

Cleveland Division of Police

2023 CPC Training

June 3, 2023

Topic: Stop Forms

Presenter: Sgt. Melanie Cook #9312

Time: 1 hour

Location: CPC Office, 3631 Perkins Avenue, 4th Floor, Cleveland, OH 44114

I. Stop Forms Policy- GPO 2.02.05 – Effective July 2, 2021

a. A stop form shall be completed for all investigatory stops and traffic stops conducted in a public place; supervisors shall approve, reject (return for correction), or disapprove all submitted stop forms for officers under their supervision

b. When to complete a stop form:

Investigatory stops

-Includes both pedestrian and vehicle stops that are based on reasonable suspicion

Traffic Stops/ Traffic Violation

- Resulting from a traffic violation that was observed by the officer

c. Members shall complete a stop form whenever they conduct an investigatory stop or traffic stop in a public place, whether or not an arrest has occurred or a citation has been issued

d. The officer initiating an investigatory stop or traffic stop shall complete a stop form for each individual who is the subject of the stop

II. A stop form is not required for the following incidents

a. Consensual encounters

b. Vehicle passengers on a traffic stop who are not the subject of an enforcement action

(e.g. passengers being asked to exit a vehicle simply because the vehicle is being impounded)

c. Confirmed subjects of an arrest warrant or search warrant

- d. Checkpoints or roadblocks in which an officer detains a person as a result of a blanket activity (i.e, OVI checkpoints, driver license checkpoints, etc.)
- e. Detentions that do not result in arrest and that occur during:
 - i. A crowd control situation in which pedestrians are directed to remain at a location or are routed to a different location for public safety purposes
 - ii. Public safety mass evacuations (e.g. bomb threats, gas leaks, flooding, earthquakes, etc.)
 - iii. An active shooter situation (i.e. an individual actively killing or attempting to kill people in a populated area)

III. Completion of the Stop Forms

- a. Officers shall complete and forward all stop forms using the data collection software as soon as practical but no later than the end of their tour of duty
 - i. Officers can use the desktop or web based version of BRAZOs
 - ii. Officers shall correct and forward all stop forms returned to them for corrections or clarification by the end of their tour of duty.

IV. Supervisors Responsibilities

- i. Supervisors shall approve stop forms that are properly completed as applicable
- ii. The narrative section shall properly document the following:
 - a. The reasonable suspicion or probable cause justifying the stop
 - b. If the subject was required to exit the vehicle, the reason for the exit
 - c. The basis and reasons that led to any search of a subject and/or their vehicle , if applicable

V. Rejected stop forms

- i. Supervisors shall reject (return for correction) stop forms that are found to be deficient

- ii. Supervisors shall provide the basis for the rejection in the notes field, including but not limited to the following:
 - a. Further information required – additional details for exit = basis for reasonable suspicion – basis for probable cause – subject search justification – vehicle search justification – subject control evidence seized- vehicle contraband evidence seized –incorrect selection drop down/text field –incorrect incident number –grammar and or spelling errors

VI. Data Collection software

- i. My.brazostech.com
- ii. MDT version

VII. Questions