



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

9-03 Uniform Traffic Tickets

- New
- Revised
- Reviewed

ACA Standards Reference:
CALEA Standards Reference: 82.3.4, 61.3.1
NCCHC Standards Reference:
SCLEA Standards Reference:
SC Minimum Standards:

This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish procedures for the issuance, accountability, responsibility, and control of the State of South Carolina Uniform Traffic Ticket, in both paper and electronic formats (hereafter referred to simply as *Uniform Traffic Ticket*).

II. Policy:

It is the policy of the Charleston County Sheriff's Office (hereafter the agency) to enforce state statutes and local ordinances and issue *Uniform Traffic Tickets* for traffic and other offenses pursuant to §56-7-10, et seq., of the Code of Laws of South Carolina, 1976, as amended (hereafter the South Carolina Code).

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputies, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
2. civilian, non-sworn employee.

B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

IV. Procedure:

A. Uniform Traffic Ticket:

1. A *Uniform Traffic Ticket* issued by this agency may be used as the charging document or courtesy summons for any criminal or traffic offense when that offense is committed in the presence of a deputy sheriff, or there is evidence that it was freshly committed. For the purposes of this document, a *Uniform Traffic Ticket* refers to both the paper and electronic formats.

2. The Electronic *Uniform Traffic Ticket*:
 - a. The electronic format *Uniform Traffic Ticket* (known hereafter as *eCitation*) is supplied by the South Carolina Department of Public Safety and is the preferred method of completing a *Uniform Traffic Ticket*. The *eCitation* number is system generated.
 - b. An *eCitation* will be completed and submitted into the South Carolina Collision and Traffic Ticketing System (SCCATTS) via the software program *ReportBeam*. *ReportBeam* is acquired and maintained by the South Carolina Office of Highway Safety and Justice Programs.
 - c. The *eCitation* consists of a Driver Records Copy, Trial Officer's Copy and an Enforcement Record's Copy. These are not necessarily color copies and should be distributed as follows:
 - i. *Violator's Copy* is given to the alleged violator.
 - ii. *Driver Records Copy* is sent by the deputy sheriff to SCDMV, once completed and submitted, through the SCCATTS system for its records.

(Ref: CALEA 61.3.1 item b)
 - iii. *Trial Officer's Copy* must be forwarded to the trial officer (magistrate) within 72 hours of issuance to a violator/defendant for those offenses which do not require a bond hearing. This may be accomplished by hand or via electronic submission (e.g., email) as long as the deputy sheriff ensures that such electronic submission was successful. For offenses requiring a bond hearing, this copy must be forwarded as the charging document to the bond court as part of the bond hearing paperwork submission.
 - iv. *Enforcement Records Copy* will be maintained by Ticket Control for the agency's records.

- d. A deputy sheriff will complete a *Uniform Traffic Ticket* electronically (*eCitation*) unless the ability to do so is unavailable. Deputy Sheriffs that do not have an MDT assigned to them, or otherwise do not have access to a computer during a situation where a *Uniform Traffic Ticket* is to be issued, may complete the form by hand utilizing one of their agency issued paper *Uniform Traffic Tickets*. The deputy sheriff will be required to enter the paper issued *Uniform Traffic Ticket* into the South Carolina Uniform Traffic Ticket Information Exchange System (SCUTTIES) within 72 hours of issuance. (Specified in subparagraph 4(b) infra).
- e. In the case of pending and/or continued *eCitations*, the *Trial Officer's Copy* will be retained by the magistrate.
- f. Deputy sheriffs should retain a copy of each *eCitation* issued until the trial date so that supervisors may audit the *eCitations*, as necessary.
- g. A copy of *eCitations* which are pending or continued beyond the deputy's next court date, for whatever reason (e.g., jury trial, program completion, etc.), will be turned in to Ticket Control by the deputy sheriff, via their supervisor, with an appropriately completed *Case Pending Form (CCSO form-314)*.

Case Pending Forms will not be sent to Ticket Control unless accompanied by a copy of the *eCitation*.

3. The Paper *Uniform Traffic Ticket*:
 - a. The paper form of the *Uniform Traffic Ticket* (known hereafter as *paper citation*) is supplied to the agency by the Department of Public Safety and may be used as the charging document or courtesy summons for any criminal or traffic offense when that offense is committed in the presence of a deputy sheriff, or there is evidence that it was freshly committed.
 - b. The *paper citation* may be used when the electronic form, *eCitation*, is unavailable to the issuing deputy sheriff.

