

PROCEDURES FOR COMPLETING A UNIFORM TRAFFIC COMPLAINT AND SUMMONS

Directive: **4.4**

When an officer has the occasion to issue a Uniform Traffic Complaint and Summons, the following procedures will be followed.

- Block 1 Enter the Court that has jurisdiction. This will be Family or a specific Magistrate Court.
- Block 2 This will normally be Wilmington unless the offense occurs outside of the city. In which case it will reflect Delaware.
- Block 3 Enter the month that the violation occurred.
- Block 4 Enter the date that the violation occurred.
- Block 5 Enter the year that the violation occurred.
- Block 6 Enter the day of the week the violation occurred.
- Block 7 Enter the time that the violation occurred in military form.
- Block 8 Enter the date that the summons is issued, this block may reflect the date that:
- the violation occurred; or
 - a subject is booked on the summons (if it has been sworn to).
- Block 9 Enter the name of the violator in the following format: Last name, first name, middle initial.
- Block 10 Enter the home address of the violator.
- Block 11 Enter the home phone number of the violator.
- Block 12 Enter the city of residency of the violator.
- Block 13 Enter the home state of the violator, using the appropriate two letter state code.
- Block 14 Enter the home zip code of the violator.
- Block 15 This block is marked if the vehicle is utilized for the moving of Hazardous Materials.

- Block 16 This block is marked if the vehicle involved is a commercial vehicle.
- Block 17 Enter the race of the violator.
- Block 18 Enter the sex of the violator.
- Block 19 Enter the date of birth of the violator.
- Block 20 Enter the age of the violator.
- Block 21 Enter the hair color of the violator.
- Block 22 Enter the eye color of the violator.
- Block 23 Enter the height of the violator in feet and inches (ex. 5'10")
- Block 24 Enter the weight of the violator.
- Block 25 Enter the driver's license number of the violator.
- Block 26 Enter the driver's license state of the violator.
- Block 27 Enter the driver's license type of the violator.
- Block 28 Enter the expiration date of the driver's license issued to the violator.
- Block 29 If the violator is to be cited for a seat belt violation mark the appropriate code:
- | | |
|----|----------------|
| W | Worn |
| NE | Not-equipped |
| NW | Not worn |
| NA | Non-applicable |
- Also note whether the violator was the operator or a passenger.
- Block 30 Enter the registration number of the violator's vehicle.
- Block 31 Enter the registration state of the vehicle.
- Block 32 Enter the expiration date of the violator's vehicle registration.
- Block 33 This block is utilized to note whether the citation was issued as a result of an accident. Check the appropriate block.

- Block 34 This block is utilized if the violation is safety equipment related (ex. motorcyclist with no eye protection), check if applicable.
- Block 35 Enter the year of the violator's vehicle.
- Block 36 Enter the make of the violator's vehicle.
- Block 37 Enter the model of the violator's vehicle.
- Block 38 Enter the color of the violator's vehicle.
- Block 39 Enter the name of the registered owner of the vehicle.
- Block 40 Enter the home address of the registered owner, include house number, street name, city and state.
- Block 41 Enter the location that the violation occurred.
- Block 42 This block is utilized only when the citation is issued outside of the City of Wilmington. When utilized it denotes the distance to/from the nearest city/town.
- Block 43 When a citation is issued outside of the City of Wilmington enter the direction towards the nearest city/town. This block may be utilized to denote the direction of travel of the violator if the violation occurred in the City of Wilmington.
- Block 44 Enter the name of the city in which the violation occurred.
- Block 45 This block is to record the speed the violator was traveling, if the citation is issued for speeding.
- Block 46 This block is to record the posted speed limit for the area in which the speeding violation occurred.
- Block 47 This block is to record the method used for detecting the speed.
- Block 48 This block is to record the type of violation if other than speeding. The charge should be specified (ex. Disregarding a traffic light)
- Block 49 This block is to record the violator's first offender eligibility for a Driving Under the Influence of Alcohol/Drugs charge. (For additional information see Directive 6.35 (A)-18.

- Block 50 This block is to record the Blood Alcohol Content (BAC) of the violator if known. If this can not be determined the officer should check the unknown. If the results are pending laboratory analysis check the pending block. If the violator refuses to submit to testing the "Implied Consent" block will be checked.
- Block 51 This block is to indicate whether a chemical test was administered, and if so the Blood Kit Number or the Intoxilyzer Number.
- Block 52 This block is to record whether the offense is a violation of State statute or local ordinance.
- Block 53 Enter the section number for the cited violation.
- Block 54 Enter the appropriate State Title for the violation. If the offense is a City Code violation enter CC.
- Block 55 This block is checked if the violation cited is related to the rules of the road.
- Block 56 This block is checked if the violation cited is an equipment related.
- Block 57 This block is checked if the violation cited is license or registration related.
- Block 58 This block is checked if the violator cited is a pedestrian.
- Block 59 This block is checked for any other violation.
- Block 60 This block is for the grid number in which the violation occurred. Officers should leave this block blank.
- Blocks 61 - 65 will be completed if the voluntary assessment provision applies, (see Directive 6.32 for additional information regarding Voluntary Assessment).
- Block 61 This block is to record the cost of the fine (officers should refer to the current pay-out schedule).
- Block 62 This block is to record the amount of victim compensation that is due, (15% of the fine).
- Block 63 This block is to record the amount of the Court costs due, (officers should use the current pay-out schedule).

Block 64 This block is to record the total amount due.

Block 65 Enter the date that the fine is due (see Directive 6.32 C).

Blocks 66 to 74 Leave blank. They will be completed by Court personnel.

Block 75 Enter the case number associated with the incident, (if applicable).

Block 76 Leave blank, completed by Court personnel.

In the event that more than one offense is to be cited, blocks 77 to 106 are provided to record a second offense and should be completed as previously described.

Block 107 Sign your name as the issuing officer.

Block 108 Enter your ID number.

Block 109 Enter your agency.

Block 110 Leave this block blank.

Block 111 This block is provided to record whether the appearance of the violator is mandatory. Officers should refer to Directive 6.33 (C) for procedures for scheduling cases.

Block 112 This space is provided for the signature of the violator.

Block 113 This block is to record the Court Due date and address of the Court the fine is to be mailed to, (if applicable). In the event that the violator is required to appear in Court, the officer will note the time in standard form.

Block 114 Enter the violator's name in the proper format (last name, first middle initial).

Block 115 Enter the case number, (if applicable).

Once summons are complete they will be distributed as outline in Directive **entitled "Traffic Law Enforcement"**.

