



Policy 809

Subject	
CANNABIS VIOLATION PROCEDURES	
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By Order of the Police Commissioner

POLICY

The Baltimore Police Department (BPD) recognizes the importance of enforcing laws and providing people with fair, respectful, and non-discriminatory policing. This policy provides guidance on the issuance of a Civil Citation or Criminal Citation for possession of Cannabis that exceeds the Personal Use Amounts, smoking Cannabis in prohibited areas, and possession with intent to distribute or distributing Cannabis. Enforcement of Cannabis use, possession, or distribution shall reflect the Department's mission to arrest or cite only in the advancement of public safety, and in keeping with the shared goals of the communities it serves.

CORE PRINCIPLES

Constitutional Enforcement. Members may only enforce lesser offenses, whether by issuing a warning, issuing a citation, or making a custodial arrest (See Policy 1106, *Warrantless Arrest Procedures and Probable Cause Standard*), where consistent with Fourth Amendment requirements — i.e., when they have Probable Cause to believe that a person has committed or is committing a criminal infraction or citable offense. In addition, such enforcement must also be consistent with other constitutional requirements, such as avoiding selective enforcement arising out of discriminatory bias (Fourteenth Amendment) or in retaliation for protected speech. (See Policy 317, *Fair and Impartial Policing*, and Policy 804, *First Amendment Protected Activity*).

Non-Discriminatory Policing. Members are prohibited from relying, to any extent or degree, on a person's 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 Field Interview, Investigative Stop, vehicle stop, weapons pat-down, search, or arrest except when physically observable as part of an actual or credible description of a specific suspect or suspects in any criminal investigation that includes other appropriate non-demographic identifying factors (such as clothing or associated vehicle). See Policy 317, *Fair and Impartial Policing*.

Most Effective and Least Intrusive Response. A fair and effective response to a violation of the law balances public safety and order in the community against the serious impact of law enforcement action (e.g., loss of liberty; humiliation and stress; loss of income, employment, or housing) on the individual believed to have committed the violation. Where effective in resolving the violation in accordance with law and policy, problem-solving such as a verbal warning is generally preferable to a citation, and a citation is generally preferable to an arrest. As arrest is a last resort, members should refrain from making an arrest unless doing so reasonably advances the goal of public safety or addresses significant or chronic community disorder, and the situation cannot be resolved in a less intrusive manner that is authorized by law and policy.

Community Partnerships. The BPD continuously works with residents and neighborhood leaders to fully understand issues facing the City's diverse communities, and to co-develop strategies in order to

address those issues. In addition to the advancement of public safety goals, the enforcement of Lesser Offenses must also align with the interests and priorities of the communities which the BPD serves.

DEFINITIONS

Cannabis – Means the plant Cannabis Sativa L. and any part of the plant, including all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9-tetrahydrocannabinol concentration greater than 0.3% on a dry weight basis. Cannabis does not include hemp as defined in § 14–101 of the Agriculture Article.

Cannabis (Amounts) – *The following are Cannabis amounts designated by the Statute (in order from least to greatest):*

Personal Use Amount of Cannabis

- 1.5 ounces or less of usable Cannabis
- 12 grams or less of concentrated Cannabis
- 750 mg or less of cannabis products containing delta-9-tetrahydrocannabinol
- One or two cannabis plants

NOTE: This amount of cannabis **is legal** for any person age 21 or older.

Civil Use Amount of Cannabis

- More than 1.5 ounces up to 2.5 ounces of usable cannabis
- More than 12 grams up to 20 grams of concentrated cannabis
- More than 750 mg up to 1,250 mg of cannabis products containing delta-9 tetrahydrocannabinol

Criminal Amount of Cannabis

- More than 2.5 ounces of usable Cannabis
- More than 20 grams of concentrated Cannabis
- More than 1,250 mg of Cannabis products containing delta-9-tetrahydrocannabinol

Civil Citation – Official documentation stating that a person has committed a civil infraction and has been made aware of the infraction by law enforcement.

Criminal Citation – A written charging document issued to a person alleging they have committed a criminal violation of certain misdemeanor statutes or local ordinances in accordance with Criminal Procedure Article §4-101.

