



Chapter: Traffic Enforcement and Crash Investigation
Subject: 06-03 – Uniform Law Citations
Effective: March 14, 2024
Supersedes: Official Order 06-03, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy concerning the use of and accounting for uniform law citations.

06-03-1 UNIFORM LAW CITATION (UD-008/MC-008)

- A. The Uniform Law Citation, UD-008 or MC-008, shall be used to report violations of the [Michigan Vehicle Code](#), the [Pupil Transportation Act](#), the [Motor Carrier Safety Act of 1963](#), the [Motor Carrier Act](#), the [Motor Carrier Fuel Tax Act](#), and the [Motor Fuel Tax Act](#).
- B. Enforcement members are not required to complete the Uniform Law Citation for non-traffic misdemeanor and felony arrests where neither the suspect nor court requires a copy of the ticket. For further information, see the procedure manual related to arrest recording.

06-03-2 ACCOUNTING FOR UNIFORM LAW CITATIONS

Uniform Law Citations (UD-008) and Commercial Law Citations (MC-008) shall not be supplied to other law enforcement agencies or courts. Local entities may purchase citations direct from the vendor.

Uniform Law Citations are pre-numbered for accounting and auditing purposes. This number is found in the rectangular block at the upper right-hand corner of the citation and on the right margin.

- A. Pre-numbered citation books shall be obtained by requisitioning them from the Distribution Center. The post commander, motor carrier lieutenant, or designee shall sign a receipt for the books received.
 - (1) Enforcement members receiving a citation book shall sign their name and record the date of issue next to the corresponding numbers on the pre-printed 8½ x 11 card provided with each citation case. The first number of the column shall be the same as the first number in the citation book.
 - (2) When an enforcement member at the worksite is transferred or resigns, the citation book shall be retained by the post commander or motor carrier lieutenant and reissued. The second recipient shall sign the ledger and indicate the first number of the remaining citations next to their name.

- B. Voided citations shall be signed and endorsed with an explanation of why the citation was voided by the enforcement member involved. The voided citation shall be destroyed by the post commander or district motor carrier lieutenant.
- (1) Lost and voided citations shall be noted by entering "Lost" or "Voided" next to the corresponding citation number on the enforcement member's eDaily report. The post commander, district motor carrier lieutenant, or designee, but not the enforcement member involved, shall initial each "lost" or "voided" entry.
 - (2) The enforcement member responsible for a lost citation shall write a special report explaining the loss and shall forward the report through channels to their district or division commander.
 - a. The district or division commander shall review and endorse the special report. The special report shall then be returned to the originating worksite.
- C. Electronically Issued Citations (eCitations)
- (1) Accounting
 - a. Citation numbers are assigned automatically by the eCitation program.
 - b. eCitations are stored electronically and paper copies do not have to be retained at the worksite.
 - (2) Voiding an eCitation
 - a. If an eCitation that is submitted electronically to the court needs to be voided, it must be voided following the court procedures for nolle pros.
 - b. If an eCitation is submitted by paper copy and not electronically to the court, the process for voiding the citation is the same as found under Section 06-03-2 B.

06-03-3 CODING AND CLASSIFICATION OF TRAFFIC LAW VIOLATIONS

To measure and evaluate the quality of the department's activity in traffic law enforcement, a classification of traffic law violations has been adopted.

- A. A copy of the classification of traffic law violations shall be furnished to each enforcement member. The classification guide includes a statutory reference for each specific offense.
- B. Citation code numbers and statutory reference for each specific offense are printed on the inside cover of the citation books.
- C. The number immediately preceding the violation on the classification guide is the citation code. This number shall be placed on the traffic citation in the space provided at the top of the citation.

DIRECTOR

Annual Review Responsibility: Field Operations Bureau
Criminal Justice Information Center

Accreditation Standards: CALEA 61.1.2 A-B, 61.1.4 A-D, and 82.3.4 A-C