



## Policy 906

Subject	
<b>TRAFFIC CITATIONS</b>	
Date Published	Page
<b>9 February 2021</b>	<b>1 of 15</b>

*By Order of the Police Commissioner*

### **POLICY**

It shall be the policy of the Baltimore Police Department (BPD) to issue and control citation books, for both moving and parking violations, and to account for all completed citations. Accountability for the citations, as well as quality control as it relates to their issuance, is a function of first line supervision. This policy outlines the responsibility for traffic citations, the procedure for dismissal, correction, and voiding of traffic citations.

### **CORE PRINCIPLES**

**Traffic Enforcement and Safety.** The purpose of conducting traffic enforcement is to favorably alter the violator's future driving behavior and to foster public safety. Members shall engage in traffic enforcement for public safety purposes and not for the purpose of making an arrest.

**Constitutional Stops.** Members may conduct a brief vehicle stop for a traffic violation when the member has Probable Cause to believe that the driver has committed a traffic violation. The stop may last no longer than the time reasonably required to issue a citation for the violation.

**Procedural Justice.** Procedural justice refers to the perception of fairness in an encounter. Members shall treat all persons with dignity and respect, give persons a voice during encounters, be impartial in their decision making, and convey trustworthy motives.

**Non-Discriminatory Policing.** Members shall not consider demographic category (including but not limited to race, ethnicity, national origin, religion, gender, sexual orientation, age, disability, gender identity or expression, or affiliation with any other similar identifiable group) as a factor in conducting a vehicle stop. Targeting specific neighborhoods for traffic enforcement based on these demographic categories (such as because it is primarily a low income, black community) is a form of discriminatory policing and is prohibited. See Policy 317, *Fair and Impartial Policing*.

**Least Intrusive Response.** Considering the circumstances presented at the time, members should always take the least intrusive action, consistent with the goal of public safety. For most minor violations, warrantless arrest is not the preferred option, and certain violations only allow for the issuance of a citation and not arrest. A member should issue a citation or make an arrest only when doing so directly advances the goal of public safety, and the situation cannot be effectively resolved in a less intrusive manner. Depending on the circumstances, a verbal warning is preferable to a citation, and a citation is preferable to an arrest.

## **DEFINITIONS**

**Maryland Uniform Complaint and Citation** — Also known as a traffic citation, is a legal documentation of a Transportation Code-related violation.

**Must Appear (MA)** — A mandatory court appearance wherein the defendant must stand before a judge. Defendants in these cases, which are the result of more serious violations of the Maryland Transportation Code, cannot resolve the matter by paying a fine without appearing in court.

**Payable Violation** — A traffic violation a person can pay without appearing in court. Payment of the citation is a guilty plea and becomes a part of the cited person's driving record. The person also has the option to request a trial to contest the ticket or to request a waiver hearing to plead "Guilty with an Explanation" in an attempt to have fees reduced or waived or to seek probation rather than a conviction because of extenuating circumstances.

**Probable Cause** — Where facts and circumstances taken as a whole, known to the member at the time, would lead a reasonable member to believe that a particular person has committed or is committing a traffic violation or crime. See Policy 1112, *Field Interviews, Investigative Stops, Weapons Pat-Downs & Searches*.

**Reasonable Articulable Suspicion (RAS)** — A well-founded suspicion based on specific, objective, articulable facts, taken together with the member's training and experience, that a subject has committed, is committing or is about to commit a crime. See Policy 1112, *Field Interviews, Investigative Stops, Weapons Pat-Downs & Searches*.

## **DIRECTIVES**

### **Issuance of a Traffic Citation**

#### **Member**

1. Stopping a vehicle for a traffic violation is a seizure under the Fourth Amendment and therefore it is subject to constitutional limitations.
  - 1.1. The stop shall only last as long as needed to write the citation and run the necessary license, computer and warrant checks.
  - 1.2. If after the stop the member develops RAS of criminal activity, the member may extend the stop until the RAS is either confirmed or dispelled.
  - 1.3. All BPD members must follow the directives in Policy 1112, *Field Interviews, Investigative Stops, Weapons Pat-Downs & Searches* regarding required actions and mandatory documentation for vehicle stops.