Investigative Stop – The temporary involuntary detention and questioning of a person where the person was stopped based on Reasonable Articulate Suspicion that the person is committing, is about to commit, or has committed a crime. It occurs whenever a member uses words or takes actions to make a person halt, or to keep a person in a certain place, or to compel a person to perform some act. If a reasonable person under the circumstances would believe that they are not free to leave, a “stop” has occurred.

Juvenile Civil Citation – A State Juvenile Civil Citation, from the District Court of Maryland.

NOTE: This is the only citation to be used to cite a youth for use or possession of any amount of Cannabis.

Probable Cause – Where facts and circumstances taken as a whole, known to the member at the time of the arrest, would lead a reasonable member to believe that a particular person has committed or is committing a crime. As with Reasonable Articulate Suspicion, Probable Cause is based upon an objective assessment of the facts and circumstances presented to the member.

Reasonable Articulate Suspicion (RAS) – A well founded suspicion based on specific, objective, articulable facts, taken together with a member's training and experience, that a subject has committed, is committing, or is about to commit a crime.

LEGAL BACKGROUND AND DIRECTIVES

General

1. All members of the BPD are prohibited from considering demographic category of the person in question to any extent or degree when taking, or refraining from taking, any law enforcement action, except when such information is part of an actual or credible description of a specific suspect in an ongoing investigation that also includes other appropriate non-demographic identifying factors.
2. Members are prohibited from conducting Investigative Stops when they lack Reasonable Articulate Suspicion, based on specific and articulable facts, that a person has committed or is committing a crime.
 - 2.1. When making an Investigative Stop, members must inform the person(s) stopped that they are not free to leave.
 - 2.2. Follow all protocols for Investigative Stops and searches as outlined in Policy 1112, Field Interviews, Investigative Stops, Weapons Pat-Downs & Searches.
3. Members will not rely on information known at the time to be materially false or incorrect in issuing a citation or making an arrest.
4. Members shall use the most effective and least intrusive response appropriate under the circumstances when addressing Cannabis violations such as issuing a verbal warning instead of a citation, or issuing a citation in lieu of an arrest.
5. When issuing a Civil Citation, members shall use the Uniform Civil Citation form number (DC-028), revision date (07/2023) (See Appendix B) and adhere to the directives in Policy 808, *Civil Citation Procedures*. For documentation into Axon Records, members shall adhere to the Documentation Requirements below.
6. When issuing a Criminal Citation, members must adhere to the directives of Policy 803, *Criminal Citation Procedures*.
7. Members who issue a citation to or make an arrest of individuals for possession of the prohibited amounts of Cannabis that justify a citation or arrest shall, in the absence of an official measurement, rely upon their training, knowledge, and experience to determine the unpackaged weight to meet the requirements. This evaluation must be documented by the member in the reports pertaining to the incident.

8. Cannabis recovered by a member during their tour of duty shall be submitted to the District's found property box, marked for destruction, by the end of the member's tour of duty, unless related to an offense other than simple possession (e.g., DWI, theft, etc.).
9. Members shall conduct a warrant check for all age groups described below. If the person is wanted, arrest the person and do not issue a citation.
10. Criminal offenses supersede civil offenses. Therefore, where multiple offenses exist and both criminal and civil offenses are possible, members shall disregard the civil offense and only charge the person criminally.
11. Should the person refuse to sign the citation, the member shall write "Refused to Sign" on the signature line of the citation. If a member issues a citation and the recipient refuses to sign, the member shall appear at the initial court appearance (arraignment).

Personal Use Amount of Cannabis

12. Only Adults 21 years of age or over MAY LEGALLY use and possess a Personal Use Amount of Cannabis.
13. If a person under 21 years of age uses or possesses the Personal Use Amount of Cannabis, it is a civil offense with a maximum fine of \$100 (CR § 5-601(c)(2)(ii)(1)) and they may NOT pre-pay fines for civil Cannabis violations. (See Section *Youth Under 18 Years of Age* starting at #27 below for directives regarding youth.)

Civil Cannabis Violations

14. No person may use or possess the Civil Amount of Cannabis.
 - 14.1. Use or possession of the Civil Amount of Cannabis is a civil offense with a maximum fine of \$250.00. (CR§ 5-601).
 - 14.2. If the person is 21 years of age or over, and it is their first or second offense, they may prepay a fine of \$125 to the District Court within 30 days.
15. Smoking Cannabis in a public place and in certain indoor locations prohibiting smoking is a civil offense punishable by a fine:
 - 15.1. First offense: maximum fine is \$50, with a prepay amount of \$25.
 - 15.2. Second or more offenses: maximum fine is \$150, with a prepay amount: \$75.
16. No occupant of a motor vehicle may smoke cannabis in a passenger area of a motor vehicle on a highway (CR§ 10-125(b)(3)). It would be considered a non-traffic civil offense with a fine of \$25. (CR§ 10-126).

