

Misdemeanor Citations

- (g) Driving While License Invalid - (Class B only).

308.4.2 Documentation And Filing Procedures

The following documentation and required procedures shall be used when issuing a Class A or B Misdemeanor citation:

- (a) Officers shall complete a(n):
 - 1. Incident report with the appropriate title code(s); and
 - 2. PC affidavit that shall be notarized by a second officer.
- (b) Write the incident number on any photos or receipts.
- (c) Attach a copy of the citation, PC affidavit, and any photos and/or receipts together to be turned in to the Class A or B Misdemeanor drop box by the end of the officer's tour of duty.
- (d) Follow the guidelines of Policy 618 (Property and Evidence Collection Procedures) when submitting narcotic or other evidence in relation to a Class A or Class B Misdemeanor Citation.

308.4.3 Specific Class A And Class B Misdemeanor Citation Requirements

Additional Reporting Requirements for Specific Violations:

- (a) Theft and Theft of Service: Include a description on the affidavit of the item(s)/service stolen.
- (b) Driving While License Invalid (DWLI): Include the reason, date, and counties for current and prior suspensions, as well as the specific reason for the enhancement to a Class B Misdemeanor.
 - 1. Class C violations may be handled by issuance of a traffic citation.

308.5 CLASS C MISDEMEANOR CITATIONS

Incident reports are generated by Central Records from the information on Class C Misdemeanor citations issued by officers. Having accurate and sufficient information (e.g. witness/victim information, property involved, brief narrative) on the front and back of a citation is critical for Central Records to complete these reports.

Class C Misdemeanor citation may only be used when the offense is a Class C Misdemeanor other than a traffic violation. Guidelines for issuing traffic citations are outlined in Policy 342 (Traffic Citations).

308.5.1 Specific Class C Misdemeanor Citation Requirements

The following charges have specific additional requirements when issuing a citation:

- (a) **Misdemeanor Possession of Drug Paraphernalia**