- c. A *paper citation* that has been written and issued to a violator must have its data entered and submitted to the South Carolina Department of Motor Vehicles (SCDMV) via SCUTTIES within 72 hours of issuance. This is the responsibility of the issuing deputy sheriff and may be accomplished by accessing the deputy sheriff's SCDMV portal access account. The issuing deputy sheriff may request assistance from Ticket Control to enter the data; however, the deputy sheriff is responsible for ensuring that such entry was properly completed and in a timely manner.
- d. All *paper citations* will be ordered from the South Carolina Department of Public Safety (SCDPS) pursuant to §56-7-30 of the South Carolina Code. The agency is responsible for the cost of the *Uniform Traffic Tickets* ordered and recording all identifying numbers when required.
- e. The *paper citation* consists of color-coded copies to be distributed as follows:
 - i. the blue *Violator's Copy* is given to the alleged violator;
 - ii. the yellow *Driver Records Copy* may be sent by the agency to the South Carolina Department of Motor Vehicles (hereafter referred to simply as SCDMV) for its records; (Ref: CALEA 61.3.1 item b)
 - iii. the pink *Audit Copy* will be turned in to Ticket Control for those *Uniform Traffic Tickets* still having pink copies.
 - iv. the white *Enforcement Records Copy* will be maintained by Ticket Control for the agency's records; and
 - v. the green *Trial Officer's Copy* must be forwarded to the trial officer (magistrate) within 72 hours of issuance to a violator/defendant for those offenses which do not require a bond hearing. For offenses requiring a bond hearing, this copy must be forwarded as the charging document to the bond court as part of the bond hearing paperwork submission.

After a bond hearing, the Central Bond Hearing Court will forward the Trial Officers (Green) copy of all *Uniform Traffic Tickets* for General Sessions charges to the Clerk of Court. For magistrate charges, the Trial Officers (Green) copy of all *Uniform Traffic Tickets* will be forwarded by the deputy sheriff to the appropriate magistrates.

- f. In the case of pending and/or continued *paper citations*, the green *Trial Officer's Copy* will be retained by the magistrate and not turned in to Ticket Control with the other copies of the *Uniform Traffic Tickets*.
- g. Deputy sheriffs will retain the *Driver's Record* (yellow), *Enforcement* (White) and if applicable, Audit (Pink) copies of the *paper citation(s)* until the trial date for supervisors to audit the *Uniform Traffic Tickets*, as required.
- h. *Paper citations* which have been continued beyond the deputy's next court date, for whatever reason (e.g., jury trial, program completion, etc.), will be turned in to Ticket Control by the deputy sheriff, via their supervisor, with an appropriately completed *Case Pending Form (CCSO form-314)*.

Case Pending Forms will not be sent to Ticket Control unless accompanied by the *paper citation*.

- 4. All copies of the *Uniform Traffic Ticket* must be filled out properly and all information recorded must be legible on each copy. Deputy sheriffs will not make notes on any of the copies of the *Uniform Traffic Ticket*. The incident number or OCA/report number will be legibly written by the issuing deputy sheriff along the right side of each *Uniform Traffic Ticket*. For multiple *Uniform Traffic Tickets* on the same defendant, all repetitive information such as the physical description of the defendant, OCA number, incident number, etc. must be completely filled out on each *Uniform Traffic Ticket* issued.
- 5. The *Uniform Traffic Ticket*, either on paper or electronic, will be the only citation form used by the agency. It will be used for all traffic

offenses and other non-traffic related offenses as outlined in §56-7-10 of the South Carolina Code.

B. *Uniform Traffic Ticket* Submission Procedure:

1. Upon completion of a *Uniform Traffic Ticket*, the issuing deputy sheriff will forward the *Trial Officer Copy* to the Magistrate/General Sessions court system within 72 hours of issuance. This may be accomplished by hand or via electronic submission (e.g., email) as long as the deputy sheriff ensures that such electronic submission was successful.
2. Once disposed by the presiding judge, the *Uniform Traffic Ticket* will be given to the clerk of court to ensure entry into the Court Management System.
3. A copy of the disposed *Uniform Traffic Ticket* will then be taken by the deputy sheriff to the Ticket Control office within 72 hours of disposition.

C. *Paper Citation Uniform Traffic Ticket* Book Issuance:

1. All un-issued *paper citation Uniform Traffic Ticket* books (hereafter simply known as *Uniform Traffic Ticket* books) will be stored in a secure area within Ticket Control and will only be issued by Ticket Control personnel. When issued, the beginning and ending numbers for each *Uniform Traffic Ticket* book, the date of issuance and the deputy sheriff's name will be recorded by Ticket Control in the *Ticket Summons Book Log*. The name of the deputy sheriff's supervisor and the unit to which they are assigned must also be recorded. The deputy sheriff must sign the *Ticket Summons Book Log* for each book received.
2. The number of *Uniform Traffic Ticket* books issued to a deputy sheriff at one time will be reflective of the activity and assignment of the deputy.
(Ref: CALEA 82.3.4 items a)
3. Once *Uniform Traffic Ticket* books have been issued by Ticket Control, the secure storage and safekeeping of those *Uniform Traffic Ticket* books becomes the responsibility of the receiving deputy.
(Ref: CALEA 82.3.4 items c)

