



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 18.4	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: October 1, 2014	NUMBER OF PAGES: 02
CFA STANDARD: 22 SUBJECT: <i>Patrol –</i> COMPUTERIZED TRAFFIC CITATIONS	NEW () RESCINDS () AMENDS (x) OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARDS: 22.04M.

SECTION:

18.4.1 Computerized Traffic Citations

RESCINDS: All existing orders in conflict.

PURPOSE: To provide guidelines and procedures governing the use and maintenance of the In-Car Computerized Traffic Citation System.

SCOPE: All departmental personnel.

POLICY: The In-Car Computerized Traffic Citation System has been implemented to enhance the efficiency of traffic citation issuance. It is the policy of this Department that if a patrol vehicle has an Electronic Traffic Citation System in place, it will be used to print all traffic citations.

PROCEDURES:

18.4.1 Computerized Traffic Citations

- A. Those officers with an operational laptop computer and printer in their car where utilize computerized traffic citations where possible:
 1. It will be the responsibility of the Communications **Supervisor** (Manager) to retrieve the Electronic Citation Numbers from the Florida Highway Safety and Motor Vehicles and to properly add that information into the Code Table Module, Auto Number Maintenance section of our agencies Records Management System (RMS) System.
 2. This procedure will be used for all sworn personnel with the exception of the motor units.
 3. The Communications Supervisor will also provide Electronic Citation Numbers to the motor unit however, they will be responsible for inputting their citation number series into their own handheld devices.

4. Once the officer successfully transmits their citations from their mobile unit into records they will dump into the RMS Mobile Name Candidating area.
 5. The on duty Communication Officer(s) then completes the mobile name candidating process which then dumps the citations into the appropriate Citation Module.
 6. Within 48 hours, the Communications Supervisor or the Communications Coordinator will then complete an electronic batch transmittal to the Miami Dade County Clerk of the Courts via an established secure IP address connection on a separate CourtTrans Live software maintained outside of RMS.
 7. A log of the process automatically generates indicating the date, time and amount of citations sent. This log is electronically maintained and the actual citations sent are automatically marked as “Transferred to the Courts” with a date/time stamp indication.
- B. Prior to commencing patrol, patrol officers will ensure that the assigned in-car computer and printer are in good physical order, connected properly and are able to transmit messages. The officer is responsible take all reasonable steps to ensure the security of the computer and printer. Fresh damage and/or the inability to operate will immediately be reported in writing to the Shift Commander, along with an explanation as to the circumstances of the occurrence. If the computer or the printer are inoperative handwritten citations can then be issued until repairs are made.
- C. If the patrol vehicle being used has a printer, the computer system will be used when issuing traffic citations. The following will be adhered to when issuing citations utilizing the in-car computerized traffic citation system:
1. The patrol officer will run the violator’s driver’s license using the in-car computer or dispatch. The officer will enter the appropriate information into the citation form. Once the information is read and entered into the citation, the officer will print the citation and issue it to the violator as they would a handwritten citation.
 2. The officer shall ensure that the information on the citation is complete and correct.