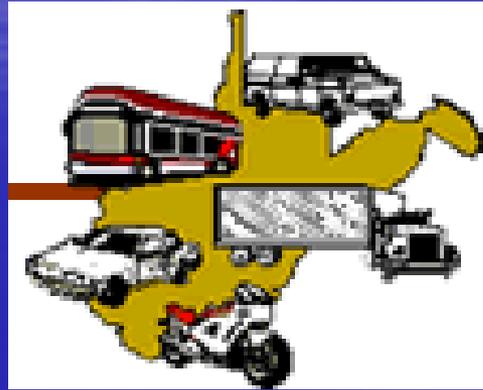


WV Division of Motor Vehicles



Racial Profile Data Collection Act

WV Motor Vehicle Stop Form (MVSF)
Training

- The West Virginia Legislature has passed the Racial Profiling Data Collection Act, West Virginia Code §17G-1-1. (attached)
- This new law requires all West Virginia law enforcement officers to complete a West Virginia Motor Vehicle Stop Form for each traffic stop they initiate effective January 01, 2007.

- Title 149 Legislative Rule establishes standards for the collection, reporting, and compilation of data, for the purpose of studying the possible practice of Racial Profiling in WV. (attached)
- Allows agencies to utilize the data collected and /or request reports.
- A public report will be released annually.
- Designed to create “as little burden as possible”.

- DMV – Mandated by Legislative Rule as the designated agency or single point of contact responsible for the implementation and administration of the Act.
- Highway Safety – Designated to implement the Motor Vehicle Stop collection standards for the study of the Racial Profiling Data Collection Act.
- LE Agency – Ensure that the data is collected, train personnel to properly complete forms, and submit completed forms by the 15th of the following month.
- LE Officer – Collect the data for the study and complete the forms.

When to collect data

- Driver – Each time a driver is stopped for a violation, or a suspected violation of the Motor Vehicle Statute or Ordinance, the Officer shall obtain certain information based on the Officer's visual observations and perceptions about the nature, duration, and outcome of the stop.
- Racial characteristics need NOT be collected on the operator for a NON-VIOLATION stop.
 - Non-Violation stops include a motorist assist, Sobriety Checkpoints, Informational Checkpoints or Checkpoints for license, registration, seat belts
 - Law Enforcement officer is not required to complete the form on a non-violation stop, even if the non-violation stop results in citation or arrest.

When to collect data

- Passenger – If a passenger or passengers are searched as a result of a stop, the officer shall obtain certain information based on the Officer's visual observations and perception about the passenger or passengers searched.
- If a passenger or passengers are asked to exit the vehicle so that the vehicle may be searched, you DO NOT need to collect their data UNLESS you, search them, administer PBT, drug test kit, or some other method directed to the passenger.

WV Motor Vehicle Stop Form (MVSF)

- The Chief Executive Officer of the law enforcement agency must provide their law enforcement officers with training on how to properly complete and submit the MVSF based on instructions developed by the Division of Motor Vehicles.
- If a law enforcement agency fails to submit all completed MVSFs as required, the agency will be termed non-compliant. State controlled funds appropriated to the non-compliant law enforcement agency will be withheld until the requirements are met.

MVSF Instructions

- Must be completed using a Number (2) pencil, blue or black ink. No Sharpies or felt tip pens.
- MVSF Must Remain Free of Wrinkles, Creases and Dirt/debris. DO NOT fold, mark, staple, or tape.
- Each Form Is Individually Numbered and Tracked
- Photocopied MVSF's cannot be submitted
- Do not write n/a, or anything else on the form
- Make no marks on MVSF other than filling in circles.

MVSF Instructions

- Upon receipt of the forms they will be scanned. The scanner can reject a form for a number of reasons
 - Incorrectly filled out
 - Crumpled
 - Ripped
 - Dirt or coffee stains
 - Bleed through, sharpie, felt marker
- If a form is rejected it will be returned to the agency/officer with a new blank form to be completed again. The new form will be resubmitted.
- Separate resubmitted rejected forms from original submissions when mailed/shipped to DMV.
- **DO NOT DISCARD** any forms, if there is an error write void across it and send it separated from the others in the same submission.
- If a form is damaged, it needs to be sent back so that the form number can be removed from the State database.

