



Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE OPERATIONS POLICY

Written Warnings

Distribution:	All Personnel	Index:	OPS 0905				
Responsible Unit:	Special Operations Division - Traffic	Rescinds:	<i>OPS 0905 dated 07/15/17</i>				
DLI Program:	Pending	MD Code:					
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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. All handwritten traffic citations, traffic warnings, repair orders, and parking citations must be submitted prior to the end of the tour of duty.

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.

Approved

JEFFREY R. GAHLER
SHERIFF

DATE _____