

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: TRAFFIC LAW ENFORCEMENT		NUMBER:	6.2.1
		ISSUED:	5/5/09
SCOPE:	All Sworn Police Personnel	EFFECTIVE:	5/5/09
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INDEX AS: Information Provided to Traffic Violator
Special Group Traffic Violators
Traffic Law Enforcement
Uniform Traffic Enforcement
Vehicle Searches

PURPOSE: The purpose of this Order is to establish procedures for the uniform enforcement of the traffic code, State Statutes, and City Ordinance violations. To promote the integrity of the police department, enforcement action must be applied in a reasonable, professional, and consistent manner. The primary objective of traffic enforcement is to prevent traffic crashes and to provide for the safe flow of pedestrian and motor vehicular traffic. There is a direct relationship between the quality of traffic enforcement and the degree of safety with which citizens may use the streets.

This Order consists of the following numbered sections:

- I. GENERAL TRAFFIC ENFORCEMENT
- II. SELECTIVE TRAFFIC ENFORCEMENT
- III. TRAFFIC ENFORCEMENT PROCEDURES
- IV. ISSUANCE AND DISTRIBUTION OF CITATIONS
- V. VOIDING AND DISMISSAL OF CITATIONS
- VI. SPECIAL GROUP VIOLATORS
- VII. UNIFORM TRAFFIC ENFORCEMENT
- VIII. INFORMATION PROVIDED TO VIOLATORS

I. GENERAL TRAFFIC ENFORCEMENT

- A. The police department shall maintain a policy calling for enforcement action against violators of the traffic code within jurisdictional boundaries.
- B. This department does not establish ticket quotas and the number of arrests or citations issued by an officer shall not be used as the sole criterion for evaluating officer overall performance (Wis. Stat. § 349.025(2)). The visibility and quality of an officer's work effort shall be commensurate with the philosophy of this policy.
- C. Deployment of traffic enforcement personnel will be determined by each shift commander as manpower allows. Each individual officer shall be cognizant of the fact that traffic enforcement is a necessary component of patrol duties with or without assigned selective or directed enforcement goals.
- D. Traffic enforcement patrol by the uniform patrol shifts shall be conspicuous to act as a deterrent to traffic code violations.
- E. The officer shall handle traffic contacts in a professional and courteous manner.
- F. Officers, when stopping moving traffic violators, shall make the vehicle stop in a location that is safe for both the officer and the violator, if possible. The positioning of the police vehicle should be such as to provide safety to the officer at the scene of the stop, taking into consideration time of day, type of violation and potential hazards.
- G. Officer Safety During Traffic Stops
 - 1. Officer safety shall be a primary consideration when taking any traffic enforcement action.
 - 2. Initial stop of a motorist.
 - a. Officers should choose the location for a traffic stop carefully to avoid hills, curves, and intersections that may cause danger from other traffic to the officer and person stopped.
 - b. Officers should be aware of their location and immediate surroundings should it be necessary to seek cover during the stop.
 - c. The location of the stop, and the vehicle's registration number and state, or a complete description of the vehicle if the vehicle has no registration plates, shall be called into the dispatch center prior to initiating the traffic stop.

- d. Authorized emergency lighting (red or red and blue oscillating or flashing lights) shall be used to initiate a stop and until the stop is completed. The use of 4-way flashers or blinking yellow lights on the overhead light bar are not authorized in lieu of the red and blue lights and do not provide the legal protection of Sec. 347.25, Wis. Stats. However, they may be used in addition to the red and blue lights on the police vehicle.
 - e. Officers should position their police vehicle to the rear and slightly off center to protect the officer from other traffic while approaching the stopped vehicle.
3. Initial Contact with a Motorist.
- a. Utilizing headlamps and take-down lamps at night, officers should observe the occupants of the vehicle prior to and during the approach to the vehicle for unusual activity. Officers should position themselves behind the driver's door to avoid a sudden opening of the door when making the initial contact with the driver and should continue observation of all occupants of the vehicle, including those in the back seat or back of a van or truck.
 - b. Wanted and driver status checks on the operator, and any passengers for which the officer has identifying information, should be made. The officer should maintain frequent visual contact with the vehicle and occupants while completing the warning or citation.
 - c. Officers hearing radio traffic of a stop by another officer in the area should drive by that location to ensure the officer's safety or render assistance, as necessary.
 - d. Delivery of the warning or citation should be made in the same manner as the initial approach to the vehicle using all precautions. The officer should let the stopped vehicle exit the area first and should not extinguish emergency lighting until the officer intends to re-enter the flow of traffic.