Criminal Cannabis Violations

Possession of Criminal Amount of Cannabis

17. Adults 18 years of age or over who use or possess the Criminal Amount of Cannabis may be charged with a misdemeanor and serve a maximum of six months in prison. (CR § 5-601(c)(2)(i)).
18. For Possession of the Criminal Amount, members MUST TRY to charge this crime by Criminal Citation before making an arrest in accordance with Policy 803, *Criminal Citation Procedures*.

Other Criminal Cannabis Violations

19. For criminal Cannabis crimes in this section, other than Possession of the Criminal Amount of Cannabis, adults 18 years of age and over may be charged with a misdemeanor and subject to imprisonment not exceeding three years or a fine not exceeding \$5,000 or both. These crimes include:
 - 19.1. Md. Code Ann., Crim. Law § 5-602, "Manufacturing, distributing, possession with intent to distribute, or dispensing controlled dangerous substance."
 - 19.2. Md. Code Ann., Crim. Law § 5-603, "Equipment to produce controlled dangerous substance."
20. Members shall know that:
 - 20.1. Possession of the Civil Use Amount of Cannabis or the Personal Use Amount of Cannabis without other evidence does NOT constitute possession with intent to distribute or dispense Cannabis.
 - 20.2. "Adult sharing" of the Personal Use Amount of Cannabis is NOT prohibited. It is legal to transfer cannabis between people who are 21 years of age or older as long as there is no exchange of goods or services.

Manufacture, Production Equipment, and Cultivation Restrictions

21. Per Md. Code CR § 5-603(b), a person may not cultivate or grow Cannabis, or manufacture a Cannabis product, or manufacture, distribute, or possess a machine, equipment, an instrument, an implement, a device, or combination of them that is adapted to produce Cannabis or a Cannabis product under circumstances that reasonably indicate an intent to use it to produce, sell, or dispense Cannabis or a Cannabis product.
22. A person under the age of 21 years may NOT cultivate Cannabis plants.
23. Cultivation of Cannabis plants (maximum two plants per residence, regardless of how many adults 21 years of age or over live there) must be out of public view and secured so the plants are not accessible by unauthorized individuals, or people under 21 years of age. Cannabis

plants may only be grown on property owned by the grower or with consent of the property owner. (See CR § 5-601.2 for details regarding Cultivation Restrictions)

Operating a Vehicle or Vessel

24. Permissions granted under Md. Code CR § 5-601 does not affect the current laws (Md. Transportation Article § 21–902 or Natural Resources Article § 8–738) governing Driving Under the Influence of or Driving While Impaired by a controlled dangerous substance, or the laws governing seizure and forfeiture. Members shall consider other evidence in determining whether the driver was impaired or under the influence, and may not rely solely on the odor or presence of Cannabis before effectuating a DUI/DWI arrest or searching for evidence.

Stops and Searches Based on Cannabis

25. Members shall not initiate a stop or a search of a person, a motor vehicle, or a vessel based solely on one or more of the following:
 - 25.1. The odor of burnt or unburnt Cannabis;
 - 25.2. The possession or suspicion of possession of Cannabis that does not exceed the Personal Use Amount; or
 - 25.3. The presence of cash or currency in proximity to Cannabis without other indicia of an intent to distribute.
26. If a member is investigating a person solely for driving or attempting to drive a motor vehicle or vessel while impaired by or under the influence of Cannabis in violation of Md. Transportation Article § 21–902 or Natural Resources Article § 8–738, the member shall not conduct a search of an area of a motor vehicle or vessel that is not:
 - 26.1. Readily accessible to the driver or operator of the motor vehicle or vessel; or
 - 26.2. Reasonably likely to contain evidence relevant to the condition of the driver or operator of the motor vehicle or vessel.
 - 26.3. Evidence discovered or obtained in violation of this section, including evidence discovered or obtained with consent, is not admissible in a trial, a hearing, or any other proceeding.

