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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE OPERATIONS POLICY

Written Warnings

Distribution:	All Personnel			Policy Number:	OPS 0905
Responsible Unit:	Special Operations Division-Traffic			Rescinds:	OPS 0905 (7/15/17)
Original Issued Date:	07/19/19	Revision #:	2	Latest Revision Date:	07/01/26
Required 3-Year Review was Completed:			07/01/26	Next Review Due:	07/31/29

1. Purpose

To provide deputies with guidance for issuing written warnings for traffic violations.

2. Policy

When a warning for a traffic violation is appropriate, deputies must issue a written warning to the violator in accordance with this directive.

3. Procedures

A. Discretion

1. Warnings provide an alternative to a citation for traffic violations.
2. A deputy has discretion to determine that the goal of traffic safety is best served through the issuance of a warning rather than a citation.
3. In all cases where a warning is issued to a violator, deputies must issue a handwritten or electronic (E-TIX) warning.
4. Verbal warnings are not authorized absent extenuating articulable circumstances. Deputies should also follow procedures explained during E-TIX training regarding these extenuating circumstances.

B. Issuance

1. Requirements for Handwritten Warnings
 - a. complete all applicable blocks on the Motor Vehicle Traffic Warning and indicate the violation that was observed.
 - b. distribute copies of the warning as follows:
 - i. violator's copy to the violator at the time of the stop.
 - ii. deputy's copy retained by the deputy.
 - iii. law enforcement copy to the Traffic Unit.

- c. After issuing a handwritten warning, the deputy needs to log into eTix and submit the warning electronically. The deputy's copy of the warning and the printed copy from eTix can then be destroyed. This should be done within 72 hours.

2. Electronic Warnings

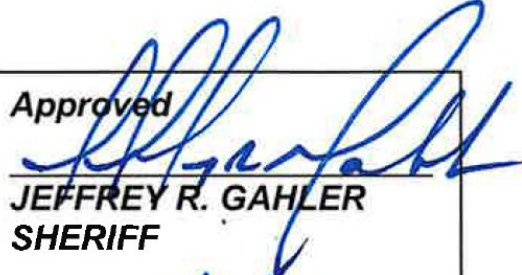
- a. Deputies must complete the E-TIX warning in conformance with the training provided.
- b. Since the data is retained electronically, there is no need to print and file a copy of an electronic warning.
- c. The violator's copy must be issued at the time of the stop.

3. The deputy must inform the violator that the warning carries no fine or points.

4. Summary of Changes

- A. On July 1, 2026, the Agency 3-year policy review was conducted, and the following edit was made:

1. Under *Section 3.B.1.c Requirements for Handwritten Warnings*, revised text as follows: "After issuing a handwritten warning, the deputy needs to log into eTix and submit the warning electronically. The deputy's copy of the warning and the printed copy from eTix can then be destroyed. This should be done within 72 hours."

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 7/3/26