**NOTE:** As with any traffic stop, the member must activate their body-worn camera (BWC) at the onset of the interaction and shall not deactivate their BWC until the completion of the stop. See Policy 824, *Body-Worn Camera*.

2. Upon observing the driver of a vehicle commit a traffic violation, or upon gathering Probable Cause that the driver has committed a traffic violation, BPD members may stop a vehicle and issue the driver a traffic citation, keeping in mind the principle of least intrusive response appropriate to the situation.
3. Enter the following information into the citation exactly as it appears on the driver's license to avoid errors on the driver's record:
  - 3.1. The person's full name, including hyphens.
  - 3.2. The person's driver's license number.
  - 3.3. The person's date of birth.
4. A defendant's refusal to sign a citation does not require a member to arrest the defendant. Writing "REFUSED" and serving the defendant with the citation(s) will generally be sufficient for the driver to appear in court.

**NOTE:** If the driver refuses to sign, the member should tell the driver that they can receive an additional ticket. A member shall not decide to issue a ticket for the driver refusing to sign based on the person's demographic category, which would amount to discriminatory policing. See Policy 317, *Fair and Impartial Policing*. Nor shall a member issue a ticket in retaliation for a person criticizing or using crude language with a law enforcement officer, which is First Amendment protected speech. See Policy 804, *First Amendment Protected Activity*.

5. The title and subtitle marked on the citation must agree with the written charge.
6. Copies of the citation must be distributed as follows:

Payable Fines & Must Appear		
Copy 1	COURT COPY	Submit to district/unit/section citation box.
Copy 2	LAW ENFORCEMENT HEADQUARTERS COPY	Submit to district/unit/section citation box.
Copy 3	MEMBER'S COPY	Stays in citation book. Members must document circumstances related to the stop on the reverse side of the citation, as the member shall be required to testify to same in court.
Copy 4	RETURN TO COURT COPY	Payable - Given to defendant. Must Appear – Submit to district/unit/section citation box.
Copy 5	DEFENDANT'S COPY	Given to defendant.

**NOTE:** If the person is arrested, leave the #4 copy of the citation with the court commissioner who will enter essential information into the automated system and will place this copy in the traffic folder for trial.

If the violation is payable, give the person both the Return to Court Copy and Defendant's Copy of the citation as they contain vital information pertaining to the person's option of appearing for the trial or paying the preset fine, thereby waiving the right to a trial. Instruct the person to read the back of both copies of the citation for more information.

### MD Youth Citations

7. Youths 16 years or older but under 18 years of age may only be issued citations that are punishable by a fine. If the member cites the youth for a Must Appear violation carrying a penalty that includes incarceration, the Transportation Article, Section and exact wording must be documented on the Youth Custody Form in the Narrative section of the Youth Custody Form completed at the Juvenile Booking Facility. For additional guidance on addressing youth offenses, see Policy 1202, *Interactions with Youth*.
8. The District Court does not have jurisdiction over:
  - 8.1. A child under 18 years of age alleged to have committed an act in violation of any provision of the Transportation Article or other traffic law or ordinance that prescribes a penalty of incarceration, or
  - 8.2. A child under 16 years of age alleged to have committed any act in violation of any provision of the Transportation Article or other traffic law or ordinance.

**NOTE:** If a citation is issued to persons in the above categories, it should be listed on the transmittal indicating "Void - Youth" and sent to the District Court Traffic Processing Center (TPC) for ticket accountability purposes only.

