

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	<small>Reference Number</small> ENF-023
	<small>Subject</small> Traffic Citations and Warnings	
	<small>Special Instructions</small> Replaces ENF-023 dated January 15, 2015	<small>Effective Date</small> February 24, 2026

I. PURPOSE

Establish guidelines for the issuance of traffic citations and warnings by enforcement personnel.

II. POLICY

Department enforcement employees shall properly issue citations for all traffic infractions, misdemeanors, and/or felonies except as outlined below. Offenses that do not warrant the issuance of a citation shall be issued a (hard copy) warning for the violation.

III. PROCEDURE

A. All officers shall utilize the electronic Citation and Warning System (eCWS) for issuance of traffic citations and warnings to violators, courts, and for Department records.

1. In the event of equipment malfunction, an officer may issue a handwritten citation or warning.
2. If handwritten citation/warnings are unavailable, a CAD entry, through dispatch, with the 10-27, 10-28, and basis of stop shall be made.
3. Employees issuing citations and warnings shall be responsible to:
 - a. Complete all necessary fields when using either the handwritten or electronic citation/warning.

Note: The field for “Race” must be completed. The option “unknown” should only be selected when an officer cannot reasonably discern the race of the violator.

- b. Account for all citations and warnings issued under their authority;
- c. Ensure citations are submitted to the court having jurisdiction, with the following exceptions;
 - (i) An ongoing criminal investigation; or
 - (ii) An ongoing crash investigation.

In these cases, citations shall be submitted in accordance with the prosecutor of jurisdiction procedures.

- d. Shall explain the charge and court options to the violator, which should include:
 - (i) An explanation of the violation cited;
 - (ii) The court date the violator may appear before the court (if applicable);
 - (iii) Whether the citation may be resolved by mail or a personal appearance is required; and

(iv) If available, by providing/explaining the preprinted court form containing court information.

B. Under normal circumstances, it is expected that enforcement personnel shall only issue one (1) traffic citation per violator. The issuance of a citation for the most serious violation that has occurred should achieve the goal of voluntary compliance. However, multiple citations may be issued in certain situations based on officer discretion and including (but not limited to):

1. Issuing seatbelt citations to multiple violators in the same vehicle;
2. Issuing a seatbelt citation, to the driver of a vehicle, in conjunction with a primary violation (either citation or warning);
3. Issuing a warning in conjunction with a citation; and
4. Incidents involving multiple violations that include:
 - a. Driving While Intoxicated;
 - b. Driving While Suspended (including HTV);
 - c. Pursuits;
 - d. Crash Investigations;
 - e. Commercial Vehicle Enforcement; or
 - f. Aggressive or reckless driving violations.

5 .When multiple violations have occurred, officers shall use common sense and good judgment when considering the issuance of multiple citations.

C. All warning citations should be issued with a copy to the violator, unless printing or paper is unavailable.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.