4. All *paper citations* from *Uniform Traffic Ticket* books will be written in numeric order.
5. Deputy Sheriffs will not write *paper citations* from other deputy sheriffs' *Uniform Traffic Ticket* books, except in emergency situations. In the event this does occur, the deputy sheriff assigned the *Uniform Traffic Ticket* book must notify Ticket Control by their next working day, providing the name of the deputy sheriff who wrote the *paper citation* and the *paper citation* number(s) that was written.
6. Deputy sheriffs assigned to other agencies should not write *paper citations* in that agency's jurisdiction using *Uniform Traffic Ticket* books issued by this agency. If the agency to which they are assigned requires the deputy sheriffs to write *Uniform Traffic Ticket*, they should be written from *Uniform Traffic Ticket* books issued by that agency. The deputy sheriffs will then be responsible and accountable for those *Uniform Traffic Tickets* under the guidelines of the issuing agency.
7. If law enforcement officers from other agencies are assigned to work with this agency for a period of thirty days or longer, they may be issued *Uniform Traffic Ticket* books from this agency's inventory; however, they will only write those *Uniform Traffic Tickets* within the jurisdiction of Charleston County. They will be subject to the same policies and procedures applicable for deputy sheriffs of this agency. Once the period of temporary assignment ends, all unwritten *paper citations* will be turned in to Ticket Control, along with any *paper citations* that are pending disposition. A completed *Case Pending Form* will be attached to each pending *Uniform Traffic Ticket*.

D. *Uniform Traffic Ticket* Inventory - Ticket Control Responsibilities:

1. Ticket Control shall be responsible for the ordering, receiving, issuing, and accurate inventory control of all *paper citations* received and distributed to agency personnel.
2. Once a *Uniform Traffic Ticket* book is issued, a *Supervisor's Ticket Inventory Sheet (CCSO form-377)* must be prepared by Ticket Control and sent to the deputy sheriff's supervisor to be placed in the deputy sheriff's ticket log. A separate *Ticket Inventory Sheet*, which has a different format, will be maintained by Ticket Control. The deputy sheriff's *Master Series Inventory Sheet (CCSO form-378)*, also

maintained by Ticket Control, will be updated to reflect the *paper citation Uniform Traffic Ticket* book(s) issued.

3. Ticket Control reviews *Uniform Traffic Tickets* with dispositions for completeness and correctness, logs them with the date processed by Ticket Control on the *Ticket Inventory Sheet*, and forwards the Enforcement Records (white) copies of the *paper citation* to Summary Court Administration for audit against the magistrates' dockets.

When the Enforcement Records (white) copies of the *paper citation* are returned to Ticket Control by Summary Court Administration, the *Ticket Inventory Sheets* must be updated to reflect their return. The deputy sheriffs' *Master Series Sheets* must also be updated to reflect completion of *Uniform Traffic Ticket* books. The copies of the *Uniform Traffic Tickets* are inter-filed in Ticket Control's files in alphanumeric order.

4. Ticket Control may conduct periodic audits of deputy sheriffs' *paper citations* and *eCitations*. The purpose of these audits is to determine the status and whereabouts of all *Uniform Traffic Tickets* that are outstanding past their original court date; to determine the whereabouts of those *Uniform Traffic Tickets* for which the court records reflect a disposition and Ticket Control has not received; to determine the status of those *Uniform Traffic Tickets* previously sent by deputy sheriffs to Ticket Control as pending which were subsequently picked up by the deputy sheriff for court and not returned to Ticket Control; and, to determine all *paper citations* assigned to deputy sheriffs that remain unwritten.
5. Ticket Control must properly document, maintain, and account for the receipt and return of all *Uniform Traffic Tickets* from deputy sheriffs that are designated as pending jury trials, continuances, completion of programs, General Sessions Court, etc. This also includes documenting their pick up from Ticket Control by deputy sheriffs for court; their forwarding to the courts per requests from their staff and/or deputy sheriffs; and, their receipt from the courts after the *Uniform Traffic Tickets* have been signed by the magistrates.
(Ref: CALEA 82.3.4 item b)
6. Ticket Control is responsible for providing a monthly report to the agency's Office of Professional Standards documenting agency ticket activity.