WV Motor Vehicle Stop Form (MVSF)

- This form is 1 page, front and back, and contains the following information sections...
 - Unique Form Number 9 digits
 - Resubmission section-use only if you are resubmitting a corrected form (the original was returned by DMV)
 - Stop Information
 - Driver Characteristics
 - Search Information
 - Passenger Information

Front

West Virginia Motor Vehicle
Stop Form (WVMSF)

0000000000

- Use black, blue ink or a #2 pencil.
- Form Serial Number – all forms must be used and turned in, even if there is a mistake. Every form must be accounted for.
- Each form has a unique number.

Corrected Forms

West Virginia Motor Vehicle Stop Form (WVMSF)

0000000000

When resubmitting a corrected form entered the rejected form number

0 0 0 0 0 0 0 0 0 0
1 1 1 1 1 1 1 1 1 1
2 2 2 2 2 2 2 2 2 2
3 3 3 3 3 3 3 3 3 3
4 4 4 4 4 4 4 4 4 4
5 5 5 5 5 5 5 5 5 5
6 6 6 6 6 6 6 6 6 6
7 7 7 7 7 7 7 7 7 7
8 8 8 8 8 8 8 8 8 8
9 9 9 9 9 9 9 9 9 9

- Use this section only when resubmitting a rejected form
- If a form gets rejected by the scanner and is returned to you, a new form must be completed.
- On the new form – enter the rejected form number in this section and complete the rest of the form correctly.

ORI Number & Officer Identifier

ORI Number	Officer Identifier
The last seven (7) digits of the law enforcement agency's Originating Agency Identifier (ORI). All agencies will exclude the first two letters "WV" from the number. West Virginia State Police agencies should substitute the "WSP" of their ORI number with "977".	
0 0 0 0 0 0 0	0 0 0 0
1 1 1 1 1 1 1	1 1 1 1
2 2 2 2 2 2 2	2 2 2 2
3 3 3 3 3 3 3	3 3 3 3
4 4 4 4 4 4 4	4 4 4 4
5 5 5 5 5 5 5	5 5 5 5
6 6 6 6 6 6 6	6 6 6 6
7 7 7 7 7 7 7	7 7 7 7
8 8 8 8 8 8 8	8 8 8 8
9 9 9 9 9 9 9	9 9 9 9

4 digit ID number of the Officer conducting the stop.

Number is assigned by the agencies Executive Officer.

- Last 7 digits of the Department's Originating Agency Identifier (ORI)
- Ex.-Ohio County Sheriff's Office 0350000
- State Police substitute WSP with 977

Stop Information

STOP INFORMATION						
Date of Stop			Time of Stop		Duration of Stop	
Month	Day	Year (Last 2 digits)	Hour	Minute	Hours	Minutes
0 0	0 0	● 0	0 0	0 0	0	0 0
1 1	1 1	1 1	1 1	1 1	1	1 1
2	2 2	2	2 2	2 2	2	2 2
3	3 3	3	3	3 3	3	3 3
4	4	4	4	4 4		4 4
5	5	5	5	5 5		5 5
6	6	6	6	6		6
7	7	7	7	7		7
8	8	8	8	8		8
9	9	9	9	9		9
County of Stop		Roadway		Patrol Area (Location of Stop)		
0 0		1	Interstate	0 0 0		
1 1		2	US/MV Route	1 1 1		
2 2		3	City Street	2 2 2		
3 3		4	Other	3 3 3		
4 4				4 4 4		
5 5				5 5 5		
6				6 6 6		
7				7 7 7		
8				8 8 8		
9				9 9 9		

- Date of Stop (Month, Day, & Year)
- Time of Stop (24hr Clock)
(00 00 is not a time)
- Duration of Stop
- County in which Stop Occurred, refer to website or Magistrate Ct. for your Co. #
- Type of Roadway
- Patrol Area assigned by agency, where the stop occurs. Must be 3 digits.

