

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number ENF-023
	Subject Traffic Citations and Warnings	
	Special Instructions Replaces CJD-009 dated February 1, 2012	Effective Date January 15, 2015

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 infractions and class B or lesser misdemeanor offenses (except those involving any type of drug recovery and/or seizure-regardless of class/type/level) in a courteous and professional manner. Offenses that do not warrant the issuance of a citation shall be issued a (hard copy) warning for the violation. All the procedures of the electronic Citation and Warning System (eCWS) and the Uniform Traffic Ticket manuals shall apply to this SOP.

III. PROCEDURE

A. electronic Citation and Warning System (eCWS) shall be utilized:

1. By all officers, to whom it is assigned, for the issuance of traffic citations and warnings to violators, courts, and for Department records;
2. According to the guidelines set forth in the eCWS Training Manual (refer also to section F, below); and
3. Shall be the primary source for issuing traffic citations and warnings. Only when an employee is not issued the eCWS equipment, or eCWS equipment malfunctions, shall paper citations or warnings be issued.

B. Employees issuing citations and warnings shall be responsible to:

1. 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.

2. Account for all citations and warnings issued under their authority;
3. Ensure citations are submitted to the court having jurisdiction; and
4. Shall explain the charge and court options to the violator, which should include:
 - a. An explanation of the violation cited;

- b. The court date the violator may appear before the court (if applicable);
- c. Whether the citation may be resolved by mail or a personal appearance is required; and
- d. If available, by providing/explaining the preprinted court form containing court information.

C. 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, and
- f. Aggressive or reckless driving violations.

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

E. All warning citations shall be issued with a copy to the violator and shall include the proper Indiana Code for the violation.

F. All information contained within the eCWS Training Manual shall be considered a part of this standard operating procedure (SOP) and all users of the systems addressed in this SOP shall be familiar with and held accountable for manuals content.

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