H. Officers making vehicle contacts shall follow the tactical steps for conducting vehicle contacts.

- 1. Proper greeting.
- 2. Without pausing following the greeting, identify yourself and the agency.

3. Give the violator the reason for your stop.
 4. Ask the violator if there was any justifiable reason for committing the alleged violation.
 5. Ask for the violator's driver's license.
 6. Ask for further information (address, registration, insurance etc.).
 7. Make decision as to appropriate action.
 8. Close the contact with an appropriate remark in an attempt to harmonize the contact.
- I. Enforcement action is the issuance of a verbal warning, written warning, parking ticket, uniform traffic citation, or in some situations, physical arrest.
- J. The type of enforcement action taken shall be at the discretion of the officer taking such action unless otherwise directed by supervisory personnel.
1. Violations that are flagrant, interfering with the flow of other motor vehicle or pedestrian traffic, or resulting in a motor vehicle accident would normally result in the issuance of a uniform traffic citation.
 2. Moving traffic violations that are of major concern, but unintentional on the part of the violator and do not substantially interfere with other motor vehicle or pedestrian traffic may result in a written warning, and being noted on the log as a written warning.
 3. Moving traffic violations that are of minor concern and not intentional on the part of the violator and do not interfere with motor vehicle or pedestrian traffic may result in a verbal warning, and shall be noted as such, on the officer's daily activity log.
 4. Parking tickets shall be issued for violations for which the parking ticket is designed and shall be issued with discretion.
 - a) The officer may issue the comparable traffic citation for the parking violation, if the situation/circumstances warrant same.
 5. Physical arrest may result in those cases where the physical arrest of the violator is necessary.

- K. When conducting vehicle contacts, officers may request consent to search if there exists a reasonable and articulable suspicion of specific evidence or contraband in the vehicle.
 - 1. If a consent search is conducted during a vehicle contact, the officer will articulate the reason for the search in an incident report.
 - 2. This does not preclude any other legal reason to search a vehicle, including probable cause, search incident to arrest, reasonable suspicion that the vehicle contains a weapon (Terry v. Ohio), or exigent circumstances.

II. SELECTIVE TRAFFIC ENFORCEMENT

- A. Selective enforcement is defined as the application of an enforcement effort against the type of traffic code violations which cause traffic crashes at the time of day and location where traffic crashes are occurring.
- B. Selective enforcement may also be applied to particular locations due to a high frequency of specific traffic code violations that interfere with the smooth flow of motor vehicle or pedestrian traffic.
- C. Selective enforcement shall take place following review of traffic crash frequency at specific locations or upon request from other city departments or citizen complaints of high violation frequency.
- D. Officers are encouraged to apply selective enforcement methods in monitoring problem areas or known high traffic code violation locations within the confines of their assigned patrol area.

III. TRAFFIC ENFORCEMENT PROCEDURES

Officers should consider the following guidelines when determining the type of enforcement action to take.

- A. **Physical arrest.** Officer discretion is somewhat limited once the officer has elected to arrest for OWI or a Section II offense found in the Traffic Deposit Schedule. Officers shall follow the procedures in the OWI or ARREST policies of this department and the State of Wisconsin Uniform Traffic Deposit preamble for forfeiture and misdemeanor bail schedules for release procedures and/or bond posting after a custodial arrest has been made.

- B. **Citation.** Traffic citations are appropriate for more serious infractions,

intentional violations, and violations resulting in injury or property damage and for most infractions that are determined to be the cause of a traffic crash or would constitute an officer safety problem. Citations may also be appropriate, even for minor infractions, when the officer determines the violator's prior traffic history or his/her demeanor with the officer indicates that a written warning would have little impact on deterring future traffic violations of a similar nature.

