




**Maryland-National Capital Park Police  
Prince George's County Division**



**DIVISION DIRECTIVE**

TITLE <b>MARYLAND UNIFORM CRIMINAL/CIVIL CITATION</b>		PROCEDURE NUMBER <b>PG911.0</b>	
SECTION <b>Reporting Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>09/01/19</b>	REVIEW DATE <b>05/01/21</b>
REPLACES <b>PG911.0 "Maryland Uniform Criminal/Civil Citation", issued 06/01/17</b>			
RELATED DIRECTIVES <b>PG911.1 Field Report Writer Manual</b>	REFERENCES <b>CALEA 44</b>	AUTHORITY  <b>Chief Stanley R. Johnson</b>	

**I. PURPOSE**

To be used whenever a person is charged with a Commission Infraction violation, adult alcohol violations, or petty offense violations, excluding parking violations.

**II. POLICY**

The issuance of a citation is a discretionary enforcement action. Physical arrest and warning notices are alternative levels of enforcement left entirely to the discretion of the officer.

**III. PROCEDURES**

The Maryland Uniform Criminal DC/CR 45 and Civil DC 28 Citation is to be used whenever a person is to be charged on a Petty Offense Citation, Commission Civil Citation, or Adult Alcohol Civil Citation. When issuing a Maryland Uniform Criminal Citation, officers are also to complete an arrest report using Field Report Writer accessed in Police Mobile (see Field Report Writer Manual). Civil Citations should be completed in Field Report Writer, printed and attached to the corresponding hard copy civil citation before submitting to records.

When utilizing a hard copy citation, it is important that you print legibly and SIGN your name in the officer's signature block. All blocks not included in the below instructions are self-explanatory.

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1. Place case number in top margin for criminal violations and place park number and reporting District in top margin for all citations.
2. County/City - insert Prince George's County, Maryland.
3. Agency - insert HB-P.
4. Related Citations - Enter the local number from any related Maryland Uniform Criminal/Civil Citation.
5. Did- (criminal) and charged with- (civil): Short description of offense; abbreviation will be necessary, i.e., did possess an alcoholic beverage: to wit, beer.
  - a. Place: Enter the TA address followed by P.G. County.
6. Document, Section, Subsection, Written Charge - Enter the referenced document used, Criminal Law Article (CR), Art. 28, etc. Complete this section with the proper subsections or chapters of the charge, including the written charge, i.e., Art. 28, Sec. 5-113, Chapter IV, Sec. 1a, Possession of Alcohol.
7. CRIM. CIT. section - This section to be completed only when this document is used as a criminal citation in lieu of arrest. Criminal Procedure Article 4-101, of the Maryland Code, authorizes the issuance of a summons, in lieu of arrest, for criminal violations, which carry a penalty of less than 90 days' imprisonment or \$500 fine.

\*Must fill out the back of green State's Attorney's Office copy with details describing the events leading to issuing of the citation.

**The Summons in Lieu of Arrest may be issued if the police officer is satisfied with the defendant's evidence of identity and reasonably believes that the defendant will comply with the citation.**

Use of the summons should be viewed as an alternative to physical arrests.

Officers will be expected to exercise reasoned judgment in its use.

Officers are reminded that when they issue a summons and forego a physical arrest, we will not capture photographic and/or fingerprint evidence. This information should be evaluated in any decision to exercise this option.

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This process shall be used only when a suspect is charged and released without a physical arrest. (When a physical arrest is initiated, routine arrest procedures and documents will be followed).

This section will not be used for:

Criminal violations, which carry a punishment of over 90 days' imprisonment or over a \$500 fine.

Peeping Tom Violations (trespassing Criminal Law Article 6-408).

Violations of the Transportation Article.

Violations of the Natural Resources Article.

In cases in which an offender cannot satisfactorily identify himself.

If the involved officer is not satisfied, the suspect will appear in court, as required.

If the suspect refuses to sign the Summons in Lieu of Arrest Citation.

- a. Check the box and insert Prince George's County after the sentence beginning "You are hereby summoned...."

Insert the court location after the words "Located at..." (5012 Rhode Island Avenue).

Check the box "When notified....."

8. ADULT CIVIL VIOL. section - This section is to be used only when this document is used as an Adult Civil Citation, to charge either an Adult Alcohol violation or Commission Infraction violation. (Commission Parking violations will not be charged on this citation).
  - a. Check the block "You may pay a fine of \$...., and enter the appropriate fine. Adult alcohol violations carry a \$50.00 fine.
  - b. After the word "by...", insert a date which is 20 days after the date of issuance for payment of the fine.
  - c. After the word "at...", insert: 8100 Corporate Drive Hyattsville, MD 20785.
  - d. After the word "to...", insert: Md. Nat'l Capital Park Police, Hyattsville, MD 20785.

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- e. After the word "by...", enter a date which is 15 days after the date of issuance of the citation. After the word "notify ...", enter: M.N.C. Park Police Records- (301) 429-5650.
- 9. "You may pay a fine of \$\_\_\_\_\_" enter appropriate amount (double original fine) and \$50.00 for Adult Alcohol Violations.
- 10. Defendant's signature: Request the Defendant to sign their name and in the appropriate space.

**NOTE:** Failure to sign or accept the citation does not constitute an offense.

When a defendant refuses to sign a Maryland Uniform Criminal/Civil Citation, write "Refused" on the defendant's signature line. This is done only on citations charging persons with Adult Civil offenses.

When a defendant refuses to sign a Criminal/Civil Citation charging him or her with a criminal offense, the officer will void the citation and instead, arrest the individual.

- 11. Officer's signature: The issuing officer will SIGN his/her name, and include the date, assignment and I.D. number in the appropriate spaces.
- 12. Distribution of the copies of the citation:

Criminal and Adult Civil Citations - Goldenrod copy - Officer

Canary copy - Defendant copy

All other copies will be forwarded to the Records Section.

**End of Document**