Reason for Stop

Primary Reason for Stop (Select One)		Disposition
<i>Vehicle Code Violations</i>	<i>Penal Code Violation</i>	<i>Select One</i>
① Red Light/Stop Sign ② Speeding (<10mph over) ③ Speeding (>10mph over) ④ Lane violation/failure to signal ⑤ Other Moving violation ⑥ Other Nonmoving violation	⑦ Nuisance/Vice ⑧ Suspicious Circumstances ⑨ BOLO/Wanted Persons ⑩ Property Crime ⑪ Violent Crime ⑫ Local Ordinance	① Citation / Arrest ② Warning ③ No Action

•Check the Primary Reason for the stop Vehicle Code or Penal Code Violation which led to the traffic stop.

(Select only one).

•Indicate the Disposition of the Stop. (Select only one).

Driver Characteristics

DRIVER CHARACTERISTICS			
Gender	Age	Race	Ethnicity
① Male	①	① White (W)	① Hispanic/Latino (HL)
② Female	②	② Black / African Am (B/AA)	② Nonhispanic (NH/L)
	③	③ Asian/Pacific Islander (A/PI)	
	④	④ Native American (NA)	
	⑤	⑤ Middle Eastern (ME)	
	⑥	⑥ Other (Oth)	
	⑦		
	⑧		
	⑨		

- The gender of the driver.
- The age of the driver.
- The perceived Race and Ethnicity of the Driver.

Vehicle Registration

VEHICLE REGISTRATION		
① WV	② Other State	③ None

- Indicate the Registration of the Stopped Vehicle

Search Information

SEARCH INFORMATION			
Search performed as result of stop? ① Yes ② No (If NO STOP here)			
Search Authority (Select one)	Mode of Search (Mark all that apply)	Persons/Items Searched (Mark all that apply)	Contraband Found (Mark all that apply)
① Consent ② Reasonable Sus/Weapon ③ Incident to Arrest ④ Inventory ⑤ Probable Cause ⑥ Plain View ⑦ Pro/Parole Waiver ⑧ Other	① Officer ② Canine Unit ③ Drug Test Kit ④ Portable Breath Analyzer ⑤ Other	① Vehicle ② Driver ③ Passenger(s) (If checked complete passenger search below) ④ Personal Effects	① None ② Illegal Drugs ③ Drug Paraphernalia ④ Alcohol ⑤ Firearm(s) ⑥ Other Weapon(s) ⑦ Currency ⑧ Stolen Property ⑨ Other

Was a search performed as a result of the stop?

If Yes continue on answering this section.

If No stop here do not continue with this section.

- For the purpose of this data collection in Mode of Search, a portable breath test, drug test kit, and use of a K-9 unit is considered a search. In mode of search, Persons/items searched and contraband found –mark all that apply

Passenger Information

PASSENGER INFORMATION <small>(Complete only if passenger search conducted)</small>							
Passenger 1		Passenger 2		Passenger 3		Passenger 4	
Gender	Age	Gender	Age	Gender	Age	Gender	Age
① M	① ①	① M	① ①	① M	① ①	① M	① ①
② F	② ②	② F	② ②	② F	② ②	② F	② ②
Race	③ ③	Race	③ ③	Race	③ ③	Race	③ ③
① W	④ ④	① W	④ ④	① W	④ ④	① W	④ ④
② B/AA	⑤ ⑤	② B/AA	⑤ ⑤	② B/AA	⑤ ⑤	② B/AA	⑤ ⑤
③ A/PI	⑥ ⑥	③ A/PI	⑥ ⑥	③ A/PI	⑥ ⑥	③ A/PI	⑥ ⑥
④ NA	⑦ ⑦	④ NA	⑦ ⑦	④ NA	⑦ ⑦	④ NA	⑦ ⑦
⑤ ME	⑧ ⑧	⑤ ME	⑧ ⑧	⑤ ME	⑧ ⑧	⑤ ME	⑧ ⑧
⑥ Oth	⑨ ⑨	⑥ Oth	⑨ ⑨	⑥ Oth	⑨ ⑨	⑥ Oth	⑨ ⑨
Ethnicity		Ethnicity		Ethnicity		Ethnicity	
① H/L		① H/L		① H/L		① H/L	
② NH/L		② NH/L		② NH/L		② NH/L	