### **Supervisor**

9. Review traffic citations to ensure legibility, accuracy, and completeness. Review to determine whether the stop and subsequent actions were lawful, whether decision to cite versus issue a warning is consistent with the core principles of non-discriminatory policing and the least intrusive response.
10. If citations are found to be illegible, incomplete or missing information, return them to the member and instruct the member to add any missing information to the notes section of the Member's Copy.
11. Conduct coaching, training, and remediation when necessary to ensure subordinates complete traffic citations as outlined in this policy.
12. If a stop appears to be unlawful, unconstitutional, bias-based or if information appears to be deliberately omitted from the citation, take corrective action and make a BlueTeam entry.

### **Public Integrity Bureau**

Investigate all allegations of unlawful, unconstitutional, or bias-based stops.

**Voiding Citations****Member**

13. If the member makes an error while writing a citation and the Defendant's Copy has been given to the person, the citation must follow normal procedure and be disposed of in open court. It may not be voided. The Assistant State's Attorney, on the day of trial in open court, may amend or may drop the charge. The member may then write a new citation with the correct charge.
14. If the member makes an error while writing a citation and the Defendant's Copy has not been given to the person (the person may have signed it), the member's Administrative Sergeant/Lieutenant may administratively void the citation. If a member does not mark a charge on the citation, it is not a charging document and the person will be notified that the citation is invalid and the fine shown should not be paid. These will not be scheduled for trial.

**Administrative Sergeant (District/Section/Unit)**

15. Promptly void inaccurate traffic citations turned in by the issuing officer by writing "VOID" on the citation.
16. Forward voided traffic citations to the Traffic Section.
17. Upon review of citations, if deficiencies noted, return them to the member's first-line supervisor for corrective action described above under **Supervisor**.

**Traffic Section**

18. Record the citation number on the transmittal.
19. After review, all transmittals and citations received from members will be consolidated. The original citation, and two copies of the transmittal, will be mailed to the Traffic Processing Center (TPC).

District Court Traffic Processing Center  
2020 Industrial Drive  
Annapolis, Maryland 21401

**APPENDICES**

- A. Maryland Uniform Complaint and Citation
- B. Guide to Completing the Citation

**ASSOCIATED POLICIES**

Policy 317, *Fair and Impartial Policing*  
Policy 804, *First Amendment Protected Activity*  
Policy 901, *Parking Citations*  
Policy 902, *Towing Procedures*  
Policy 904, *Safety Equipment Repair Orders*  
Policy 905, *Traffic Crash Investigation and Reporting*  
Policy 1108, *DUI/DWI Arrest Procedures*  
Policy 1112, *Field Interviews, Investigative Stops, Weapons Pat-Downs & Searches*  
Policy 1202, *Interactions with Youth*

**RESCISSION**

Remove and destroy/recycle Policy 906, *Traffic Citations*, dated 8 February 2017.

**COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

## APPENDIX A

## Maryland Uniform Complaint and Citation

MARYLAND UNIFORM COMPLAINT AND CITATION										
<input type="checkbox"/> WITNESS <input type="checkbox"/> RELATED CITATION ➔ <b>2</b>										
DRIVER'S LICENSE / SOUNDINDEX NUMBER					CLASS		STATE			
DEFENDANT'S (FIRST) NAME				(MIDDLE)		(LAST)		(SUFFIX)		
CURRENT ADDRESS IN FULL										
CITY			COUNTY		STATE		ZIP CODE			
HEIGHT		WEIGHT		RACE		ETHNICITY		SEX		
BIRTH DATE		TELEPHONE NUMBER								
VEHICLE REGISTRATION			STATE		VEHICLE YEAR, MAKE, MODEL, TYPE, AND COLOR					
VIOLATION DATE				TIME		<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		<input type="checkbox"/> P.I. <input type="checkbox"/> P.D.		
MONTH				DAY		YEAR		<input type="checkbox"/> CONTRIBUTED TO ACCIDENT <input type="checkbox"/> SAFETY BELTS		
<input type="checkbox"/> Yes <input type="checkbox"/> No HAZMAT <input type="checkbox"/> Yes <input type="checkbox"/> No CDL (LICENSE)				<input type="checkbox"/> FATAL ACC. <input type="checkbox"/> AIR SUSP. REV.						
LOCATION OF OFFENSE								CITY/COUNTY		
GPS AT LOCATION OF OFFENSE (IF AVAILABLE)										
COUNTY CODE			AREA		ARREST TYPE		DOT NUMBER			
MVL DID UNLAWFULLY VIOLATE: CIRCLE VIOLATION BELOW: (ONE VIOLATION ONLY)										
01) 21-801.1 Exceed Max. Speed _____ MPH in _____ Zone 02) 13-401(b)(1) Operating Unregistered Motor Vehicle 03) 13-401(h) Driving with Suspended Registration 04) 13-409(b) Fail to Display Reg. Card on Demand 05) 13-411(a) Fail to Attach Plates at Front & Rear 06) 13-411(d) Driving w/o Current Tags 07) 13-411(f) Display Expired Reg. Plates 08) 13-411(g) Display Reg. Plate Issued to Another 09) 13-703(g) Unauthorized Disp. & Use of Reg. Plate 10) 16-101(a)(1) Driving Without License 11) 16-112(c) Fail to Display License on Demand 12) 16-113(h) Violating Lic. Restriction 13) 16-115(g) Driving With an Expired License 14) 16-116(a) Failure to Notify Adm. Address Change 15) 16-303(c) Driving on Suspended Lic. & Priv. 16) 16-303(d) Driving on Revoked Lic. & Priv. 17) 16-303(f) Driving on Suspended Out of State Lic. 18) 16-303(h) Driving While Lic. Susp. Under (16-203, 16-206a2, 17-106, 20-204/206, 27-103) 19) 17-107(a)(1) Driving Uninsured Vehicle 20) 21-201(a)(1) Failure to Obey Traffic Device 21) 21-202(h)(1) Failure to Stop at Steady Circular Red Signal 22) 21-202(i)(1) Fail to Stop at Red Signal Before Right Turn 23) 21-301(a) Failure to Drive Right of Center 24) 21-304(c) Driving off Road While Passing Vehicle 25) 21-308(a) Driving Wrong Direction on One Way Road 26) 21-309(b) Unsafe Lane Changing 27) 21-310(a) Following Vehicle Too Closely 28) 21-402(a) Fail to Yield to Oncoming Traffic on Left Turn 29) 21-707(a) Failure to Stop at Stop Sign 30) 21-801(a) Speed Greater Than Reasonable 31) 21-801(b) Failure to Control Speed to Avoid Collision 32) 21-901.1(a) Reckless Driving 33) 21-901.1(b) Negligent Driving 34) 21-902(a)(1)(i) Driving Vehicle Under Influence of Alcohol 35) 21-902(a)(1)(i) Driving Under Influence of Alcohol Per Se 36) 21-902(b)(1)(i) Driving While Impaired by Alcohol 37) 21-902(c)(1)(i) Driving While So Impaired by (Drug(s), Drug(s) and Alcohol) Incapable of Driving Safely 38) 21-902(d)(1)(i) Driving While Impaired by Controlled Dangerous Substance 39) 21-1117(c) Driver Spinning Wheels 40) 22-412.2(d) Failing to secure child under age 8 in child safety seat when transporting in motor vehicle (Operator, Occupant Under 16) Not Restrained by (Seat Belt, Child Safety Seat) 41) 22-412.3(b) Front Seat Passenger 16 or More W/o Seat Belt 42) 22-412.3(c)(2)										
VIOLATION NOT LISTED ABOVE				ART.		TITLE		SUB-TITLE		
<input type="checkbox"/> TA <input type="checkbox"/> BR <input type="checkbox"/> LO <input type="checkbox"/> MR <input type="checkbox"/> 27 <input type="checkbox"/> TG										
CHARGE:										
PREPAYABLE <input type="checkbox"/> \$50 <input type="checkbox"/> \$70 <input type="checkbox"/> \$83 <input type="checkbox"/> \$90 <input type="checkbox"/> \$110 <input type="checkbox"/> \$120 <input type="checkbox"/> \$130										
FINE AMOUNT <input type="checkbox"/> \$140 <input type="checkbox"/> \$150 <input type="checkbox"/> \$160 <input type="checkbox"/> \$290 <input type="checkbox"/> \$330 <input type="checkbox"/> \$530 <input type="checkbox"/> \$580 <input type="checkbox"/> Other \$ _____										
NOTICE TO APPEAR										
<input type="checkbox"/> YOU MUST APPEAR WHEN REQUIRED BY THE COURT. <input type="checkbox"/> THIS IS A PAYABLE CITATION. YOU HAVE A RIGHT TO REQUEST TRIAL TO CONTEST YOUR GUILT OR REQUEST A WAIVER HEARING REGARDING THE SENTENCE AND DISPOSITION. YOU MAY WAIVE ANY TRIAL OR WAIVER HEARING AND PAY THE FINE SHOWN OR ENTER INTO A PAYMENT PLAN, IF ELIGIBLE. (SEE REVERSE.) I SOLEMNLY AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS DOCUMENT ARE TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.										
OFFICER'S SIGNATURE:					ISSUE DATE:					
TRIAL:		DISTRICT		LOC.		OFFICER:		AGENCY		
								SUB-AGENCY		
								ID NO.		
RADAR/BREATHALYZER OPERATOR'S NAME (PRINT)					AGENCY		SUB-AGENCY		ID NO.	
WARNING – FAILURE TO SIGN MAY LEAD TO YOUR ARREST.										
I SIGN MY NAME AS A RECEIPT OF A COPY OF THIS CITATION AND NOT AS AN ADMISSION OF GUILT BUT MY FAILURE TO APPEAR MAY RESULT IN THE ISSUANCE OF A WARRANT FOR MY ARREST.										
X DEFENDANT'S SIGNATURE:										