E. *Paper Citation Ticket Book Inventory - Supervisor's Responsibilities:*

1. Supervisors are responsible for maintaining *Supervisor's Ticket Inventory Sheets* for all sworn personnel assigned to them that have been issued *paper citation Uniform Traffic Ticket* books. To ensure timely processing, *paper citations* that receive final dispositions from the court will be turned in immediately to the supervisors by deputy sheriffs. Deputy sheriffs' supervisors will review those *paper citations* for completeness and correctness and determine if any corrective action is needed before they forward them to Ticket Control.
2. As a part of the review process, deputy sheriffs' supervisors will check the date the tickets were signed by the magistrates to determine the timeliness of their delivery to the supervisor by the deputy sheriffs. *Paper citations* will then be forwarded, without delay, to Ticket Control for processing.
3. When documenting the *Supervisor's Ticket Inventory Sheets*, the supervisors will enter the date they log the receipt of *paper citations* in box "A" of the *Supervisor's Ticket Inventory Sheet* and place their initials in box "B" of the same sheet.
4. If a *paper citation* is being forwarded to Ticket Control with a *Case Pending Form*, the reason (i.e., jury trial, pending P.T.I., etc.) and submission date should both be noted on the *Case Pending Form* as well as in the "NOTES" box on the *Supervisor's Ticket Inventory Sheet*. The date the pending *paper citation* is sent to Ticket Control should also be noted.
5. *Supervisor's Ticket Inventory Sheets* will not be removed from the deputy sheriff's ticket log until they are completed. Upon completion, they should be forwarded to Ticket Control.

Supervisors are required to conduct inventories of *paper citations*, at least monthly, and noted on the *Vehicle Inspection Sheet (CCSO form-198)* with the next ticket number to be written annotated; to compare each deputy sheriff's *Uniform Traffic Ticket* Books against the *Supervisor's Ticket Inventory Sheets* to determine what *Uniform Traffic Tickets* are still in the deputy sheriff's possession. This

inventory will include a visual inspection of each *Uniform Traffic Ticket* in the deputy sheriff's possession.

These inventories will determine what *paper citations* are still in the deputy sheriff's possession; that they are being turned in promptly after being signed off; and if they are past the original scheduled court date and the reason why; and, if the green *Trial Officer's* copies are being given to the magistrates within the established deadlines. The *Supervisor's Ticket Inventory Sheets* should reflect an accurate accounting of each deputy sheriff's *paper citation*. The date of each inventory should be recorded in the deputy sheriff's ticket log.

6. It is the supervisor's responsibility to ensure that each deputy sheriff reads and complies with the instructions included with any outstanding *Uniform Traffic Ticket* inventories conducted by Ticket Control and to ensure that each deputy sheriff's response is accurate and complete.
7. When a deputy sheriff is transferred from one division/unit to another, the transferring/immediate supervisor will conduct a ticket inventory of the deputy sheriff's *paper citations* and update the deputy sheriff's *Uniform Traffic Ticket* log, certifying its completeness and accuracy. The *Supervisor's Ticket Inventory Sheets* for the deputy sheriff being transferred will then be forwarded, without delay, to the new supervisor. (Ref: CALEA 82.3.4 item b)

F. Nolle Prosequi *Uniform Traffic Tickets*:

1. When *Uniform Traffic Tickets*, paper or electronic, involving magistrate offenses cannot be disposed of for various reasons (e.g., a sworn employee has left the agency, the death of a defendant, a plea agreement has been reached, etc.), the Deputy County Attorney or Assistant Solicitor may, for administrative purposes, authorize the *Uniform Traffic Tickets* as *nolle prosequi*.
2. In the event a new *Uniform Traffic Ticket* is written as a result of a plea agreement, the date of arrest and the date of violation on the rewritten *Uniform Traffic Ticket* should be the same as on the original *Uniform Traffic Ticket*.
3. Upon request, Ticket Control will forward *Uniform Traffic Tickets* in its pending files that are to be authorized as *nolle prosequi* to the Deputy County Attorney, their Legal Assistant, or the Assistant

Solicitor. In all instances and for accountability purposes, the person receiving the *Uniform Traffic Ticket* will be required to sign a receipt for the *Uniform Traffic Ticket* and return that receipt to Ticket Control.

4. The Deputy County Attorney or Assistant Solicitor must write “*nolle prosequi*” in the “Committed To” block of the *Uniform Traffic Ticket*, sign in the “Certified Correct” block and record the date in the “Date” block. A notation will be entered on the back of yellow, white and green copy of *paper citations*, or the back of the *Trial Officer Copy* of the *eCitation* stating the reason the *Uniform Traffic Ticket* is authorized as *nolle prosequi*.
5. In the event of a plea, the *Uniform Traffic Ticket(s)* or warrant number(s) and the offense to which the defendant pled will be noted on the back of the yellow, white and green copy of the *paper citation*, or the back of the *Trial Officer Copy* of the *eCitation* to be *nolle prosequi*. The Deputy County Attorney or Assistant Solicitor will also sign and date the back of each copy of the *nolle prosequi Uniform Traffic Ticket(s)*. The Deputy County Attorney or Assistant Solicitor will forward a copy of the front and back of the *nolle prosequi Uniform Traffic Ticket(s)* to the trial officer.
6. After receipt of *nolle prosequi Uniform Traffic Ticket(s)*, the white (Enforcement Records) copy, or copy of the *eCitation(s)*, will remain on file in Ticket Control after its return from audit by Summary Court Administration.