- Complete only if passenger (s) is/are searched.

- Use one column per passenger.

- The perceived Race and Ethnicity of the Passenger (s).

Additional Guidelines

- The circles must be shaded in as completely as possible but not shaded outside the circles. A simple line through a circle will not process.
- Do not press so hard that the ink or lead bleeds through the other side or physically tears the form as this will cause incorrect recognition of the fields.
- Ensure that the forms remain in tact and are not torn, bent, taped, or otherwise mutilated. The triangles are required for form registration.
- Ensure that the glue binding comes off cleanly before submitting the forms. Excess glue will cause scanning inaccuracies.
- If a form tears when removing from the booklet, simply write void across it (Must be sent to DMV and accounted for) and complete another one. It will likely cause a reject and require the form to be resubmitted.

After Completing the Forms

Mail to: WV MVSF Governor's. Highway Safety
The Miller Building
2 Hale Street, Suite 100
Charleston, WV. 25301

Return Address Labels will be shipped along with MVS Forms. When submitting completed forms please separate and identify forms that are being submitted for the first time from resubmitted forms, resubmitted forms will include forms rejected by the scanning process due to error, incompleteness, defect, tears, etc. that have been sent back to your agency.

Assigned County Numbers

MV Stop Form

County					
Barbour	1	Lewis	21	Raleigh	41
Berkeley	2	Lincoln	22	Randolph	42
Boone	3	Logan	23	Ritchie	43
Braxton	4	Marion	24	Roane	44
Brooke	5	Marshall	25	Summers	45
Cabell	6	Mason	26	Taylor	46
Calhoun	7	McDowell	27	Tucker	47
Clay	8	Mercer	28	Tyler	48
Doddridge	9	Mineral	29	Upshur	49
Fayette	10	Mingo	30	Wayne	50
Gilmer	11	Monongalia	31	Webster	51
Grant	12	Monroe	32	Wetzel	52
Greenbrier	13	Morgan	33	Wirt	53
Hampshire	14	Nicholas	34	Wood	54
Hancock	15	Ohio	35	Wyoming	55
Hardy	16	Pendleton	36		
Harrison	17	Pleasants	37		
Jackson	18	Pocahontas	38		
Jefferson	19	Preston	39		
Kanawha	20	Putnam	40		

QUESTIONS ?