**APPENDIX B****Guide to Completing a Traffic Citation**

This appendix serves as a guide to aid in properly filling out a traffic citation. The numbers below correspond directly with the red numbering provided on the example citation (see Appendix A).

**Box 1.****Witness**

- If there is to be a witness summoned, check the witness box and complete information on the reverse side of the number one copy. Indicate a complete mailing address for each witness listed, including telephone number.
- In requesting that a member be summoned, provide the complete mailing address. The agency and sub-agency alone are not sufficient.
- Enter witnesses on all related citations if they should be summoned. Entry of a witness on only one of the related citations will result in issuance of a summons to the witness for the single citation only.

**Box 2.****Related Citation**

If there are related citations, check "Related Citation" and write the related citation number in the designated area. On the first citation, write the number of the second citation in the "Related Citation" box; then write the number of the third citation on the second citation; and so on. On the last citation, write the number of the first citation.

**EXAMPLE:** Citation #4364097 – on this citation write #4364098 as the related citation.  
Citation #4364098 – on this citation write #4364099 as the related citation.  
Citation #4364099 – on this citation write #4364097 as the related citation.

**Box 3.****Driver's License, Class State**

Enter the number of the defendant's driver's license class and state of issuance. If the defendant has no license number, enter "None." Do not leave it blank. On Maryland licenses, make sure that the first letter corresponds with the first letter of the defendant's last name.

**Box 4.****Defendant's Name**

Enter the defendant's FULL first, middle, last name, and suffix as it appears on the license, including hyphens. If a non-resident license indicates only initials for the first or middle name, inquire as to the given name and record the full name, not just the initial. If the defendant fails to produce a driver's license, identity may be ascertained utilizing criminal justice databases, other photo identification, or



through other investigative means. If the member is satisfied about the defendant's identity, information should be entered in the same way that the member would if they were presented with a driver's license.