- C. **Written and Verbal Warnings.** A written warning would be appropriate in cases where the officer believes the violation by the motorist was inadvertent and/or does not constitute a serious infraction and the officer further believes a written warning will serve to deter future similar violations. A verbal warning is not appropriate in most traffic enforcement cases.
- D. Officers shall exercise discretion in electing the type of enforcement action to be taken in accordance with the following criteria:
 - 1. The weather, condition of the roadway, volume of other traffic and the presence of pedestrians in the area.
 - 2. Whether the violation was intentional or inadvertent.
 - 3. The seriousness of the violation to include whether or not the violation may have resulted in injury and/or property damage.
 - 4. Whether the enforcement action will protect the interests of other persons or drivers involved in the incident.
 - 5. Whether the enforcement action accomplishes a legitimate police purpose.
 - 6. Whether the violator has committed similar violations in the past.
 - 7. Whether the proposed enforcement action is sufficient to deter the violator from committing similar violations in the future.
- E. Officer actions during traffic contacts with motorists should minimize conflict between the officer and violator and facilitate a professional process. Therefore:
 - 1. Officers shall conduct themselves in a courteous, business-like manner during traffic contacts.
 - 2. Officers should not argue with motorists on the merits of the enforcement action taken nor are they to be dissuaded from taking enforcement action unless extenuating circumstances are clearly present.
 - 3. Officers should explain why a course of enforcement action is being taken,

the elements of the offense, if requested, and the consequences of the enforcement action, if any.

4. Officers shall provide motorists with the information relative to the specific charge.

IV. ISSUANCE AND DISTRIBUTION OF TRAFFIC CITATIONS

- A. At the time a motorist is charged with a violation, the officer shall issue a Traffic Citation, which shall be completed using the Badger TraCS electronic citation and automated reporting system. (If Badger TraCS is unavailable the citation is to be handwritten using the "Wisconsin Uniform Citation" form (MV4016). In either case, a copy of the citation shall be provided to the motorist at the time of issuance.
- B. The officer shall explain to the violator why the course of action is being taken and the elements of the offense, if requested. In addition, the officer shall explain the following points on the citation:
 1. The court appearance date, time, and location.
 2. If a court appearance is mandatory.
 3. Whether the person can enter a plea and/or pay the forfeiture by mail or in person at the Mid-Moraine Municipal Court office.
- C. Officers should make every attempt to hand-deliver citations in person to defendants. In the event that a citation cannot be delivered personally, the citation may be mailed. A court handout must accompany the citation explaining the points detailed in paragraph B above.
- D. Officers will ensure that all electronic data pertinent to citations or warnings is end shifted and received by PWPD Records Division.
- E. The citations and related paperwork are then given to the Administrative Assistant for review and filing. The Court Clerk processes the citations and paperwork and distributes copies to court as necessary.

V. VOIDING AND DISMISSAL OF CITATIONS

- A. Citations may be voided by the issuing officer only for an error on the citation and when a new citation is reissued to correct the error.
 1. The officer shall void the citation in the TraCS log and note the reason. The officer can then issue a new citation.

2. Officers may not submit for dismissal any citation properly issued and not in error.

VI. SPECIAL GROUP VIOLATORS

A. The following procedures shall be followed when a traffic law violation is committed by a member of the following special groups:

1. Port Washington residents and non-residents
 - a) The general public, residents, and non-residents shall be treated in a similar manner and enjoy no special exemptions.
2. Juveniles
 - a) Refer to the Juvenile Procedures General Order.
3. Legislators
 - a) Legislators enjoy no special exemptions from traffic laws and are treated as the entire motoring public.
4. Foreign Diplomats and Consulate Officers
 - a) Diplomatic immunity is granted by the United States Government under the provisions of the Vienna Convention on diplomatic relations. Generally, these provisions apply to two classes of immunity:
 - (i) Diplomats and members of their families; and
 - (ii) Employees of diplomatic missions and members of their families in respect to acts performed in the course of their official duties.
 - b) When a diplomat claims immunity through the presentation of valid credentials, the officer may, depending on the circumstances of the violation, wish to verify diplomatic immunity status through the State Department or other agency. Refer to the following telephone numbers:
 - (i) State Department, Consular Office, Liaison Division, (202) 647-1985 (**Business Hours** – M-F, 9am-5pm EST)
 - (ii) State Department, Consular Office, Operations Center -Duty Officer (202) 647-1512
 - (iii) Diplomatic Security Command Center (**After Hours**) 571-345-3146

