



MARYLAND STATE POLICE PERSONNEL DIRECTIVE



Automated & Parking Citations Issued to MSP Vehicles

Distribution: All Employees	Index: PER 19.08
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.01 Purpose

To establish uniform procedures for processing and disposing automated traffic citations and parking violations that are issued to vehicles operated by MSP employees.

.02 Policy

Automated citations and parking violations generated while outside the performance of a specific law enforcement function will be the responsibility of the employee who incurred the violation.

.03 Definitions

AUTOMATED CITATION: any citation issued by a traffic control monitoring system, speed monitoring system, or toll facility monitoring system.

04 CALEA Standards

LE: 26.1.1

TA:

CM:

.05 References

[MD. CODE ANN., PUB. SAFETY §2–205.](#)

[MD. CODE ANN., TRANSP. §21–201.](#)

[MD. CODE ANN., TRANSP. §21–202.](#)

[MD. CODE ANN., TRANSP. §21–202.1.](#)

[MD. CODE ANN., TRANSP. §21–809.](#)

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.06 Procedures

A. Motor Vehicle Division (MVD) Responsibilities

When an automated citation is received, the Commander of MVD, within three business days, will:

1. determine the unit to which the vehicle recorded on the citation is assigned; and
2. notify the unit commander/director and provide the following:
 - a. a copy of the citation;
 - b. the MSP vehicle number and citation number;
 - c. the operator of record for the vehicle;
 - d. a statement that informs the operator of the vehicle that if late fees are incurred and it is determined that the employee was responsible for the delay in payment of the fine, the employee will be responsible for these fees; and
 - e. a requirement that the employee's commander/director provide a written response to the MVD Director, detailing the final disposition of the citation.

B. Commander's/Director's Responsibilities

1. Upon receipt of the copy of the citation from MVD, the employee's commander/director, within three business days, will:
 - a. determine who was operating the vehicle at the time of violation;
 - b. determine if the vehicle was being operated in the performance of a specific law enforcement function; and
 - c. if determined the violation was generated while outside the performance of a specific law enforcement function, inform the operator of the vehicle they are responsible for resolving the citation by either paying the fine or appearing in court to contest the citation.
2. If it is determined the citation was received while carrying out an official law enforcement function, the employee's commander/director, will:
 - a. determine the controlling entity for the jurisdiction in which the citation was issued;
 - b. send notification to the chief or director of the agency issuing the citation, explaining the circumstances of the violation and requesting the citation be administratively voided; and
 - c. request that the jurisdiction acknowledge the receipt of the notification in writing and respond back prior to the due date listed on the citation.
3. Commanders/directors will provide a written update to the Director of MVD as to the disposition within five business days of final disposition.

C. Employee's Responsibilities

1. Employees wishing to pay the fine will do so in accordance with the instructions on the citation.
2. Employees who wish to contest the citation may do so in accordance with the instructions on the citation. Employees who incurred the violation off-duty will attend court in an off-duty capacity. Employees who incurred the violation while on-duty will attend court in an on-duty capacity.

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3. Employees will be responsible for paying any fines incurred as a result of violations occurring while not in performance of a specific law enforcement function.
4. Only late fees incurred as a result of inaction by the employee will be the responsibility of the employee.
5. The employee will provide their commander with proof of final disposition and/or payment within two business days.

D. Personnel Actions

1. When automated and parking citations cannot be adequately addressed through the employee's Job Observation Material, the Performance Appraisal System or counseling, supervisors and/or commanders will document the incident(s) in BlueTeam.
2. Repeated violations should be handled in accordance with [PER 19.05](#), Progressive Supervision.
3. The failure and/or refusal by an employee to dispose of an automated citation in accordance with this general order may result in disciplinary action.

Approved:

Colonel Roland L. Butler
Superintendent 04/01/2024