#### Box 5.

##### Defendant's Address

Enter the defendant's street address, box number, apartment number, city, county, state, zip code, etc. Do not use "No Fixed Address." Enter the CURRENT address if different from the address shown on the license. Inform the defendant to advise both the District Court and the MVA of any changes of address. (The address shown on the license may be entered, if different from the current address, on the reverse side of the number one copy together with the defendant's name. Thus, the defendant will receive notices at two addresses. For any name/address items listed on the reverse side, check the witness box (#1 in Appendix A) to alert the District Court's data entry clerks).

**NOTE:** If a person is homeless, request the address that they utilize for receiving mail to ensure that they receive notification for upcoming court dates and dispositions.

#### Box 6.

##### Descriptive Information

- Enter the height, weight, race, ethnicity, sex, and birth date of the defendant as written on the driver's license. Record the FULL date of birth (month-day-year). If the license indicates only a month and year for the birth, as some states do, inquire as to the day of birth. Without the full date of birth, conviction information will not be applied to the driver's record. The member should not inquire about any perceived discrepancy between the driver's gender expression and the sex stated on the driver's license.
- Race — Use the following codes for race and enter:
  - **1** — Black, African American;
  - **2** — White, Caucasian, Asiatic Indian, and Arab;
  - **3** — Asian Native Hawaiian, Other Pacific Islander;
  - **4** — American Indian, Alaska Native;
  - **5** — Unknown/Other.
- Ethnicity — If the defendant is Hispanic, enter "H" in the Ethnicity field. If the defendant is not Hispanic, enter "N." If the defendant's ethnicity is unknown, enter "U."
- Enter the defendant's telephone number, including area code.

**Box 7.****Vehicle Registration (License Plate) Number, State, Year, Make, Model, Type and Color**

Enter the license plate number under "Vehicle Registration" and state of issuance. If the vehicle displays no registration, enter "none." Enter "Bicycle" if appropriate.

Indicate the year of the vehicle, as well as Make, Model and Type, which can all be located on the vehicle registration. Also indicate the color of the vehicle. This is extremely important because vehicle colors can be changed.

**Vehicle Types**

01 MOTORCYCLE	16 FIRE VEH/NON-EMERGENCY
02 AUTOMOBILE	17 POLICE VEH/EMERGENCY
03 STATION WAGON	18 POLICE VEH/NON-EMERGENCY
04 LIMOUSINE	19 MOPED
05 LIGHT DUTY TRUCK	20 COMMERCIAL RIG
06 HEAVY DUTY TRUCK	21 TANDEM TRAILER
07 TRUCK/ROAD TRACTOR	22 MOBILE HOME
08 RECREATION VEHICLE	23 TRAVEL/HOME TRAILER
09 FARM VEHICLE	24 CAMPER
10 TRANSIT BUS	25 UTILITY TRAILER
11 CROSS COUNTRY BUS	26 BOAT TRAILER
12 SCHOOL BUS	27 FARM EQUIPMENT
13 AMBULANCE/EMERGENCY	28 OTHER
14 AMBULANCE/ NON-EMERGENCY	29 UNKNOWN
15 FIRE VEH/EMERGENCY	

**Box 8.****Violation Month, Day, Year**

Enter numerically the month, day and year of the violation. All violations are entered on the driver's record by day of violation.

**Box 9.****Time of Violation**

Enter the time and mark block for A.M. or P.M.

**Box 10.****Special Indicator Blocks**Personal Injury (P.I.)

In the PI block, indicate the seriousness of the injury using one of the codes shown below:

- 1 – No bodily injury
- 2 – Possible bodily injury
- 3 – Personal Injury
- 4 – Serious bodily injury
- 5 – Fatal

#### Property Damage (P.D.)

- Check P.D. box if property damage occurred as a result of an accident.

#### Contributed to Accident, Safety Belts

- Check “Contributed to Accident” if the defendant contributed to an accident. This indicates personal injury and/or a property damage accident.
- Check “Safety Belts” if required safety belts were in use.

#### Hazard Material (HAZMAT)

- Yes or No response is mandatory

If the vehicle is placarded or required to be placarded for hazardous materials, it is a commercial motor vehicle. Check “Yes” to “Hazmat” and write in or select “C” in the VEHICLE field.

