

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE September 11, 2024	EFFECTIVE DATE September 11, 2024	No. 005-24
SUBJECT: GENERAL ORDER Simplified Traffic Information (Summons) Procedures & Accountability		DISTRIBUTION Police Bureau Personnel	AMENDS
REFERENCE: NYSLEAP 47.1			RESCINDS 005-19

Purpose: To familiarize personnel regarding the traffic summons control system, in order to ensure audit and accountability of each summons from time of receipt to final disposition.

Policy: The Monroe County Sheriff's Office (MCSO) shall utilize the New York State Traffic and Safety Law Enforcement Disposition System (T-SLED). Members and employees shall adhere to mandated guidelines. Every effort will be made to utilize the TraCS system when issuing traffic summons. However, members should be familiar on how to manually issue Uniform Traffic Tickets (UTTs).

I. Accountability

A. Duties of the Quartermaster:

1. Verify that the number of summonses received corresponds with the shipping records of the Department of Motor Vehicles (DMV).
2. Acknowledge receipt by completing the lower portion of the DMV transmittal memorandum and return the form to the appropriate data collection location.
3. Record distribution of each summons issued.
4. Collect summons book receipts that note discrepancies after Deputies inspect for completeness.
5. Collect and file completed summons logs from appropriate units.
6. Ensure security of summons while stored prior to distribution to the Patrol Substations.

B. Duties of Supervisors:

1. Arrange for traffic summons distribution.
2. Maintain record of distribution.
3. Collect individual summons book receipts that note discrepancies and forward them to the Quartermaster.
4. Forward completed summons logs to the Quartermaster.
5. Ensure summonses are stored in a secure area at each substation office.

- C. Duties of the Patrol Deputy:
1. Inspect each summons book to ensure that:
 - a. Summonses are in numeric sequence.
 - b. The numbers that appear on the outside front cover match the numbers contained in the book.
 2. Complete the receipt contained in the front of the book, noting the number of any duplicate, mutilated, or missing summons.
 3. Forward the receipt to his/her supervisor.
 4. Report a lost, mutilated, or voided summons by utilizing Form #PB 94. This report will be reviewed by the supervisor and sent to the Traffic Violations Section. If voided or mutilated, the summons will be attached to the form.
 5. Maintain the summons log.

II. Traffic and Criminal Software Program (TraCS)

- A. The goal of the TraCS program is to automate the issuance and printing of uniform traffic tickets in police vehicles and to electronically transfer the ticket to and from the Department of Motor Vehicles (DMV), Department of Transportation (DOT) and the Office of Court Administration (OCA). In addition, TraCS will facilitate officer and motorist safety by:
1. Decreasing the time Deputies and motorists spend parked along busy roadways, thus reducing the chance of accidents or injuries;
 2. Greatly improving the accuracy of the violation data; and
 3. Reducing the time Deputies spend on paperwork, thus increasing availability for proactive patrol.
- B. TraCS will be the preferred method for the generation in the issuance of traffic tickets. Handwritten UTT's should ONLY be performed when automated reporting is not feasible due to the absence or availability of TraCS equipment, hardware or software malfunction or as a result of the circumstances/exceptions noted below.
- C. Prior to utilizing TraCS, members will be trained by a certified TraCS instructor who will ensure the Deputy has a working knowledge of the system as well as the ability to perform simple troubleshooting. Every Deputy is responsible to retain their issued TraCS manual for reference when utilizing TraCS.
- * D. All forms created in TraCS will automatically be uploaded to the server.
- E. TraCS UTTs will be issued for all violations, misdemeanors, or felonies permitted by the V&T Law, CPL Law, and current TraCS procedures.
1. Supporting Depositions will be provided at the time of the issuance of the traffic summons for all moving violations except for:
 - a. DWI/DWAI
 - b. AUO 2nd and 1st Degree
 - c. Felony Arrests

Note: For DWI arrests, Deputies are required to attach paper copies of the UTT's and MVA reports (when applicable) for the Records Arrest Package.

- * 2. In instances where a driver's license or other form of identification is presented, deputies will scan the barcode utilizing the Getac Tablet.
- 3. Once a ticket is printed, the ticket information will change from validated status to issued status and cannot be deleted by the Deputy. In cases where printing the UTT fails, a paper ticket should be completed and the electronic ticket voided by a supervisor.
- 4. In the event a ticket requires consideration for void, a supervisor must approve by citing one of the following reasons:
 - a. Testing/Training.
 - b. Initial violation did not occur.
 - c. Violation corrected on site.
 - d. Verbal warning issued in lieu of summons.
 - e. Hardware failure.
- 5. Once a UTT is changed from issued status to transmitted status (sent to Albany), a void cannot be performed by a supervisor. If the UTT still needs to be voided, the deputy will contact the ADA for the court.
- F. Deputies must check their contact forms in TraCS Manager each workday to determine if there are any outstanding UTT's that require revision, correction or attention. Supervisors are also accountable to review their subordinate's TraCS manager on a daily basis to review, accept, reject or submitted, reports and/or UTT voids.
- G. TraCS system administrators will be charged with auditing UTT voids and sending a report to the appropriate Zone Commander or Special Operations Lieutenant. The appropriate Command Officer shall determine if there exists any pattern of voided tickets.

