

(COMPLETE ALL CAPTIONS)



**STOP REPORT**  
PD 383-151 (03-16)

Pct. Serial No.	CAD No.
Date of Occ.	Pct. Of Occ.

Time Of Stop	Period Of Observation Prior To Stop	Duration Of Stop
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Address/Intersection Or Cross Streets Of Stop

<input type="checkbox"/> Inside	<input type="checkbox"/> Transit	<input type="checkbox"/> Housing	Type Of Location (Describe:)
<input type="checkbox"/> Outside	<input type="checkbox"/> Trespass Affidavit Program		

Stop Was:  Self-Initiated  Based on Radio Run  Based on C/W on Scene

Officer in Uniform?	If no, how Identified?	<input type="checkbox"/> Shield	<input type="checkbox"/> I.D. Card
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Verbal	

Crime Suspected (e.g., Robbery, Burglary, Criminal Trespass, etc.)

**Check All Factors That Led to Stop and Explain in the Narrative Section**

- Concealing or Possessing a Weapon
- Engaging in a Drug Transaction
- Acting as a Lookout
- Identified Crime Pattern (Pattern No. \_\_\_\_\_)
- Casing Victim or Location
- Matches a Specific Suspect Description
- Proximity to the Scene of a Crime
- Other (Describe in "Narrative" Section)

Name Of Person Stopped	Nickname/Alias/Preferred Name	Date Of Birth
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Address	Apt. No.	Tel. No.
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Identification:  Verbal  Photo I.D.  Refused  
 Other (Describe)

Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic White <input type="checkbox"/> Hispanic Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Middle Eastern/Southwest Asian
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Age	Height	Weight	Hair	Eyes	Build
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Other (Scars, Tattoos, Outer Garments, Etc.)

Did Officer Explain Reason For Stop?	Information Card Given to Person Stopped?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If You Answered No to Either of the Previous Two Questions, Explain the Reasons in the Narrative Section on the Rear Side.

Were Other Persons Stopped/ Questioned/ Frisked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total No. Stopped	Pct. Serial Nos.
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Did a Body-Worn Camera (BWC) Capture the Event in Whole or in Part?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Body-Worn Camera was Worn by:	<input type="checkbox"/> Reporting Officer <input type="checkbox"/> Another MOS
Body-Worn Camera Serial Number			

Actions Taken to Stop and/or Detain Prior to Arrest  Verbal Command/Instruction  
 Impact Weapon  Drawing/Pointing Firearm  Physical Force/Restraint  
 Handcuff Suspect  O.C. Spray  CEW  Other (Describe)

Was Suspect Arrested?	Offense	Arrest No.
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Was Summons Issued?	Offense	Summons No.
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Demeanor of Person After Being Stopped	Remarks Made by Person Stopped
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Narrative (Describe the Circumstances That Led to the Stop):

Was Person Frisked?  Yes  No **IF YES, INDICATE BASIS FOR FRISK:**  Object Observed Suspected of Being a Weapon  
 Statement by Suspect  Suspect Known to Carry Weapons  Violent Crime  Other (Describe Below)  
 Was Person Searched?  Yes  No **IF YES, INDICATE BASIS FOR SEARCH:**  Hard Object Resembling Weapon  Consent to Search  
 Admission Of Weapons Possession  Outline of Weapon  Search Incident to an Arrest  Other (Describe Below)  
 Was Weapon Found? If Yes, Specify:  Firearm  Knife/Cutting Instrument Was Other Contraband Found? If Yes, Describe Contraband and Location  
 Yes  No  Yes  No

Narrative (Describe the Circumstances That Led to the Frisk and/or Search, if Conducted. Include Area Searched):

Reporting MOS (Rank, Name Printed)		Signature	Tax No.	Command	Date
<b>Supervisory Action (Must Complete):</b> Supervisor on Scene During Stop? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No Encounter Reviewed With Officer? . . . <input type="checkbox"/> Yes <input type="checkbox"/> No Sufficient Basis for Stop? <input type="checkbox"/> Yes <input type="checkbox"/> No Report Accurate and Complete? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No Sufficient Basis for Frisk? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Corresponding Activity Log Entry Reviewed? <input type="checkbox"/> Yes <input type="checkbox"/> No Sufficient Basis for Search? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Reviewing Supervisor (Rank, Name Printed)					
Signature		Tax No.		Command	Date
Pct. Serial No.		Date		Time	

**Follow-Up Action (if Appropriate):**  
 Report Corrected . . .  Training . . . . .  
 Instruction . . . . . Disciplinary Action . . .