G. Deputy Sheriff's Departure from the Agency:

1. Upon notice that a deputy sheriff will be departing the agency, the agency's Human Resources Office will forward notification to Ticket Control via a *Ticket Clearance Inventory Sheet (CCSO form-379)* which lists the deputy sheriff's name, their reason for leaving and the date of leaving.
2. Ticket Control will conduct an inventory of the deputy sheriff's outstanding *Uniform Traffic Tickets*, *paper citations* and *eCitations*. A copy will be forwarded to the deputy sheriff and their immediate supervisor to ensure that the deputy sheriff accounts for and turns in all outstanding and unwritten *paper citations* and *eCitations* to Ticket Control, prior to leaving the agency.

3. Ticket Control will conduct an inventory to determine:
 - a. all outstanding *Uniform Traffic Tickets* and their whereabouts;
 - b. the number of untried cases, if any; and
 - c. the status of untried cases.
4. All deputy sheriffs leaving the employ of the agency must check out in person with Ticket Control. The deputy sheriff will have in their possession all *Uniform Traffic Tickets*, *paper citations* and *eCitations*, which are listed as being outstanding in the inventory provided to their supervisor by Ticket Control. This includes all *Uniform Traffic Tickets* which have recent dispositions, all pending *Uniform Traffic Tickets* attached to appropriately completed *Case Pending Forms*, and all unwritten *paper citation Uniform Traffic Tickets*.
5. All *Uniform Traffic Tickets* will be accounted for before the deputy sheriff leaves the agency. Deputy sheriffs leaving the agency with unaccounted *Uniform Traffic Tickets* may be subject to prosecution and penalties as provided under §56-7-40 of the South Carolina Code.
6. All departing deputy sheriffs will sign a letter of intent at Ticket Control stating whether or not they will return to prosecute their pending cases. For notification purposes, the letter will include an address and telephone number where the departing deputy sheriff can be reached. The name of the deputy sheriff's last supervisor of record and the deputy sheriff's last assigned unit or division will also be listed on the letter. Ticket Control will forward a copy of this letter and, as required, a copy of the deputy sheriff's outstanding inventory to the Deputy County Attorney for their information and use.
7. In the event a deputy sheriff is terminated, their last supervisor to whom they were assigned are responsible for retrieving and delivering to Ticket Control all of the deputy sheriff's *Uniform Traffic Tickets*, written and unwritten, recently disposed of, untried and pending. All pending *Uniform Traffic Tickets* will have appropriately completed *Case Pending Forms* attached.

8. Once Ticket Control has accounted for all of the departing deputy sheriff's outstanding *Uniform Traffic Tickets*, they will complete and forward the *Ticket Clearance Inventory* form to the agency's Human Resources Office.
 9. If a deputy sheriff has left the agency and is not present to prosecute untried cases, the last supervisor to whom they were assigned, or the Deputy County Attorney, will ensure that the cases are handled in one of the following ways:
 - a. Any bond that has been posted with the magistrate may be forfeited in the defendant's absence.
 - b. The magistrate may elect to NRVC (*Nonresident Traffic Violator's Compact*) the case if no bond has been posted.
 - c. The case may be authorized by the Deputy County Attorney or Assistant Solicitor as *nolle prosequi*.
 - d. The magistrate will make a final case determination and sign the *Uniform Traffic Ticket* indicating the disposition. Witnesses or evidence may allow for the case to be prosecuted.
- H. Deputy Sheriff's Absence from Agency:
1. If a deputy sheriff will be absent from the agency for longer than thirty (30) days, they are required to turn in all their pending and unwritten *Uniform Traffic Tickets paper citations* to Ticket Control. Reasons for absence include, but are not limited to sick leave, military leave, family medical leave, leave associated with on-the-job injuries.
 2. The deputy sheriff, or immediate supervisor if the deputy sheriff is unavailable, is responsible for notifying the courts of jurisdiction of their absence and anticipated date of return so that trial date(s) may be rescheduled.
- I. Voiding *Uniform Traffic Tickets*:
1. *Uniform Traffic Tickets* can only be voided if they become damaged or are completed with incorrect information (e.g., incorrect offense, defendant's name, address, etc.).

