**LANSING POLICE DEPARTMENT**

**PATROL DIVISION QUALITY ASSURANCE PROGRAM**

Officer Name and ID:

RD#: Date: Time & Unit#:

Location:

Call Type: Traffic Stop Reviewed By:

**Communications (G.O. 81.4, 27.1):**

Did officer observe proper radio procedures? [ ] Yes [ ] No

Was the radio traffic professional and free from attitude? [ ] Yes [ ] No

**Response (G.O. 41.2.1):**

Was response appropriate for call type? [ ] Yes [ ] No

Did the officer operate the squad within policy and appropriate for road & traffic conditions? [ ] Yes [ ] No

Maximum Speed Obtained: \_\_\_\_\_\_\_\_\_

**Interpersonal Communications (G.O. 27.1, 1.2):**

Did the officer present themselves in a calm, professional manner? [ ] Yes [ ] No

Did the officer clearly state their purpose? [ ] Yes [ ] No

If conflict, did the officer use good conflict resolution skills (ie: verbal Judo)? [ ] Yes [ ] No

Was the officer able to gain voluntary compliance? [ ] Yes [ ] No

**Actions (G.O. 41.2, 1.2, 1.3):**

Did the actions conform to Departmental policy & procedure? [ ] Yes [ ] No

Did the officer effectively deal with the issues? [ ] Yes [ ] No

If an arrest was made, was the arrest according to policy? [ ] Yes [ ] No

Did the officer appropriately apply discretion? [ ] Yes [ ] No

Were all actions done professionally and free from personal emotions? [ ] Yes [ ] No

**Documentation(G.O. 82.2):**

Was the incident properly documented (ie: case report vs. b-card)? [ ] Yes [ ] No

Were all facts related to the incident included in the written report? [ ] Yes [ ] No

Were the officer’s written details easily understood? [ ] Yes [ ] No

Were all subjects involved in the incident properly listed in the report? [ ] Yes [ ] No

**Conclusions:**

In reviewing this call I found: [ ]  No issues

 [ ]  Only minor issues

 [ ]  Several issues

 [ ]  Major issues

Based on the above I recommend: [ ]  No action needed

 [ ]  Supervisory counseling

 [ ]  Remedial training (list below)

 [ ]  Forward to Division Commander for additional follow-up

I spoke with the involved employee concerning this review? [ ] Yes [ ] No

Comments:

**Return the completed form to the Field Services Commander.**