- c) Officers who encounter, detain, or arrest a person who claims diplomatic immunity from arrest, personally or as a family member, employee, or servant of a diplomatic mission shall immediately notify an on-duty supervisor.
 - (i) Officers should refrain from physically restraining or handcuffing these individuals unless officer or citizen safety clearly requires such action be taken.
 - (ii) When foreign nationals are arrested or detained, they must be advised of the right to have their consular officials notified.
 - (iii) In some cases, the nearest consular officials *must* be notified of the arrest or detention of a foreign national, **regardless of the National's wishes.**
 - (iv) Consular officials are entitled to access to their Nationals in detention, and are entitled to provide consular assistance.
 - (v) The on-duty supervisor shall determine the appropriate action to be taken with respect to the person claiming diplomatic immunity and make the necessary notification to the embassy or consulate of the country concerned.
 - (vi) The investigating officer should document the incident, regardless of the underlying nature of the incident. An incident report shall be completed and should contain a narrative describing the details and circumstances of the contact.
- d) Family members of consular officers cannot claim immunity. If a family member must be immediately processed for a traffic violation, the processing should be consistent with that applied to the general citizenry. If the offense does not require immediate processing, the officer should seek the advice of a superior officer before proceeding further.
- e) This agency should report all serious incidents involving diplomats, consular officers, and their families to the US Department of State, Office of Protocol.

5. Military personnel

- a) Military forces/personnel enjoy no special exemptions from traffic laws, except as specified in State Statutes 346.20 and 343.05 (4) (a) (1).

- (i) For purposes of traffic law enforcement, military personnel assigned to installations within the State of Wisconsin should be treated as a resident.
 - (ii) Military personnel not assigned to a Wisconsin installation should be dealt with as a resident if they reside in the state when not in the military.
 - (iii) Other military members who are not state residents should be treated as if they do not permanently reside in Wisconsin.
- b) If an active duty member of the armed forces, or military civilian employee acting within the scope of their employment, is involved in an a traffic crash resulting in death or injury requiring hospitalization, and military authorities have not been notified by other means, the on-duty supervisor shall see that the nearest active duty military installation is notified.
 - c) If a Reservist or National Guardsman on active duty is injured or killed, the individual's Reserve or National Guard Armory Unit shall be notified.
 - d) All active duty military personnel with a valid Wisconsin Driver's license or those who are assigned to military installations within Wisconsin, even if a legal resident of another state, shall be considered residents of this state for purposes of posting bond.
 - (i) A valid Wisconsin license issued to military personnel on active duty is valid for up to six months after the date of his/her discharge from such service (Wis Stat. 343.20(3)).

VII. UNIFORM TRAFFIC ENFORCEMENT

- A. The following procedures shall be followed for each of the following types of violations:
 - 1. Operating While Intoxicated Violations
 - a) The issuance of Uniform Traffic Citations and the taking into custody of persons for operating a motor vehicle while under the influence of an intoxicant or controlled substance shall be in accordance with Wisconsin State Statutes governing this violation.
 - b) Officers should be observant of the circumstances surrounding an OWI incident and should obtain sufficient corroborating evidence of the violation.

- c) Officers shall ensure that the violator's motor vehicle is legally parked and secured.
 - (i) The officer may park and secure the vehicle if permission is obtained from the violator or owner of the vehicle.
 - (ii) If permission is denied and there is a licensed driver in the vehicle capable of driving, that person may take charge of the vehicle with permission of the violator or owner.
 - (iii) If permission is denied for either paragraph i or ii above, the vehicle may be towed from the scene, if not legally parked.
- d) The violator shall be transported to the police department (providing the violator has not been transported to the hospital due to injuries if involved in a traffic crash).
- e) The Uniform Traffic Citation shall be issued for the violation.
- f) The testing for evidence of the violation shall be conducted according to the Implied Consent Statute.
- g) Release of the violator to another person or confinement shall be in accordance with statutory provisions.

2. Speed Violations

- a) Radar Speed Enforcement
 - (i) The radar unit model used by the department shall be a model approved by the National Highway Traffic Safety Administration (N.H.T.S.A.) or by an authority designated by N.H.T.S.A.
 - (ii) Only those officers trained in the use of the unit shall operate the radar unit.
 - (iii) Tuning forks used to check calibration of the radar unit shall be certified as accurate and shall be identified with a serial number.
 - (iv) The existing "Radar Log and Citation Information" form shall be completed for every speed related citation based upon a speed measurement by radar. The "Radar Log" shall contain, but is not limited to a statement identifying the testing/calibration procedures and a log of the date, time, location of use, squad type and number, radar type and operating mode, defendant's name, citation number and name of the officer using the unit.