Check all applicable and/or mandated blocks. Federal and/or State Law require a response to Hazmat, Commercial Vehicle and CDL License questions on all citations. Some violations involving the use of certain types of vehicles used during a violation must also be reported to MVA per State Law. It is essential that you write in or select the correct Vehicle code, as shown below.

#### VEHICLE Field

Response is essential. Write in or select the code for type of vehicle used during the violation.

- “C” – Commercial Vehicle
- “M” – Motorcycle
- “R” – Off Highway Recreational Vehicle
- “N” – None of the Above

If the field is left blank, “None of the Above” will be the default and the information will not be reported to MVA.

#### Commercial Motor Vehicles

- Response is mandatory

If a commercial vehicle, write in or select “C” in the VEHICLE field.

#### Commercial Motor Vehicles Are:

- All vehicles with gross weight (GVW) of 26,001 or more pounds
- All vehicles with gross combination weight (GWC) of 26,001 or more pounds
- Bus designed to transport 16 or more people (including driver)

- Any vehicle towing trailer with GVW over 10,000 pounds
- Any vehicle required to have HAZMAT placard

Exceptions – Write in or select “N” for None of the Above in the VEHICLE field for the following:

- Recreational vehicles (campers, travel trailers, boat trailers)
- Fire and rescue vehicle
- Vehicle owned and operated by a farmer within 150 miles of farm
- Department of Defense – with active-duty military driver

Commercial Driver License (CDL)

- Yes or No response is mandatory

Does driver have a commercial driver license?

Fatal Accident

Check if defendant contributed to an accident that resulted in a fatality.

A/R Susp. Rev.

Check if the license of the defendant was suspended or revoked for an alcohol-related offense.

**Box 11.**

**Location of Offense**

Write the precise location of the violation, including the name of the county. (Do not use county code number.)

**Box 12.**

**Global Positioning System Coordinates (GPS)**

Latitude/longitude coordinates from a global positioning system. Enter if you have this information (e.g. N 3858.97496 W 07630.31866).

**Box 13.**

**County Code, Area**

- Write the county code number. The “County Code” for Baltimore City is “**024.**”
- Write the designated Area. The “Area” in Baltimore City is “**AD.**”

**Box 14.**

**Arrest type**

The arrest type must be indicated to show the enforcement activity used, regardless of whether the operator is arrested or simply cited and released.

Record the “Arrest Type” using the codes shown below:

A Marked Patrol Car	K Aircraft Assist
B Unmarked Patrol Car	L Motorcycle
C Marked Car, VASCAR	M Marked, Off Duty
D Unmarked Car, VASCAR	N Unmarked Off Duty
E Marked Car, Stationary Radar	O Foot Patrol
F Unmarked Car, Stationary Radar	P Mounted Patrol
G Marked Car, Moving Radar (Stationary)	Q Unmarked Car, Stationary Laser
H Unmarked Car, Moving Radar (Stationary)	S License Plate Recognition
I Marked Car, Moving Radar (Moving)	
J Unmarked Car, Moving Radar (Moving)	

### Department of Transportation (DOT) Number

The DOT number is federally issued and found on commercial vehicles. The Federal Motor Carrier Safety Administration (FMCSA) uses the number to track compliance. The DOT number is most commonly found on the door of the cab of a truck (e.g. USDOT 12345). List the DOT number on the citation when a commercial vehicle is being cited.

### Box 15.

### Charge

Only one charge can be entered per citation.

- If the violation charged is printed on the citation, circle that charge. Do not write a narrative or description in the space below for these violations. Only one charge can be circled.
- If the violation is NOT printed on the citation, determine if the charge is a violation of the:
  - Transportation Article (Motor Vehicle Law), and check the box “TA.”
  - Business Regulation Article, and check the box “BR.”
  - Local ordinance or public local law, and check the box “LO.”
- Maryland Regulations are charged by checking the box “MR.” Maryland Regulations (MR) violations are generally not identified by a title and/or subtitle, but merely by a section and/or paragraph number. This reference is to be written in the spaces for subtitle/paragraph. You must also enter the written charge.