(See Policy 1109, *Warrantless Searches*)

Youth Under 18 Years of Age

27. Youth under 18 years of age in possession of Cannabis may be issued a Uniform Juvenile Civil Citation for Alcohol and Tobacco Offenses (See Appendix D) for civil Cannabis violations, in accordance with Policy 1202, *Interactions with Youth*. (CJP § 3-8A-33).
28. For other Cannabis violations committed by a youth, members may refer the matter to the

Department of Juvenile Services (DJS) via DJS Paper Referral Policy 1202, *Interactions with Youth*.

29. If the member believes the youth is under the influence of or has ingested Cannabis, the member shall provide or summon medical attention when appropriate.

REQUIRED ACTION

Required Reporting

30. Members shall use CAD code 87, which is for CDS violations.
31. Members shall include the term “Cannabis” in their body-worn camera title and “youth” if the subject was a youth under the age of 18 years.
32. Members shall use the Uniform Civil Citation form number (DC-028), revision date (07/2023) to charge all civil offenses relating to Cannabis. If the member does not have this new citation book, the member may include a District Court approved sticker with the updated Cannabis information on a previously issued DC-028 form.
33. For all stops regarding Cannabis, whether members issue a Civil Citation, Criminal Citation, or no citation, members shall complete an Incident Report. DO NOT complete a Field Interview Report for the issuance of a Civil Citation. In the Incident Report, members shall
- 33.1. Select “Civil CDS Violation” as the incident type for civil Cannabis offenses and “CDS Violation” for criminal Cannabis offenses.
- 33.2. Complete designated fields for the citation information, property listing, any searches or weapons pat-downs conducted.
- 33.3. Attach a legible image of the citation.
- 33.4. Articulate RAS for stops and any weapons pat downs, and probable cause for citations and any vehicle searches.
34. Members shall properly complete citations, void of errors or missing information.

Additional Reporting for Youth Under 18 Years of Age

35. If a member seeks to issue a Juvenile Civil Citation or refer the matter to DJS for a Paper Referral, the member shall adhere to the report writing requirements in Policy 1202, *Interactions with Youth*, and complete and attach a Juvenile Custody Report (Form 11/83) and complete an Incident Report including the Juvenile Custody Form. If a parent or guardian is present, document their name, information, and relationship to the youth in the Incident Report.
36. When completing a Juvenile Civil Citation, members shall:
- 36.1. Give “juvenile” copy to the youth being charged,

36.2. Retain the “law enforcement” copy of the citation, and

36.3. Forward “original” citation to Central Records Section.

37. A youth may refuse to sign the citation. It is important that the full name, phone number, and address of the youth’s parent or legal guardian be entered on the citation, where specified. The member shall give the youth a copy of the citation, and to the parent or guardian if present. If the parent or guardian is not present, a copy of the citation will be mailed to them by DJS.

First-Line Supervisor

38. First-line permanent rank supervisors shall strategize enforcement of Cannabis enforcement based upon community public safety priorities.
39. First-line permanent rank supervisors shall monitor the enforcement decisions made by a subordinate who is investigating a Civil Citation-eligible offense.
40. First-line permanent rank supervisors shall review/sign every citation and associated reports to check for completeness and that the issuing member operated within the laws of the State of Maryland and the Rules and Regulations of this agency. The citation is to be signed by the supervisor at its top right portion.
41. If a citation is not correct or complete, first-line permanent rank supervisors shall void the citation. If Incident Reports are incorrect or incomplete (e.g. narrative lacks probable cause or RAS, designated fields are not used to capture citation information, property, or any searches, the image of the citation is illegible, etc.), return the Incident Report to the reporting member for correction.
42. First-line permanent rank supervisors shall submit the citations to the district report auditor. Ensure all reporting and submissions are completed by the end of their tour of duty.

Commanding Officer

43. District Commanders shall communicate to first-line permanent rank supervisors under their command the mission and vision of the BPD as it relates to community policing and engagement, and how Cannabis enforcement is prioritized in the District’s communities.
44. District Commanders shall ensure that the unit/district has an appointed member deliver recorded citations and transmittal forms to the appropriate places.
45. District Commanders shall file citations and associated reports for youths separately from those for adults.

District Report Auditor (District RMS)

46. Sworn members designated as the District Report Auditors shall review/sign every citation and associated reports to check for completeness and that the issuing member operated within the laws of the State of Maryland and the Rules and Regulations of this agency.