- (v) The power hookup for the radar unit shall be used as designed and shall not be altered by individual officers.
 - (vi) The radar unit shall be checked for calibration by use of the tuning forks and internal circuitry tests before using to monitor speed.
 - (vii) The calibration check of the radar unit should be conducted and recorded as soon as possible following the issuance of traffic citations for speed violations.
 - (viii) Officers should use care in the selection of radar operation sites and avoid areas where interference to the operation of the unit may be present.
- b) Vehicle Pacing
- (i) Vehicle pacing is defined as the maintaining of a constant distance between the suspected violator and the patrol car to determine the speed of the suspected violator's vehicle.
 - (ii) The speeding violation and circumstances of the situation may dictate a tolerance based upon the judgment of the officer taking enforcement action.
 - (iii) When verifying a speed violation, officers shall attempt to obtain a vehicle pacing position as soon as safe and possible.
 - (a) Vehicle pacing must be done with safety.
 - (b) Officers are allowed by statute to exceed the speed limit to obtain a vehicle pace; however, all other traffic codes are applicable.
 - (iv) The normal distance for vehicle pacing shall be no less than the distance of two (2) city blocks; however, individual circumstances may dictate a variation from the normal distance.
 - (v) Officers shall terminate the vehicle pacing procedure as soon as possible upon obtaining the evidence of a speeding violation within the normal or required distance to do so.
 - (vi) Officers shall stop the violator in a safe and timely manner.
 - (vii) Officers are encouraged to use discretion when informing violators of the speed traveled when issuing warnings (verbal or written) in speeding violations.
 - (viii) Patrol vehicles are ordered and equipped with factory certified speedometers.

3. Other Hazardous Violations

- a) High Priority Moving Violations: Violations in which the operation of the vehicle is being conducted with a “high degree of negligence” or the probability exists that the operation could cause injury or property damage.
 - (i) Enforcement of high priority violations will be consistent with established arrest and warning procedures. Generally, citations will be issued where a high priority violation can be proven.
 - (ii) High priority violations include, but are not limited to, offenses involving excessive speed, traffic control and signal violations, operating while revoked or suspended, reckless driving, and eluding. Officers should vigorously enforce such traffic laws/ordinances.
- b) Low Priority Moving and Non-Moving Violations: Violations in which the operation of the vehicle is unlawful but not a direct threat to life or property damage.
 - (i) Enforcement of low priority violations will be consistent with established arrest and warning procedures. Enforcement may include citations, warnings or any combination thereof.

4. Off-Road Vehicle Violations

- a) Off-Road vehicles include all terrain vehicles, snowmobiles, dirt and mini bikes, etc.
 - (i) Officers shall take appropriate enforcement action for violations committed by operators of off-road vehicles that are observed and/or reported to them.
 - (ii) Officers shall enforce all applicable laws pertaining to the operation and registration of off-road vehicles in accordance with Wisconsin State Statutes and City Ordinances.

5. Equipment Violations

- a) Under most circumstances when a vehicle is found to be in violation of equipment requirements the officer may issue a verbal warning, written warning, or citation to the operator or owner of the vehicle. The operator will be given a handout (action and time requirements) explaining the 15 day requirement with citations.

6. Public Carrier/Commercial Vehicle Violations

- a) The enforcement of traffic laws applies equally to public carriers and commercial vehicles. When a violation is observed that will result in the issuance of a Uniform Traffic Citation, the officer should consider the safety and protection of passengers or cargo in conjunction with the enforcement action.
 - (i) Officers should attempt to expedite enforcement actions when dealing with a public carrier so as not to unduly delay the passengers. If appropriate, service of the citation might be delayed until the driver concludes his/her route.
 - (ii) Officers shall reasonably insure that valuable cargo of commercial vehicles is protected or arrangements are made for passengers of public carriers if it becomes necessary to detain the operator.

7. Other Non-Hazardous Violations

- a) These violations include but are not limited to equipment violations, parking violations, operator licensing and registration violations.
 - (i) Officers should actively enforce these violations to address the violations as well as to create the public impression of an active police presence to encourage voluntary compliance with traffic regulations.

