


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "ARRESTS - ELECTRONIC CITATIONS (TRAFFIC AND NON-TRAFFIC)"	ORDER NUMBER: 44-3
		PLEAC STANDARD: NONE	PAGE 1 OF 2
ISSUE DATE: 6/9/2017	EFFECTIVE DATE: 5/15/2011	ANNUAL REVIEW DATE: MAY	RESCINDS: ALL PREVIOUS
			AMENDS: ALL PREVIOUS

1.0 POLICY

1.1 As a general rule, the policy of the Pittsburgh Bureau of Police regarding the issuance of traffic and non-traffic citations is that these citations shall be issued via the electronic ticket writers.

2.0 DEFINITIONS:

2.1 Electronic Ticket- A computer-generated ticket initiated through APRS on the MDT's and desktops

3.0 ARRESTING OFFICER

3.1 The arresting officer is responsible for being familiar with *General Order 44-2 Arrests – Summary Citations (Non-Traffic)* and following any applicable subsections of those Orders when filling out an electronic citation.

3.2 All information that is required on a paper citation is also required on an electronic citation.

4.0 PROCEDURE FOR ELECTRONIC TRAFFIC CITATIONS

4.1 Generally, officers will generate electronic traffic citations. Paper/handwritten citations should only be used when electronic citation equipment is unavailable or inoperative.

4.2 All non-functional electronic citation equipment will be noted on the Daily Assignment Sheet and reported to the Equipment Sergeant as soon as possible.

4.3 At the start of their tour of duty, officers shall ensure that one (1) extra roll of paper is in their vehicle.

4.4 When completing the electronic citation, the offense number must be complete, including subsection(s) and CCR#.

4.5 Citations must include the defendant's full name, OLN, license plate, vehicle owner information and complete address, including zip code.

4.6 If necessary, an electronic traffic ticket may be deleted by the initiating officer within 72 hours of the time of issuance.

4.7 After 72 hours, if an electronic ticket needs to be removed from the APRS system, a "withdrawal form" **must** be submitted **by the initiating officer to Traffic Court** in order for the ticket to be removed.

4.8 The Commander of Support Services will designate one officer who will print and review each electronic citation to verify all citations.

4.8.1 The designated officer will print all electronic citations after the 72-hour period from the initial issuance of the citation.

4.8.2 The designated officer will print three (3) copies of each citation for the following entities:

4.8.2.1 One (1) for **Traffic Court** on a (filed) citation, one (1) for the **Defendant** for the (filed) citation and one (1) for **Traffic Court** for an (issued) citation.

4.8.2.2 The **Defendant's** copy is to be sent by certified mail for the (filed) citation only.

- 4.8.3 The designated officer will deliver the electronic citations and a Batch Report for either the (filed) or (issued) citations.
- 4.8.4 The designated officer will insure that the designated person at Traffic Court signs and copies the copy of the Batch Report.
- 4.8.5 The designated officer will maintain a file of all signed copies of the Batch Report.

5.0 PROCEDURE FOR ELECTRONIC NON-TRAFFIC CITATIONS

- 5.1 **Generally**, officers will generate electronic non-traffic citations. Paper/handwritten citations should only be used when electronic citation equipment is unavailable or inoperative.
- 5.2 All non-functional electronic citation equipment will be noted on the Daily Assignment Sheet and reported to the Equipment Sergeant as soon as possible.
- 5.3 At the start of their tour of duty, officers shall ensure that one (1) extra roll of paper is in the police vehicle.
- 5.4 When completing the electronic non-traffic citation, the offense number must be complete, including subsection(s), "C-Number," CCR #, and Census Track number in the appropriate boxes.
- 5.5 Electronic non-traffic citations must include the defendant's full name and complete address, including zip code.
- 5.6 After 72 hours, if an electronic non-traffic citation needs to be removed from the APRS system, a "withdrawal form" **must** be submitted **by the initiating officer to CRRU** in order for the electronic non-traffic citation to be removed.
- 5.7 The Commander of Support Services will designate one officer who will print and review each electronic non-traffic citation to verify all citations.
 - 5.7.1 The designated officer will print all electronic non-traffic citations after the 72-hour period from the initial issuance of the electronic non-traffic citation.
 - 5.7.2 The designated officer will print three (3) copies of each electronic non-traffic citation for the following entities:
 - 5.7.2.1 Two (2) for **Municipal Court**
 - 5.7.2.2 **Defendant's** copy to be sent by certified mail.
 - 5.7.3 The designated officer will log each electronic non-traffic citation into an electronic log.
 - 5.7.4 The designated officer will deliver the electronic non-traffic citation and a copy of the electronic log to Municipal Court.
 - 5.7.5 The designated officer will insure that the designated person at Municipal Court signs and copies the copy of the electronic log.
 - 5.7.6 The designated officer will maintain a file of all signed copies of the electronic log.

Approved By:



Scott Schubert
Chief of Police