47. District Report Auditors shall enter into the CAD sheet for citations, code 87.
48. District Report Auditors shall complete four transmittal sheets in sequential order by CC# for:
 - 48.1. Payable fines packet,
 - 48.2. Must appear packet,
 - 48.3. Juvenile packet, and/or
 - 48.4. Voided packet.
49. District Report Auditors shall void a citation if it is not correct or complete. If Incident Reports are not correct or complete (includes citation information, Probable Cause, an attached image, and designated fields completed), return the Incident Report to the reporting member for correction.

NOTE: These packets must be sent directly to RMS Staff Review on the next business day after issuance of citation.

Records Management Section (RMS)

50. RMS Unit shall be responsible for receiving and processing all Civil and Criminal citations and related reports.
51. RMS Unit shall be responsible for delivering any citations and reports for youth to DJS Intake.

Evidence Management Unit, Commander

52. Cannabis submitted for Civil Citation/Civil CDS cases will not be analyzed and may not be destroyed, unless specifically notified by the primary member in the case.

Performance Standards Section – Audits

53. The Performance Standards Section – Audits Unit shall perform random, quarterly audits on citations to ensure compliance with this policy, alignment with the BPD's community policing goals, and whether the citation represented the most effective and least intrusive response that advanced public safety goals in light of the articulated facts related to the enforcement action.

Legal Affairs Section

54. Receive copies of all the Civil and Criminal Citations from the property members within the agency.

APPENDICIES

- A. Uniform Citation Transmittal Form DC/CR 95 A (Rev. 4/2003)
- B. Uniform Civil Citation form number (DC-028), revision date (07/2023)
- C. Uniform Criminal Citation
- D. Uniform Juvenile Civil Citation for Alcohol and Tobacco Offenses

ASSOCIATED POLICIES

Policy 317, *Fair and Impartial Policing*
Policy 803, *Criminal Citation Procedures*
Policy 804, *First Amendment Protected Activity*
Policy 808, *Civil Citation Procedures*
Policy 1106, *Warrantless Arrest Procedures and Probable Cause Standard*
Policy 1112, *Field Interviews, Investigative Stops, Weapons Pat-Downs, & Searches*
Policy 1202, *Interactions with Youth*
Policy 1401, *Control of Property and Evidence*

RESCISSION

Remove and destroy/recycle Policy 809, *Marijuana: Uniform Civil Citation* dated 12 April 2022.

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

Uniform Citation Transmittal Form DC/CR 95 A (Rev. 4/2003)

UNIFORM CRIMINAL CIVIL CITATION TRANSMITTAL

AGENCY NAME (full name)

BARRACK/PRECINCT/DISTRICT/LOCATION (full name)

INSTRUCTIONS FOR COMPLETION OF TRANSMITTAL AND FORWARDING CITATIONS:

1. Complete the top portion of the Transmittal:
 - > Agency Name
 - > Barrack/Precinct/District/Location
2. Starting in the upper left column under Citation Number and continuing down the first column, list the citation number of each citation being transmitted. **Do not mix Criminal and Civil Citations on the same transmittal, use separate transmittals.**
 - > List the full citation number for every citation, including the prefix
 - > Do not take shortcuts, even if the citation numbers are in a consecutive sequence
3. When all citations have been listed:
 - > Compare the numbers listed on the Transmittal with the citations being submitted to ensure that all of the citations are accurately listed
 - > Arrange the citations in the same order as they are listed on the Transmittal
4. Complete the bottom of the Transmittal:
 - > Total number of citations sent
 - > Submitted by (your signature)
 - > ID# (if applicable)
 - > Date Sent
5. Keep one copy of the Transmittal for your agency. Mail or deliver the original and one copy of the Transmittal with the Court Copies of the citations to the District Court.