8. Multiple Violations

- a) Enforcement of hazardous violations will be consistent with established arrest and warning procedures in multiple violations as well as in single violations.
 - (i) As a general guideline, officers should issue citations for the more serious offenses and consider verbal or written warnings for the lesser violations arising from the same incident.
 - (ii) It is within the discretion of the investigating officer whether to issue multiple citations for multiple violations arising from the same incident, with the following exception:
 - (a) Incidents involving multiple violations that constitute an all-inclusive charge, such as eluding or reckless driving, should not result in individual charges for all violations, when the greater charge is also issued.

- (iii) Multiple violations shall not be issued to a violator solely as a “punitive” measure, but rather as deemed necessary to deter future violations.

9. Newly Enacted Laws and/or Regulations

- a) Unless otherwise directed by the governing body issuing new legislation or a directive from the Chief of Police, officers shall issue warnings for a period of 30 (thirty) days after the effective date of a new traffic regulation (non-criminal).

10. Violations Resulting In Traffic Crashes

- a) During a traffic crash investigation, when an officer develops a significant amount of evidence to indicate that a violation of Wisconsin traffic law has occurred, the officer should issue a citation to the driver(s) who committed the violation(s).
 - (i) Officer discretion and common sense should be utilized in making this determination, with the understanding that the department has a “pro-enforcement” stance where clear-cut violations causing crashes are concerned.
- b) When investigating an OWI related crash, the investigating officer(s) shall make all reasonable efforts to obtain a chemical sample if the operator was involved in a crash that resulted in a fatality or serious physical injury crash causing substantial bodily harm, great bodily harm or death (Wis. Stat. § 343.305(2)). If the operator refuses to submit to a chemical test as required by law, officers shall personally serve the “Notice of Intent to Revoke License” upon the person (Wis. Stat. § 343.305) and may also seek to obtain a search warrant through the District Attorney.

11. Bicycle Violations

- a) Officers shall proactively take enforcement action for bicycle traffic violations for all age groups.
- b) Bicycle enforcement should be educational in nature, especially when directed at young and/or inexperienced bicyclists.

- c) The department Bicycle Violation/Warning Notice shall be used for persons under the age of fourteen (14). However, a verbal warning may be issued depending upon the circumstance and severity of the violation.
- d) Enforcement action for persons over the age of fourteen (14) may consist of:
 - (i) Verbal warning
 - (ii) Written warning (Bicycle Violation/Warning Notice)
 - (iii) Uniform Traffic Citation
- e) Discretion on the part of the officer shall determine the type of enforcement action to be taken, depending upon the circumstances and severity of the violation.

12. Pedestrian Violations

- a) Officers shall be alert for pedestrian violations and safety hazards such as walking against traffic signals, standing on roadway, sudden pedestrian movement into traffic, etc.
- b) The normal enforcement action to be taken shall be a verbal warning. However, violations that obstruct or interfere with the smooth/safe flow of traffic or that tend to endanger an individual(s) may require other enforcement action, based upon the severity of the violation.

VIII. INFORMATION PROVIDED TO VIOLATORS

- A. At the time a motorist is charged with a violation, the officer shall issue a Traffic Citation, which shall be documented by using the TraCS application or the "Wisconsin Uniform Citation" form (MV4016) if TraCS is unavailable. A copy of the citation shall be provided to the motorist at the time of issuance.
- B. The officer shall explain to the violator why the course of action is being taken and the elements of the offense, if requested. In addition, the officer shall explain the following points regarding the citation:
 - 1. The court appearance date, time, and location.
 - 2. If a court appearance is mandatory.

3. The court handout explaining how to enter a plea and where to pay the forfeiture, along with an envelope appropriately addressed to municipal court for payment in the case of traffic citations handled through municipal court. An explanation regarding circuit court procedures will be explained if it is a State charge.
- C. In the event that a citation cannot be delivered personally, the citation may be mailed. A court handout must accompany the citation explaining the points detailed in paragraph B above.
 - D. Upon the issuance of a uniform traffic citation by an officer, the citation shall be reviewed by the officer's supervisor.
 - E. Electronic citations shall be "endshifted" daily through TraCS by each officer, no later than the conclusion of their respective shift. Handwritten citations shall be turned in to the Records Division for report typing and entry into the records management system. The citations and related paperwork are then given to the Administrative Assistant for recording and filing. The court clerk processes the citations and paperwork and distributes copies to court as necessary.

APPROVED:



Chief Kevin Hingiss

DATE:

7/12/16

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