

Lansing Community College Police Department  
General Order

GO #: 37

Citizen Contact Receipt Procedure

Page 1 of 2

## Citizen Contact Receipt Procedure

---

### Purpose:

The purpose of the citizen contact receipt is to ensure the Lansing Community College Police Department conducts all contacts with citizens in a courteous and professional manner. Investigative contacts of citizens by police officers will be conducted for good cause and consistent with law. The citizen contact receipt will be completed to document an investigative contact and to provide the citizen with a written record of the contact. The contact receipt will also aid in statistical gathering to support the College's commitment to Diversity, Equity and Inclusion as it pertains to maintaining a bias free approach to law enforcement.

### When to Complete Citizen Contact Receipt:

Listed below are common examples of when a Police Officer will complete a citizen contact receipt (this is not an all-inclusive list, just a guide)

- Vehicle stops
- Check subject; Officer initiated/complaint received
- Arrest
- Misdemeanor/Civil citations
- Mental health or medical incapacitation detentions
- Trespassing; warning/arrest
- Student code of conduct violation investigations/complaints
- Employee code of conduct violation investigations/complaints
- Where the original reason for contact was non-criminal, but the situation changes to potentially criminal
- Any contact on which the receipt is deemed to be in the best interest of the citizen or Police Officer
- Any assist to other police agency where the contact fits one of the above criteria

### Receipt Completion:

- Police Officers should try and explain the purpose/importance for the citizen contact receipt before gathering information to complete it.
- Police Officers will fill out the citizen contact receipt as completely as possible.
- The Police Officer will provide the citizen with their copy upon completion. If the citizen refuses to accept the receipt, the Police Officer should document that in the "Notes" section.

Lansing Community College Police Department  
General Order

GO #: 37

Citizen Contact Receipt Procedure

Page 2 of 2

- Determination of race and gender is to be made by the Police Officer conducting the contact and based on the Officer's personal observation and belief at the time of the contact. Officers may use information from other resources to obtain information about race and gender if deemed necessary for investigative purposes. Officers should refrain from asking citizens to verify their race and gender.
- Citizens stopped may not be compelled to answer questions for the sole purpose of completing the citizen contact receipt. In cases where the citizen refuses to provide all or any information the Police Officer will complete the citizen contact receipt with any information they are able to put on the receipt. The officer should write "Refused" in the sections that the citizen refused to provide information.

**Post Citizen Contact Receipt Issuance:**

- All citizen contact receipts need to be turned into the shift supervisor or designee at the end of each shift.
- The shift supervisor or designee will review the citizen contact receipt for completeness and sign off on the receipt.
- Once the shift supervisor or designee have signed off the citizen contact receipt will be placed into the citations and warning box to be data entered, scanned and filed by the assigned dispatch operations staff.

---

---

Issued By:	Chief Daryl Gaines
Effective Date:	08/16/2021
IACLEA Standards:	
Rescinds GO #:	
Amended:	
Reviewed:	
Rescinded Date:	

This document contains confidential information. Distribution outside the Lansing Community College Police Department must be authorized by the Chief of Police.  
Uncontrolled copy if printed.