CITATION NUMBER	CITATION NUMBER	CITATION NUMBER

Total Number of Citations Sent: _____ Submitted By: _____ Signature ID#

Date Sent: _____

FOR USE BY DISTRICT COURT ONLY		
Total received but not listed	Total listed but not received	Total number of citations received
Signature		Date

APPENDIX B

Uniform Civil Citation form number (DC-028), revision date (07/2023)

UNIFORM CIVIL CITATION

WITNESS, RELATED CASE # / CITATION(S) fields

Address, County/Municipality/State of Maryland, Agency, Defendant's Name, Current Street Address, City, County, State, Zip, DOB, Height, Weight, Sex, Race, Hair, Eyes

Telephone No. Day/Night, E-mail, Based on personal knowledge of the undersigned officer or the attached affidavit, the Defendant is charged with

at Time AM PM on / / at Location of Offense County, MD in violation

of: Md. Ann. Code, Municipal Infraction/County Ordinance/Public Local Law/Local Code, COMAR Document/Article, Section, Sub-Section, Paragraph

Each day a violation continues is a separate infraction subject to an additional citation. I sign my name as a receipt of a copy of this Citation and not as an admission of guilt. I will comply with the requirements set forth in this Citation. X Defendant's Signature

INSTRUCTIONS

YOU MUST APPEAR IN COURT. A notice of trial date will be mailed to you. YOU MAY PAY A FINE of \$ (entire amount required) by to the District Court. Payment of the fine will not close the case if abatement action is pending. Agency/Municipality at and AVOID TRIAL. This will be deemed an admission of guilt and a trial date will not be set. YOU MAY ELECT TO STAND TRIAL by sending your request in writing to the District Court Agency/Municipality in writing by at

DO NOT SEND PAYMENT OF FINE. The District Court will mail you a notice of your trial date, time, and location. AT TRIAL the Court may impose a fine up to the maximum allowed by statute plus court costs. IN ADDITION, Agency/Municipality is seeking abatement of this infraction.

You may be ordered to abate this infraction or be assessed the costs for the abatement, as well as a fine of up to \$1,000, plus court costs. Payment of the preset fine will not satisfy the abatement action and an order of abatement may still be entered against you.

FAILING TO APPEAR OR PAY THE FINE MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST. FAILING TO PAY THE FINE OR REQUEST A TRIAL DATE: will deem you liable for the fine assessed; the fine may be doubled and/or a judgment on affidavit may be entered against you including an order of abatement; you may be found guilty of a Code violation and the maximum fines, court costs, and administrative expenses can be imposed. FAILURE TO APPEAR FOR A REQUESTED TRIAL DATE: the fine may be doubled and a judgment on affidavit entered against you; you may be found guilty of a Code violation and the maximum fines and costs can be imposed.

I solemnly affirm under the penalties of perjury, and based upon personal knowledge or the attached affidavit, that the contents of this citation are true and that I am competent to testify on these matters. The Defendant is not now in the military service, as defined in the Servicemembers Civil Relief Act.

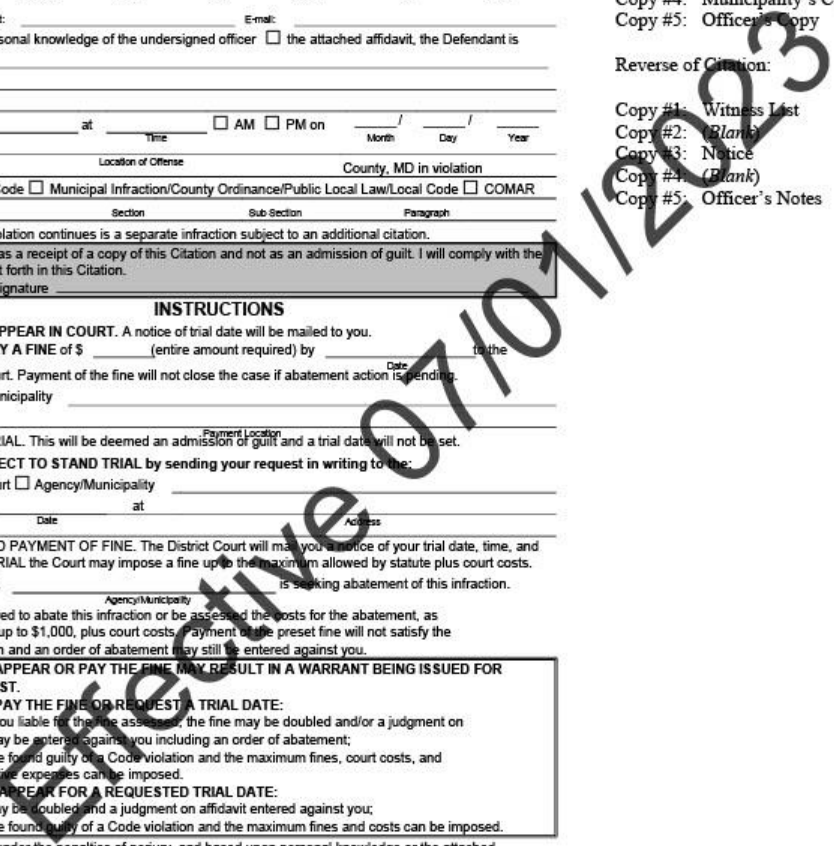
Issuing Officer's Signature, Officer's Printed Name, Date, Agency, Sub-Agency, I.D. No., Telephone