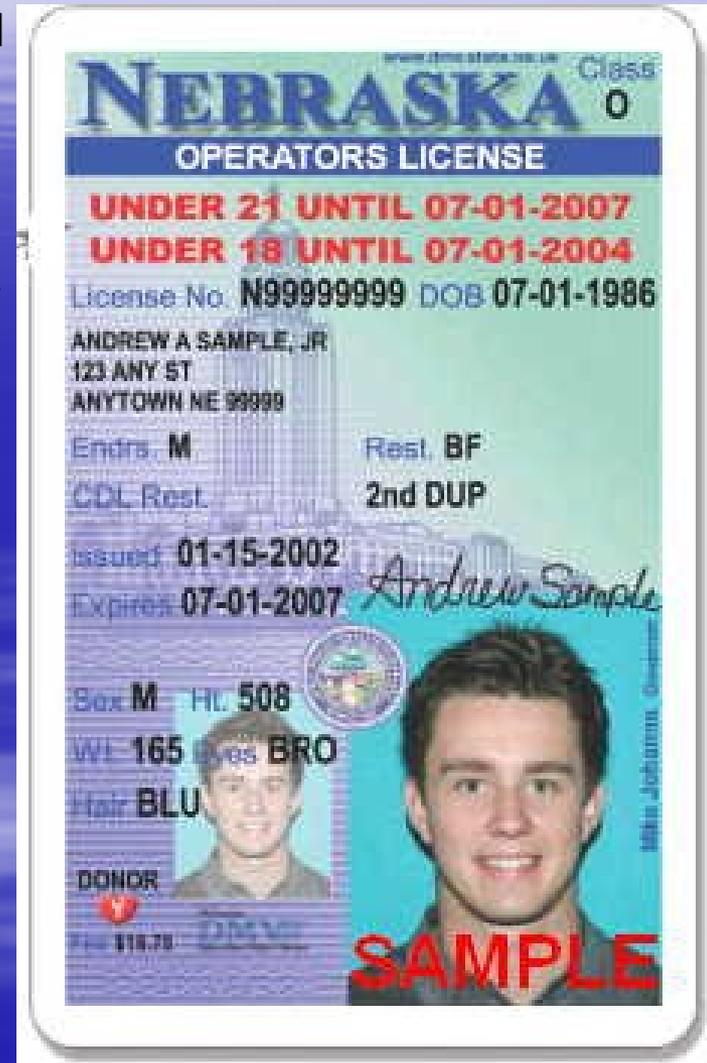


WV State Code §17G-1-1 ~ Legislative Rule 149

Instructional Power Point presentation for completing the form, contact information, information regarding ordering additional forms and where to mail the forms to, and more can be found at http://www.wvdot.com/6_motorists/safety/main.htm

TEST

- On January 10, 2007 at 0927hrs, you initiated a traffic stop in front of the Lighthouse Restaurant.
- The vehicle was traveling 62mph in a 40mph zone and the driver was not wearing a seat belt.
- The driver presented this license.
- There were no passengers in the vehicle.
- You issued a citation for speeding 62 in a 40 and a warning for no seat belt.
- You called 10-8 at 0944hrs.



Answers

West Virginia Motor Vehicle Stop Form (WVMVSF) 000000000

When resubmitting a Corrected Form Enter Rejected Form number

ORI Number: The last seven (7) digits of the law enforcement agency's Originating Agency Identifier (ORI). All agencies will exclude the first two letters "WV" from the number. West Virginia State Police agencies should substitute the "WSP" of their ORI number with "977".

Officer Identifier

STOP INFORMATION

Date of Stop			Time of Stop		Duration of Stop	
Month	Day	Year (Last 2 Digits)	Hour	Minute	Hours	Minutes
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
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8	9	0	1	2	3	4
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2	3	4	5	6	7	8
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7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
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7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6	7	8	9	0	1	2
3	4	5	6	7	8	9
0	1	2	3	4	5	6
7	8	9	0	1	2	3
4	5	6	7	8	9	0
1	2	3	4	5	6	7
8	9	0	1	2	3	4
5	6	7	8	9	0	1
2	3	4	5	6	7	8
9	0	1	2	3	4	5
6						

Contacts

- Bob Tipton- 558-6080 - Director Governor's Highway Safety Program btipton@dot.state.wv.us – General Questions, responsible for DMV's implementation of this project.
- Joe Tyree- 558-6080 GHSP – General Questions, back up to Bob Tipton. Jtyree@dot.state.wv.us
- Esther Miller- 558-6080 GHSP emiller@dot.state.wv.us - Form ordering, distribution
- Monika Sterling- 558-8814 ex 268–Division of Criminal Justice Services msterling@wvdcjs.org – questions concerning designation of Patrol areas.
- Dr. Steven Haas or Erica Turley- 558-8814 ex 207 – Division of Criminal Justice Services shaas@wvdcjs.org eturley@wvdcjs.org – Responsible for the yearly report.
- Jeff Estep - DCJS – Legislative Rule questions jestep@wvdcjs.org