2. *Uniform Traffic Ticket Voiding Process:*
 - a. *Paper Citation:* The deputy sheriff will write "VOID" across the *paper citation* and attach a *Lost / Stolen / Destroyed / Voided Affidavit (CCSO form-315)* prior to submitting all copies of the *paper citation* to their supervisor for review and approval. The affidavit will state the reason for the void. If a replacement *Uniform Traffic Ticket* is written, the affidavit will contain the new *Uniform Traffic Ticket* number. The deputy sheriff will print and sign their name in the spaces indicated on the *Affidavit Form*.
 - b. *eCitation:* The deputy sheriff will request that the report (*eCitation*) be returned to them through the ReportBeam server system. The deputy sheriff will then receive the *eCitation* in the ReportBeam client software and will mark the report (*eCitation*) as voided with a reason and/or explanation, as well as the replacement *eCitation* number, if issued. The deputy sheriff will then resubmit the report (*eCitation*) into ReportBeam after printing a copy of the voided *eCitation* and attaching a *Lost/Stolen/Destroyed/Voided Affidavit (CCSO form-315)* prior to submitting all copies of the *eCitation* to the Ticket Control Office for review and approval. The affidavit will state the reason for the void. If a replacement *eCitation* is completed, the *Affidavit of Voided Ticket* will contain the new *eCitation* number. The deputy sheriff will print and sign his name in the spaces indicated on the *Affidavit Form*.
3. A *Uniform Traffic Ticket* may be voided because it is replaced by a warrant. In this case, the warrant number will be recorded on the *Lost/Stolen/Destroyed/Voided Affidavit (CCSO form-315)*. The voided *Uniform Traffic Ticket* and completed *Affidavit Form* will then be forwarded to Ticket Control by the deputy sheriff. If another *Uniform Traffic Ticket* or warrant is not used to replace the voided *Uniform Traffic Ticket*, this should be noted in the "Remarks" section of the *Affidavit of Voided Uniform Traffic Ticket Form*.
4. Ticket Control will retain a copy of each voided *Uniform Traffic Ticket* and the duplicate copy of the *Affidavit of Voided Ticket*.

J. *Uniform Traffic Tickets* and Affidavits Requiring Corrections:

1. *Uniform Traffic Tickets* submitted to Ticket Control which require corrections due to missing, incomplete, or inaccurate information will be returned to the issuing deputy sheriff, through their supervisor, via a notification memorandum and/or email stating what corrections are required. In most instances, Ticket Control will retain the original documents and forward a copy of the ticket(s) or affidavit(s) with notification to the deputy sheriff.
2. Initial notifications to all sworn supervisors will be dated the next business day for Ticket Control.

Prior to preparing notifications to the Patrol Division deputy and/or supervisors, the Law Enforcement Specialist in Ticket Control will check the *Patrol Function 12 Hour Watch Schedule* to ascertain when the Patrol Division deputy and/or supervisor will be on duty. The date the *Uniform Traffic Ticket(s)* or copies of same should be returned to Ticket Control by the deputy sheriff and/or supervisor will be listed on the initial notification and will include the next five working days for that patrol, not to include the day the notification is prepared.

3. All notifications detailing corrections for deputy sheriffs working a normal five-day workweek will be returned to Ticket Control by the date listed on the initial notification. This date will reflect five working days, not to include weekends and scheduled county holidays.
4. If the deputy sheriff is on annual leave, sick leave or in training and unable to make the required correction(s) by the due date, the supervisor will advise the Law Enforcement Specialist who sent the notification of the circumstance. The supervisor should advise Ticket Control of the anticipated date that they can expect the correction to be returned.
5. Once the deputy sheriff has made the required corrections, they will return the *Uniform Traffic Ticket(s)* or copy of same, along with the notification to their supervisor. The supervisor will review the corrections, approve them, and affix their signature, along with the date on the notification. The notification and *Uniform Traffic*

Tickets(s) or corrected copies of the same will be returned to Ticket Control by the date indicated on the notification.

- K. Corrections to *Paper Citations*:
1. Written over or scratched out changes to information written on the face of any *paper citation* is unacceptable.
 2. If there is missing information, the deputy sheriff only has to fill in the information on the front of the *paper citation*.
 3. *Paper citations* which have incorrect information or information that has been written over/changed may be corrected by using correction tape or fluid on each copy of the *paper citation* to eradicate the information requiring correction; write the correct information on each copy and place their initials next to each correction.
- L. Pending *Uniform Traffic Tickets*:
1. *Uniform Traffic Tickets* involving magistrate level offenses that are not disposed of on the original court date due to jury trials, continuances beyond the deputy sheriff's next scheduled court date, completion of alternate programs, etc., must be forwarded to Ticket Control by deputy sheriffs via their supervisor. The deputy sheriff must attach a *Case Pending Form* to the *Uniform Traffic Ticket(s)* noting in the "Reason" section of the form the specific reason for the continuance. The new court date for continued cases, if known, should be noted in the "Notes/Comments" section.