III. TraCS Hardware/Software Issues

- A. In the event that a TraCS hardware problem is noted, members will call Monroe County Radio Center 473-6969 to have the issued logged and fixed.
- B. In the event that a TraCS software problem is noted, members will e-mail Staff Services with a detailed description of the problem. USB devices will only be utilized for TraCS and work related purposes. No other data shall be stored or saved to the USB driver.

IV. Handwritten Issuance

- A. The following information is required in order to satisfactorily complete the summons. Incomplete forms will be returned to the issuing Deputy for the required information.
 - 1. Part 1 (VT-3.3.): Enter all appropriate data on this form. A copy of the form is contained on page 8 of the T-SLED Officer's Handbook. Refer to this page and subsequent pages, for an accurate description of the exact information that is required. This form serves as the information for the appropriate court. It is not given to the motorist.
 - 2. Additional data for Part 1 (VT-3.3.):

- a. Item 2, Page 8 (handbook), enter MCSO for police agency.
- b. Items 31-34 are for the use of the court and should remain blank.
- c. Item 38 should contain 0270000, the department's NCI designation.
- d. Item 39 should contain the Deputy's platoon designation 1, 2 or 3.
- e. Item 40 refers to the Deputy's Zone location A, B, C, Star (S), Parks (P), Marine (M), and Airport (AP).
- f. Item 41 refers to the patrol district in which the violation occurred.

Note: Although information regarding the motorist's name and address of employment is recorded on form VT-3.8. (officer's copy), the information should be obtained sometime during the gathering of information from the motorist.

3. Part 2 (VT-3.4.) This copy is sent to the court. It requires no further information.
4. Part 3 (VT-3.5.) This copy is given to the motorist and serves as the summons to court.
5. Part 4 (VT-3.6.) This copy requires the following additional information which is detailed on Page 20 of the Officer's Handbook:
 - a. Arrest Type - This information is located on the front cover of the summons book.
 - b.. DWI/DWAI/Drugs - This information is only required for an alcohol or drug related traffic arrest and is outlined on Page 22 of the Officer's Handbook.
6. Part 5 (VT-3.7.) This copy is the agency copy and will be maintained in the Traffic Violations Unit.
7. Part 6 (VT-3.8.) The officer's copy of the T-SLED summons will be removed and maintained by the issuing Deputy. It will be the issuing Deputy's responsibility to maintain a file in the event that information is needed for court purposes.

Note: A special report must be submitted to the Traffic Violations Unit for a photocopy of the summons if the Deputy's copy is illegible.

8. When an incomplete summons is received by the Traffic Violations Unit, a notice of error will be forwarded to the issuing Deputy. The Traffic Violations Unit or the Town Courts will make the notifications to the defendant if any court dates are changed.
9. All patrol Deputies shall maintain and use an updated "County of Monroe Justice Court Schedule" in order to ensure proper court information (mailing addresses, dates, times, etc.). The Traffic Violations Unit shall provide all patrol deputies with a monthly court schedule to include dates, times, etc.

B. Special Procedures

1. Violations within the City of Rochester.
 - a. "OAA" series traffic tickets shall be used in situations wherein a violation occurs within the geographic boundaries of the City of Rochester.
 - b. The violator will be given the Traffic Violations Bureau (TVB) copy of all summonses issued in the City of Rochester, including date of appearance (as per TVB schedule).

Note: All Deputies are to utilize IBM # 962 in IBM code box of summons for paper tickets only.

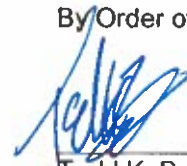
 - c. It is the responsibility of the Deputy affecting the arrest to ensure that all paperwork required for arraignment, (originals) including traffic tickets, is delivered to 185 Exchange Blvd. (Rochester Police Department Records Desk) prior to 0530 hours. A copy of the paperwork will also be submitted to the Sheriff's Records Unit, by the arresting Deputy.
2. In cases of immediate arraignment, it is the responsibility of the Deputy effecting the arrest to provide the arraignment judge with the court copies of the T-SLED traffic summons (copies 3.3 and 3.4). The remaining copies of the summons will be forwarded to the Traffic Violations Unit.
3. When an arrest is effected charging an individual with Driving While Intoxicated, and two summonses are issued, it is the responsibility of the Deputy to include the Driving While Intoxicated information on part 4 (VT-3.6) of both summonses, in order that DMV may have the appropriate information for computer storage.
4. Assigned summonses will not be loaned to or borrowed by other Deputies, except in those situations where no other solution is possible. In cases where no other option is available, a Special Report will be submitted through the Chain of Command to the Traffic Violations Unit, indicating the numbers and reason for the use of the borrowed summonses.

V. Responsibilities of the Traffic Violations Unit

- A. The Traffic Violations Unit shall forward part 1 (VT-3.3) and part 2 (VT-3.4) to the appropriate court of jurisdiction.
- B. The Traffic Violations Unit shall forward part 4 (VT-3.6.) to the data entry location.
- C. The Traffic Violations Unit will file and maintain part 5 (VT-3.7) for a minimum of 5 years as mandated by the Records Retention and Disposition Schedule published by the New York State Education Department.
- D. The Traffic Violations Unit will log all lost, mutilated, or voided tickets as noted on form # PB-94, on the appropriate T-SLED system form. This information will be forwarded on a weekly basis to the appropriate data collection location.

Note: The New York State DMV will be responsible for the maintenance and upkeep of all data regarding issuance, disposition and inventory control of T-SLED tickets.

By Order of the Sheriff,



Todd K. Baxter

- * Indicates additions or deletions from previous orders.