


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date April 21, 2022		APD.SOP.3161 Delivering Reports and Citations to Municipal Court
Applicable to: All sworn employees		Review Due: 2026
Approval Authority: Chief Rodney Bryant		
Signature: Signed by RB		Date Signed: 4/20/2022

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1. PURPOSE

This directive establishes uniform procedures for forwarding copies of Atlanta Police Department (APD) incident reports and citations in a timely manner on detainees to the Atlanta Department of Corrections and the Municipal Court of Atlanta.

2. POLICY

Atlanta Police officers shall provide complete and accurate documentation of arrest on city ordinance violations and certain state charges to Municipal Court of Atlanta in a timely manner. Please refer to APD.SOP.3030, "Arrest Procedures," for procedures related to submitting reports and citations on state charges and custody to county jails.

3. RESPONSIBILITIES

- 3.1 Section commanders shall be responsible for monitoring this process and ensuring that these procedures are followed.
- 3.2 First line supervisors shall be responsible for monitoring and ensuring that citations get to the proper location in a timely manner and that all incident reports are completed thoroughly, and accurately before forwarding the reports to the Central Records Unit (CRU).
- 3.3 The CRU supervisors shall be responsible for contacting field supervisors when inaccurate and incomplete reports are received.
- 3.4 Case officers shall provide the Municipal Court of Atlanta Clerk with legible copies of completed and accurate arrest reports in cases summoned to court where defendants have been bound over to a higher court.



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- 3.5 Officers shall take a copy of the incident report with them to Municipal Court at the time the case is first heard or upon subpoena to appear.
4. ACTION
- 4.1 Municipal Court/Traffic Division
- 4.1.1 Officers shall turn in the pink, white (Department of Driver Services, DDS), and white (issuing department) copies of their traffic tickets to their supervisor before the end of the watch. Off duty or extra job officers making a traffic case will turn in copies to nearest precinct before the end of duty. The yellow copy will go to the violator. There shall be no scratch outs on the citation and the recorded court date should be no less than 60 days out.
- 4.1.2 All physical arrest traffic citations are taken with the violator to the City of Atlanta Pre-Trial Detention Center or Grady Memorial Hospital Detention (if the violator is injured) with the approved traffic citations (pink cover, DDS copy, and yellow violator copy).
- 4.1.3 The supervisor shall review each citation for completeness and legibility. Among other requirements, each citation must have a CICA number, the officer's four-digit ID number, and the appropriate charge code number and short title.
- The supervisor shall enter the copy cases on one citation log; place the citation log and the approved citations (pink and DDS copies) in a sealed envelope and mark it "MUNICIPAL COURT TRAFFIC DIVISION COPY CASES."
- 4.1.4 The day watch commander shall ensure that "physical arrest" envelopes are hand-delivered to the Municipal Court Traffic Division's warrant desk by noon the following business day (Monday through Friday). He or she shall ensure that the "copy" envelopes are hand-delivered to the Municipal Court Traffic Division "Window 12" (Officers Only) on the following business day by noon (Monday through Friday). In both cases, a representative of the Municipal Court Traffic Division shall sign the citation log and return it to the day watch commander as confirmation.
- 4.1.5 The day watch commander shall ensure that the citation logs are filed by date and kept for 12 months.
- 4.1.6 If the arrestee is a juvenile, send the pink and white DDS copies to Juvenile Court along with a completed Juvenile Complaint Form (JUV-93-2) and send the white (issuing department) copy to CRU for data entry. Otherwise, the issuing department copies may be kept for the arresting officers' records.
- 4.2 Municipal Court
- 4.2.1 Municipal Court Copy Cases
1. Officers shall turn in the green, gold (Central Records), white (Corrections), and pink (Officer) copies of Municipal Court copy cases to their supervisor before the end of the watch. Off duty or extra job officers making a traffic case will turn in copies to the nearest precinct before end of duty.
 2. The supervisor shall review each citation for completeness and legibility. The following information is required on all citations: CICA number; defendant's name, address, race, sex, and date of birth; description and code number for each charge; location, time, and date of arrest; court date and time; and the arresting officer's printed name, Department four-digit ID



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number, and signature. Clearly mark whether it is a physical arrest or a copy of charges. There shall be no scratch outs on the citation.

3. The Supervisor shall:
 - a. Enter the copy cases on a citation log; place the citation log and the green and white (Corrections) copies of the approved citations in a sealed envelope and mark it "MUNICIPAL COURT COPY CASES."
 - b. Put the envelopes in the worksite's outgoing inter-departmental mail.
 - c. Send the gold and pink copies to the CRU.
4. The day watch commander shall ensure that the envelopes are delivered to the Municipal Court's Administrative Office by the next business day (Monday through Friday, 6 a.m. to 6 p.m.). Have a representative of the Municipal Court sign the citation log and return it to the day watch commander as proof of delivery.
5. The day watch commander shall ensure that the citation logs are filed by date and kept for 12 months.

4.2.2 Municipal Court Physical Arrests

1. In cases of physical arrests, officers shall turn in the green, white (Corrections), and yellow (Defendant) copies of Municipal Court citations with the arrestee. Either the prisoner wagon driver or the arresting officer shall deliver the citations to the jail.
2. Officers shall turn in the gold (Central Records) and pink (Officer) copies of Municipal Court physical arrest cases to their supervisor before the end of the watch. The supervisor shall send them to the CRU.

4.2.3 Municipal Court Physical Arrest with an Accompanying Copy Case

1. When an officer makes a physical arrest, with companion copy of charges cases, he or she should set the companion cases for the same court date and time as the physical arrest.
2. The supervisor shall review each citation for completeness and legibility. The following information is required on all Municipal Court citations: CICA number; defendant's name, address, race, sex and date of birth; description and code number for each charge; location; time and date of arrest; court date and time; and the arresting officer's printed name, four-digit ID number, and signature. Clearly mark whether it is a physical arrest or a copy of charges. The supervisor shall sign in the space on the bottom of the green citation as provided.
3. The officer shall turn in the physical arrest as shown in Section 4.2.2.
4. The officer shall place the green, white, and yellow copies of the companion copy of charges cases in a lock box located on the right-hand wall of the Corrections' sally-port. Turn in the gold and pink copies to their supervisor by the end of their duty.
5. Do not place regular copy of charges cases that are not companion cases to a physical arrest in the lock box. Follow the instructions in Section 4.2.1.



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4.3 Providing telephone numbers for Municipal Court

4.3.1 This directive requires arresting officers to provide the Municipal Court with the victim's best contact telephone number, so that the Court may notify the victim of changes in the arrestee's status, as required by O.C.G.A. § 17-17-5.

4.3.2 When writing a citation, if the victim gives his or her best contact telephone number, the arresting officer shall write the victim's telephone number after the victim's name.

5. DEFINITIONS

Window 12 (Officers Only): is the service window located in the southernmost part of the 1st floor of the Municipal Court building.

6. CANCELLATIONS

APD.SOP.3161, "Delivering Reports and Tickets to Municipal and Traffic Courts," issued September 7, 2021.

7. REFERENCES

APD.SOP.3030 "Arrest Procedures"

Form JUV-93-2 "Juvenile Complaint Form"

OCGA 17-17-5 "Notification to victim of accused's arrest and proceedings where accused's release is considered..."

8. SIGNIFICANT CHANGES

The reinstatement of version of policy that was in effect from August 13, 2020 – September 7, 2021, in addition to several revisions in Sections 4.1.1 & 4.1.4. A definition of "Window 12" was added to the definitions section. This reinstatement was requested by command.