Deputy sheriffs will submit only one *Case Pending Form* for defendants who have multiple, consecutively numbered *paper citations*.
 2. Deputy sheriffs should pick up pending *paper citations* for court from Ticket Control in a timely manner. As an alternative, deputy sheriffs may contact Ticket Control and request that they forward the pending *paper citations* to the courts.
 3. *Uniform Traffic Tickets* that are not disposed at a pre-trial conference will not be left with the court. They should be returned/forwarded to Ticket Control by the deputy sheriff, via their supervisor, with a *Case Pending Form* attached to be held until the trial date.

4. For *Uniform Traffic Tickets* which reflect General Sessions' charges, the Central Bond Hearing Court will forward the *Trial Officer's Copy* of the *Uniform Traffic Ticket* to the Clerk of Court. The remaining copies of the *Uniform Traffic Ticket* will be attached to a completed *Case Pending Form* by the deputy sheriff and forwarded immediately to Ticket Control, via their supervisor.

Case Pending Forms submitted with *Uniform Traffic Tickets* pending disposition on General Sessions charges should clearly indicate the reason those *Uniform Traffic Tickets* are to be held and list all associated warrant or *Uniform Traffic Ticket* numbers. This information should be recorded in the "Notes/Comments" section of the *Case Pending form*.

5. If magistrate level *Uniform Traffic Ticket(s)* for a defendant are also written and will not be heard by the magistrate until the General Session charges have been disposed of, those *Uniform Traffic Tickets* will also be forwarded at the same time to Ticket Control. In all cases, the deputy sheriff will note in the "Notes/Comments" section of the *Case Pending Form* all GSC *Uniform Traffic Ticket(s)* and warrant numbers for which the magistrate level *Uniform Traffic Ticket(s)* are pending.
6. On General Sessions level charges, the arresting deputy sheriff will complete a *Prosecutive Summary (GSC Package)* containing the necessary information and forward it, through the proper channels, to the Solicitor's Office. The *Uniform Traffic Ticket(s)* will remain in Ticket Control until a final disposition is determined by the Court of General Sessions.
7. On a monthly basis, or as time permits, Ticket Control will check all *Uniform Traffic Tickets* in its General Sessions pending files against the court records for dispositions. When a final disposition is located, Ticket Control will record the disposition information from the court record in the designated blocks on the *Uniform Traffic Tickets*. Ticket Control will forward those *Uniform Traffic Tickets* to the Clerk of Court's office for appropriate signature. Upon their return from the Clerk of Court's office, the *Uniform Traffic Tickets* will be processed and transmitted to SCDMV in the same manner as other *Uniform Traffic Tickets*.

8. Once a disposition has been located on a General Sessions warrant and/or *Uniform Traffic Ticket*, Ticket Control will notify the deputy sheriff, by memorandum and/or email, to set a court date for the magistrate level *Uniform Traffic Ticket(s)* that is pending disposition of the General Sessions charge. A copy of the memorandum will be forwarded to the magistrate of jurisdiction.
 9. Upon receipt of the memorandum and/or email, the deputy sheriff will set a court date. They may pick up the *Uniform Traffic Ticket(s)* from Ticket Control and deliver to the magistrate prior to the court date, or they may direct Ticket Control to forward it to the magistrate. In some instances, the magistrate's office will request the *Uniform Traffic Ticket(s)* be forwarded to that office prior to the court date.
- M. Lost/Stolen/Destroyed *Paper Citations*:
1. Whenever a *paper citation Uniform Traffic Ticket* is lost, stolen or destroyed, the deputy sheriff will complete a *Lost / Stolen / Destroyed / Voided Affidavit (CCSO form-315)* stating the cause for the action. If a replacement *Uniform Traffic Ticket* is issued, the number of the new *Uniform Traffic Ticket* must be noted in the "Remarks" section of the affidavit. The affidavit will be forwarded to Ticket Control via the deputy sheriff's supervisor. The original affidavit will be transmitted by Ticket Control to SCDMV. The duplicate copy will remain on file in Ticket Control.
 2. In the event an entire *paper citation Uniform Traffic Ticket* book or more than six (6) *paper citations* from a *paper citation Uniform Traffic Ticket* book is lost or stolen, the deputy sheriff must file, in addition to the affidavit, an *Incident Report* to document the occurrence in the agency's Records Management System. A copy of the *Incident Report* will be forwarded to Ticket Control to remain on file with the affidavit.
 3. If missing or stolen *paper citations* or *Uniform Traffic Tickets* book(s) are later located, the deputy sheriff will return them to Ticket Control and file an *Incident Supplement* to document their return in the agency's Records Management System. A copy of the *Incident Supplement* shall be forwarded to Ticket Control.
 4. If a legible copy of a *paper citation* exists, the deputy sheriff will not file a lost affidavit.

5. If the *paper citation* has a disposition, the deputy sheriff is to obtain a legible copy of the *Trial Officer's* copy and forward it to Ticket Control, via their supervisor.