Front of Citation:

- Copy #1: Municipality/Court Copy
Copy #2: Prosecutor's Copy
Copy #3: Defendant's Copy
Copy #4: Municipality's Copy
Copy #5: Officer's Copy

Reverse of Citation:

- Copy #1: Witness List
Copy #2: Blank
Copy #3: Notice
Copy #4: Blank
Copy #5: Officer's Notes



Note to Law Enforcement: Remove this first copy of Citation before entering witness information.
TO THE DISTRICT COURT:
PLEASE SUMMONS THE FOLLOWING WITNESSES:

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

Reverse of Part #1
Municipality/Court Copy

Effective 07/01/2023

NOTICE TO DEFENDANT

Certain violations require that you **MUST APPEAR** for trial, while other violations give you the option to appear in court or to pay a preset fine.

IMPORTANT INFORMATION: It is your obligation to know your trial date and appear on that date. The court will mail a courtesy notice to the name and address shown on the front of the citation. If your name or address on this citation is not correct you must in writing notify the court or agency/municipality listed on the front of this citation of any changes. The Post Office does not forward court mail. To request a foreign language interpreter or a reasonable accommodation under the Americans with Disabilities Act, please contact the court immediately. Possession and use of cell phones and other electronic devices may be limited or prohibited in designated areas of the court facility.

IF CITATION IS MARKED "YOU MUST APPEAR IN COURT . . ."

Appear on the date and at the court location indicated in the notice provided to you by the District Court. You may be represented by an attorney obtained at your own expense before the trial date. A trial will not be postponed to allow you to obtain an attorney. *Please read "Important Information" above.*

IF CITATION IS MARKED "YOU MAY ELECT TO STAND TRIAL . . ."

- Send a written notice of your intent to the name and address of the agency/municipality or court location, by the date listed, on the front of this citation. Indicate the citation number printed on the front of the citation at the top. *Please read "Important Information" above.*
- The court will mail you a notice of your trial date and location.
- Appear on the date, time, and at the court location indicated in the notice provided to you by the District Court.
- **DO NOT SEND PAYMENT OF THE FINE.**

IF YOU ELECT TO PAY THE FINE

- Write a check or money order payable to the court or agency/municipality listed on the front of the citation. Indicate the citation number printed on the front of the citation at the top.
- Send or deliver the payment to the payment location indicated on the front of this citation by the date specified.
- **DO NOT SEND CASH.**

IF YOU FAIL TO STAND TRIAL OR PAY THE FINE IN ACCORDANCE WITH THIS CITATION

- You may be arrested.
- The fine may be doubled up to \$1,000.
- You may be found guilty of a Code violation and the maximum fines and costs can be imposed.
- A judgment may be entered against you for the amount due and the costs of correcting conditions that caused the violation. If the fine remains unpaid for 30 days following entry of judgment, the judgment may be enforceable the same as any other civil judgment.
- It could be considered an admission of liability and may result in a default judgment including the civil penalty, court costs, and administrative expenses.

IF ABATEMENT IS REQUESTED

The court may order you to eliminate the condition causing the infraction or may direct the governmental agency to remove the condition and bill you for the costs. If the bill is not paid a judgment will be entered against you.

IF THIS IS A VIOLATION OF WASHINGTON SUBURBAN SANITARY COMMISSION REGULATIONS

In some circumstances, each day a violation continues may be considered a separate infraction subject to additional citations and fines.

IF CITATION IS FOR A VIOLATION OF CRIMINAL LAW § 5-601 INVOLVING THE USE OR POSSESSION OF CANNABIS

- If you were under 21 years of age at the time of the infraction, you **MUST APPEAR** for a hearing.
- If you were 21 or over at the time of the infraction, you may prepay the fine, which is an admission of guilt (but will not affect your record in any way), or you may request a hearing.