**SUPPLEMENTAL INSTRUCTIONS FOR PREPARATION OF STOP REPORT**  
PD 383-151A (03-16)

The information fields on the STOP REPORT are generally self-explanatory. Supplemental instruction for certain sections are provided below. Additional guidance may be found in Patrol Guide section 212-11.

The STOP REPORT is prepared whenever a Uniformed Member of the Service stops a person. A stop occurs anytime, during an encounter with the police, that a reasonable person would not feel free to disregard the officer and leave. Prepare a separate STOP REPORT for each person stopped.

The STOP REPORT is not prepared for Level 1 "Request for Information" and Level 2 "Common Law Right of Inquiry" encounters unless the encounter escalates to a stop/level 3 encounter. Similarly, the STOP REPORT is not prepared when an officer makes a summary arrest for an offense/crime or issues a summons for an observed violation unless the suspect was initially stopped for investigation based upon reasonable suspicion that the person had committed, was committing or was about to commit a felony or Penal Law misdemeanor.

Include police action related to the stop on the STOP REPORT: There may be situations in which more than one Member of the Service participates in the stop of an individual. Document actions taken by or against the individual stopped even though another member on the scene may have taken the action (e.g., the reporting officer was not wearing a body-worn camera but another member of the service on the scene was and recorded the encounter – the reporting officer would check "yes" in the body-worn camera caption and list the camera serial number).

*Transit/Housing/Trespass Affidavit Program* checkboxes: In addition to checking the appropriate box for a stop occurring inside one of these locations, also check the appropriate box if the crime suspected occurred within one of these locations even though the person was stopped outside of the location (for example, if a person is stopped on the street on suspicion of Criminal Trespass that occurred inside a public housing building, check the "outside" box and the "Housing" box).

"Crime Suspected" caption – Describe the relevant crime suspected in plain language (e.g., "Robbery," "Burglary," etc.). Do not use statutory section numbers.

"Narrative (Describe the Circumstances That Led to the Stop)" section – Describe in your own words the facts and information relied upon to conclude that there was a reasonable suspicion that the person stopped had committed, was committing or was about to commit a felony or Penal Law misdemeanor. This includes a detailed explanation for each box checked in the "Check All Factors That Led to Stop and Explain in the Narrative Section" section (do not merely repeat the check box caption(s)). There are many facts and circumstances that may lead a police officer to establish reasonable suspicion. Such factors may include information received from victims/witnesses, identified 911/311 callers, and informants as well as the actions of the suspect, the suspect's physical and temporal proximity to the scene of a crime, the suspect's resemblance to the description of a perpetrator of a crime and information known to the officer about the suspect or particular location, among other factors. If based upon a suspect description, include the description provided as well as the description of the person stopped on the STOP REPORT and in your ACTIVITY LOG. Each situation is unique and it is important to accurately describe the information known to the officer at the time of the stop.

"Describe the Circumstances That Led to the Frisk and/or Search, if Conducted. Include Area(s) Searched." section – Describe in your own words the facts and information relied upon to conclude that there was reasonable suspicion that the person stopped was armed and dangerous. In addition, if a search was conducted, describe the basis for the search, the specific area searched, and whether a weapon or other contraband was recovered.

"Supervisory Action" section – The Patrol/Unit Supervisor (or Desk Officer if Patrol/Unit Supervisor is not available) must review the completed STOP REPORT and related ACTIVITY LOG entry and discuss the basis for the encounter with the Member of the Service completing the STOP REPORT. Consider the facts and information as conveyed by the member and recorded on the STOP REPORT and, based upon training and experience, determine whether the stop was based upon reasonable suspicion of a felony or Penal Law misdemeanor. If the person was frisked, determine whether the frisk was supported by a reasonable suspicion that the person was armed and dangerous. If the person was searched, determine whether there was an adequate basis for the search, including whether consent was freely given if it was a consent search. If any follow-up action is taken, indicate such by selecting the appropriate caption in the "Follow-Up Action (if Appropriate)" section.

Reporting Officer: Submit the completed STOP REPORT and your ACTIVITY LOG containing a detailed entry describing the stop encounter to the Patrol/Unit Supervisor for review. Upon completion of the review, submit the original STOP REPORT and a photocopy of your ACTIVITY LOG entry to the Desk Officer.