**EXAMPLE OF MARYLAND CHARGING REGULATION:** “397.11a Motor Vehicle containing hazardous materials being operated near an open fire.” Check box MR and write 397.11 under subtitle and “a” under paragraph.

**NOTE:** Many charges in this schedule contain words within parentheses. Each word or set of words therein, separated by commas, is an option. When copying a charge onto a citation, you must select from these options the word (s) that reflect the appropriate specifics about the offense.

**EXAMPLE:** “3-112e (Sale, Purchase) of used vehicle not title certified and registered.” Choose either “Sale” or “Purchase” to indicate the nature of the offense.

“13-411g (Displaying, Permitting to be displayed) reg. plate(s) issued (for other veh., to other person).” There are two requirements for choice – “Displaying” or “permitting to be displayed” and “for other veh.” or “to other person.”

### Box 16.

#### Pre-payable Fine Amount

Check your Schedule of Pre-Set Fines established by the District Court of Maryland for the proper fine, which includes costs. Be certain of this amount, as the court will notify the defendant of any overpayment or underpayment.

### Box 17.

#### Notice to Appear in Court

If the charge requires the defendant’s appearance in court, check the block “YOU MUST APPEAR WHEN REQUIRED BY THE COURT.” Only charges that carry a possible jail term are “Must Appear.” If the charge is payable, check the block “You have the right to stand trial.”

#### Officer Signature

- The member must sign the citation as well as print their name under “OFFICER,” enter the date the citation was issued, and fill in the next line. Indicate the district and location of the trial court under “Trial: District/Location,” then your Agency, Sub-Agency, and ID/Sequence Number, if the member is required to be in court. If the citation is issued as a result of a radar speed check and the court requires the appearance of the radar operator and not the issuing officer, do NOT enter the Sequence Number number of the issuing officer. The radar/breathalyzer operator must sign their name and write their Agency, Sub-Agency, and ID # on the line indicated.

District	Location	Agency
01	01 – Wabash	AD
	02 – Patapsco	
	03 – North Avenue	

Sub-Agency Categories	
5901	Central District
5902	Southeast District
5903	Eastern District
5904	Northeast District
5905	Northern District
5906	Northwest District
5907	Western District

5908	Southwest District
5909	Southern District
5910	HQ Special Ops Section
5911	HQ Tactical Division
5912	HQ Special Detail
5913	Public Housing Section
5920	Criminal Investigations Division
5921	Laboratory Division
5922	Property Section
5923	Central Records Division
5924	Community Outreach Division
5925	Personnel Section
5926	Professional Development and Training Academy
5927	Fiscal Services Division
5928	Internal Affairs Division
5929	Inspections Division
5930	Legal
5931	Planning and Research
5932	Public Information
5933	Chief of Patrol Division
5934	Deputy Commissioner's Office- Operations Bureau
5935	Deputy Commissioner's Office- Services Bureau
5936	Deputy Commissioner's Office- Administrative Bureau
5937	Organized Crime Division

- Radar/Breathalyzer operator's name, Agency, Sub-agency, and ID number should be complete only if the Radar operator or Breathalyzer operator is required to appear in court. If the Radar operator belongs to a police agency different from the issuing officer's, then avoid using radar slot on the front of the citation. Rather, enter that ID, etc. on back with witnesses. Check the witness box.

#### Defendant Signature

- The defendant is required to sign at the line marked "X."
- If the defendant refuses to sign, mark "REFUSED."
- You may charge the defendant with refusing to sign via the issuance of an additional citation.

**NOTE:** A defendant's refusal to sign a citation does not require a member to arrest the defendant. Writing "REFUSED" and serving the defendant with the citation(s) will generally be sufficient for the driver to appear in court.