Note: Prepayment of the fine is considered a guilty plea to a Code violation.

Reverse of Part #3
Defendant's Copy

PREPENDING 07/10/2023



OFFICER'S NOTES

Reverse of Part #5
Officer's Copy

Effective 07/01/2023

APPENDIX C

Uniform Criminal Citation

				UNIFORM CRIMINAL CITATION State of Maryland vs.		132003822263	
Defendant's (Last) Name		First	Middle				
Current Address in Full							
City		County	State	Zip Code			
DOB	Height	Weight	Sex	Race	Ethnicity	Hair	Eyes
Related Citations				Telephone No. Day:		Night:	
Arrest Number (if applicable)						<input type="checkbox"/> Check if Fingerprinted	
It is formally charged that the above named person on _____ Year							
at _____ M at _____		(Location)		_____, City/County, Maryland did			
In violation of: <input type="checkbox"/> Md. Ann. Code <input type="checkbox"/> COMAR/Agency Code <input type="checkbox"/> Common Law of Md. <input type="checkbox"/> Ordinance							
<input type="checkbox"/> Public Local Law							
Document/Article		Section	CJIS Code				
Penalty:							
TO ANSWER THE ABOVE CHARGE LODGED AGAINST YOU:							
YOU ARE HEREBY SUMMONED AND COMMANDED TO APPEAR FOR TRIAL IN THE DISTRICT COURT OF MARYLAND FOR _____ (CITY/COUNTY) LOCATED AT _____ MARYLAND.							
<input type="checkbox"/> ON _____		Date		AT _____		M.	
<input type="checkbox"/> WHEN NOTIFIED BY THE COURT.							
YOUR FAILURE TO OBEY THIS CITATION MAY RESULT IN THE ISSUANCE OF A WARRANT FOR YOUR ARREST.							
To request a foreign language interpreter or a reasonable accommodation under the Americans with Disabilities Act, please contact the court immediately.							
I sign my name as a receipt of a copy of this citation and not as an admission of guilt. I hereby submit to the jurisdiction of the Court and agree to appear when notified.							
X Defendant's Signature _____							
I solemnly affirm under the penalties of perjury that the contents of the foregoing citation are true to the best of my knowledge, information, and belief.							
Officer's Signature		Date	Agency	Sub-Agency	ID No.		
DC/CR 45 (Rev. 2/2013)		Print Date 03/2013		COURT COPY			

APPENDIX D

Uniform Juvenile Civil Citation for Alcohol and Tobacco Offenses

00781526

UNIFORM JUVENILE CIVIL CITATION FOR ALCOHOL AND TOBACCO OFFENSES

County/City Agency

vs. Child's (First) Name Middle Last

Current Address (Include street no. or post office box no.)

City State Zip Code

Height Weight Sex Race Birth Date Driver's License Number and State

Related Citations Telephone No. Day: Night:

It is formally charged that the above named child on... Month / Day Year at...M at ... Location City/County, Maryland did...

In violation of Article Section Sub-Section Paragraph of the Annotated Code of Maryland

You are hereby notified to appear on ... Month / Day Year at...M at Dept. of Juvenile Services located at ... Tel. No.

You will be notified by the Dept. of Juvenile Services when and where to appear for a hearing. Full Name of Child's Legal Parent/Guardian Signature of Parent/Guardian Full Address of Child's Legal Parent/Guardian Only

NOTE: YOUR FAILURE TO APPEAR MAY RESULT IN FORMAL COURT ACTION.

I sign my name as a receipt of a copy of the Citation and not as to admission. I hereby agree to appear.

X Child's Signature

I solemnly affirm under the penalties of perjury that the contents of the foregoing citation are true to the best of my knowledge, information, and belief.

Officer's Signature Date Agency Sub-Agency I.D. No.

Intake Decision

- Referred to smoking cessation clinic. ASSIST No.
Assigned to alcohol rehabilitation program.
Assigned to supervised work program for ... hours.
Parent/Guardian agrees to withdraw consent for a period of ... days after child is eligible and has applied for a driver's license.
Forwarded to State's Attorney.

Intake Officer's Signature Hearing Date

Signature of Parent/Guardian

