after the second 5-minute increment call if no contact is made with the officer. Back-up

- officers shall continue unless the officer acknowledges the LED and cancels the back-up officer(s).
- b. The duty supervisor shall be notified by the LED after the second 5-minute increment of no contact.
3. If a “wanted” or 10-99 status response is received, the LED shall:
 - a. Contact the officer with the following sequence of voice communications.
 - i. “10-61” - this will allow the officer to advise whether the person is in the vicinity. **Once the officer has advised the LED to “go ahead” with the information, the LED shall proceed with the details of the 10-99.**
 - ii. “10-99”
 - A. “Vehicle” - if the vehicle or license plate is entered as stolen, or
 - B. “F” - if there is a felony warrant entered on a person, or
 - C. “M” - if there is a misdemeanor warrant entered on a person, and/or
 - D. “10-0” - if there is a caution indicator.
 - b. The officer shall acknowledge the receipt of this information.
 - c. Send 10-39 (urgent-use light and siren) back-up immediately for 10-99 (records indicate wanted or stolen) vehicle, F (felony), or 10-0 (use caution) status responses or, if no response is received from the officer after initially being advised of the 10-99 status. The officer has the discretion to advise the LED that additional back-up is not needed to respond to his/her location.
 4. After the initial traffic stop, the LED shall initiate a verbal status/security check when prompted by the CAD until the officer clears from the call.
 - a. If two or more officers are on-scene, only one officer should be status checked for the group.
 - b. Periodic status/security checks shall continue while an officer is transporting a subject in their patrol vehicle. Status/security checks shall be discontinued when the officer has confirmed their arrival at their destination (e.g. jail, hospital, law enforcement facility).

VI. PROCEDURE FOR 10-38 (stopping suspicious vehicle/person)**A. Sworn Officers**

1. A 10-38 call shall be initiated via voice communications when stopping a suspicious vehicle/person.
2. Upon acknowledgment by the LED and before leaving the patrol vehicle, the officer shall provide information to the LED using voice communication in the following sequence:
 - a. Location of the traffic stop
 - b. State of license plate, if available
 - c. License plate number and plate type (repeat it), if available
 - d. If contact is being made with a pedestrian, the officer shall provide a description of person.
 - e. Repeat the location

NOTE: If a license plate is not available, provide a brief vehicle description.

3. The officer shall contact the LED within 5 minutes via voice communication to advise his/her status.
4. The traffic stop shall then be completed following the same procedure described in Section V. A. 4. a-d.

B. LED

1. The LED shall acknowledge and initiate a CAD CFS to record information received from the officer. The LED shall immediately run a TIME system inquiry using an NCIC 2000 compliant interface on the license plate and/or person information provided by the officer.
2. 10-75 checks shall be initiated by the LED in 5-minute increments after the 10-38 is received.
3. Back-up shall be sent 10-39 if the officer does not respond to the 10-75 check after the initial 5 minutes.
4. 10-75 checks shall continue (not to exceed 5-minute increments) until contact with the officer is established or a back-up unit arrives to verify the officer's status.
5. If a "wanted" or 10-99 status response is received, the LED shall:

- a. Contact the officer with the following sequence of voice communications.
 - i. “10-61” - this will allow the officer to advise whether the person is in the vicinity. **Once the officer has advised the LED to “go ahead” with the information, the LED shall proceed with the details of the 10-99.**
 - ii. “10-99”
 - A. “Vehicle” - if the vehicle or license plate is entered as stolen, or
 - B. “F” - if there is a felony warrant entered on a person, or
 - C. “M” - if there is a misdemeanor warrant entered on a person, and/or
 - D. “10-0” - if there is a caution indicator.
 - b. The officer shall acknowledge the receipt of this information.
 - c. 10-40 (silent run – no lights or siren) back-up shall be sent immediately upon return of a “wanted” status unless a 10-39 (urgent – use lights and siren) response is requested by the officer. 10-39 back-up shall be sent immediately for a 10-99 (records indicate wanted or stolen) vehicle, F (felony), or 10-0 (use caution) status responses or, if no response is received from the officer after initially being advised of the 10-99 status. The officer has the discretion to advise the LED that additional back-up is not needed to respond to his/her location.
6. Mutual aid/assistance may be requested from other law enforcement agencies to respond if DSP personnel are not in close proximity. Requested agencies shall be advised of the nature of the request and the known circumstances of the call.
 7. After the initial traffic stop, the LED shall initiate a verbal status/security check when prompted by the CAD until the officer clears from the call.
 - a. If two or more officers are on-scene, only one officer should be status checked for the group.
 - b. Periodic status/security checks shall continue while an officer is transporting a subject in their patrol vehicle. Status/security checks shall be discontinued when the officer has confirmed their arrival at their destination (e.g. jail, hospital, law enforcement facility).