If the *paper citation* does not yet have a disposition and the *Trial Officer's* copy cannot be located, the deputy sheriff should take a legible copy of the *paper citation*, if available, to the magistrate of jurisdiction and determine if that magistrate will use that copy in place of the *Trial Officer's* Copy. If not, it may be necessary for the deputy sheriff to rewrite the *paper citation*. In this case, the deputy sheriff will file a *Lost/Stolen/Destroyed/Voided Affidavit (CCSO form-315)* noting in the "Remarks" section that the original *paper citation* has been lost and that a new *Uniform Traffic Ticket* was written to replace it. The number of the new *Uniform Traffic Ticket* should also be noted. The magistrate of jurisdiction should be notified when this occurs so that this same information can be noted on the court record for the original *Uniform Traffic Ticket*.

6. All *Uniform Traffic Tickets* must be accounted for, with no exceptions, regardless of the deputy sheriff's rank or status. Failure to comply with accountability for tickets is considered a criminal action in South Carolina pursuant to §56-7-40 of the South Carolina Code.

(Ref: CALEA 82.3.4 item b)

N. Tickets Written To Juveniles:

The issuance of *Uniform Traffic Tickets* to juveniles should be made in accordance with procedures outlined in Policy 12-01 *Juvenile Operations*, Charleston County Sheriff's Office Policy and Procedure Manual.

O. Deputy Sheriffs' Responsibility:

1. All newly hired deputy sheriffs will attend a training class on *Uniform Traffic Tickets* conducted by a Law Enforcement Specialist in Ticket Control.
2. For traffic violations, deputy sheriffs are required, pursuant to §56-5-6220 of the South Carolina Code, to allow a ten (10) day waiting period from the date of violation to the date of trial, unless the defendant voluntarily waives the waiting period.
3. Deputy sheriffs are required to meet all court dates as scheduled. A deputy sheriff who continues a court case for any reason must notify

the magistrate of jurisdiction in sufficient enough time so that all witnesses and the defendant receive notification.

4. In accordance with §56-25-30 of the South Carolina Code, deputy sheriffs will issue a “courtesy summons” and release an alleged offender on personal recognizance when appropriate for traffic arrests.

NOTE: Exceptions to release on personal recognizance include arrests for offenses which would require the offender to appear before a magistrate pursuant to §56-25-40 of the South Carolina Code.

5. Deputy Sheriffs will not accept bond money for violations that appear on *Uniform Traffic Tickets*.
6. All persons incarcerated, booked, and charged with an offense must have a bond hearing within 24 hours of their arrest as required by statute. Agency members will be sensitive to victim’s rights and ensure that all statutory obligations to victims are met.

If the defendant fails to bond out on any magistrate level offense within 72 hours of the bond being set (excluding the arresting deputy sheriff’s regular assigned days off, weekend and holidays), the arresting deputy sheriff will proceed as outlined in *Policy 1-12 Bond Procedures*.

7. The *Uniform Traffic Ticket* contains a block marked “Bail Deposited.” Deputy sheriffs must always make an entry in this block. If the defendant is placed in jail for an offense, the word “Jail” must be entered. If the defendant is not placed in jail, the word “None” or “C/S” (courtesy summons) must be entered.
8. All speeding violations must include the speed of the offending vehicle and the posted speed limit in the violation section of the *Uniform Traffic Ticket*. The deputy sheriff may not alter or change the speed violations indicated on the face of the *Uniform Traffic Ticket*.
9. Violations for No Proof of Insurance Card, 56-10-225 of the South Carolina Code, apply only to the owner of the vehicle, therefore, a *Uniform Traffic Ticket* for this violation should only be written in the event the driver of the vehicle and the owner of the vehicle are the same individual.

10. Both the "Date of Arrest" and the "Date of Violation" must be on all *Uniform Traffic Tickets* completed by the deputy sheriff.
11. All violations of "Resisting Arrest" are general session's level charges for this agency.
12. *Uniform Traffic Tickets* completed for violations of Charleston County ordinances should not be written within the limits of any town or municipality that has not officially adopted those ordinances.
13. *Uniform Traffic Tickets* completed for Driving under the Influence (DUI) and Driving with an Unlawful Alcohol Concentration (DUAC) should have the block "B.A. Level" ONLY filled in with the appropriate result and left blank for pending results. In cases of a violator refusal, the "REF" option should be noted or selected indicating the refusal to submit to testing. This block should not be filled in with "N/A."
14. When obtaining the violator's address for *Uniform Traffic Tickets*, the deputy sheriff should always attempt to obtain the complete residence address for the violator. The SCDMV will not accept *Uniform Traffic Tickets* that do not have a residence address for the violator. Unknown, P. O. Box addresses, incomplete addresses, general delivery addresses, transient, homeless, etc. are not accepted.