VII. PROCEDURE FOR 10-75 (status/security check)**A. LED**

1. LEDs shall initiate a 10-75 check when an officer with an Available status has not made voice contact or any CAD entries within the preceding hour. **Voice communications shall be used as the primary means of completing 10-75 checks.**
2. The 10-75 check shall be repeated in 5-minute increments for 15 minutes.
3. If the officer does not respond after 15 minutes, the LED shall notify the duty supervisor that there has been no response from the field officer.
4. The LED shall continue attempts to contact the officer utilizing all available methods (e.g., radio, MDC, local agency frequencies, etc.) until contact is made with the officer or a back-up officer is dispatched, arrives on-scene, and provides a status update.
5. In the event of an accidental radio activation (“mic click”), the LED shall respond by contacting the officer and inquiring if he/she had traffic i.e. “Do you have traffic?”

B. Sworn officer

1. The officer shall provide their location when responding to a 10-75 check.
2. The officer shall notify the communication center by alternate means if primary communication systems/means have failed.
3. In the event of accidental radio activation (“mic click”), the officer shall respond to the LED inquiry by indicating that the radio activation was unintentional and provide his/her location.

C. Duty Supervisor

1. Implement appropriate search procedures for an officer not responding to a 10-75 check.
2. Notify next level supervisor, if appropriate.

VIII. PROCEDURE AFTER ACTIVATION OF RADIO EMERGENCY TONE OR CAD ATTENTION STATUS (F11)**A. Sworn Officer**

1. In the event of an in-progress emergency, the officer shall notify the communication center by voice communication or by either of the following means:
 - a. Activation of the emergency button on the portable radio
 - b. Activation of the F11 button on the MDC
2. Upon response from the LED:
 - a. If an actual emergency exists and if able, reply with the following in sequence:
 - i. Car number
 - ii. Location
 - iii. Status or brief description of emergency
 - b. If an unintentional activation, reply with the following in sequence:
 - i. Car number
 - ii. "F11"
 - iii. Location
 - iv. Status (10-2)

A. LED

1. Upon receiving activation of an emergency tone from an officer, the LED shall immediately attempt to make contact with the officer via radio. The LED shall respond by broadcasting the following in sequence:
 - a. Post name
 - b. Car number
 - c. "10-75, F11"
2. If officer advises of an in-progress emergency or does not respond to the voice inquiry, the LED shall dispatch back-up unit(s) immediately and notify the duty sergeant of the emergency situation. If appropriate, mutual

aid/assistance shall be requested through county and/or municipal agency/agencies.

3. LED shall hold all radio traffic for “10-33 traffic only.”
4. 10-75 checks shall continue (not to exceed 5-minute increments) until contact with officer is established or a back-up unit arrives to verify the officer’s status.
5. If the officer advises of unintentional activation, the LED shall clear the emergency. No further response/action is needed.

B. Duty Supervisor

1. Implement appropriate response procedures for officer advising of emergency situation or not responding to F11 inquiry from LED.
2. Notify next level supervisor, if appropriate.

IX. REFERENCES

DSP Policy and Procedure 1-2, Emergency Response
DSP Policy and Procedure 1-3, Incident Command/Incident Management Team
DSP Policy and Procedure 5-4, Time System Inquiries
DSP Policy and Procedure 5-8, Mobile Radio Communications
DSP Policy and Procedure 5-14, Computer Aided Dispatching
DSP Official Ten Signal Card