



Department of Public Safety and Correctional Services

Police and Correctional Training Commissions

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CHARLES W. RAPP
EXECUTIVE DIRECTOR

ALBERT L. LIEBNO, JR.
DEPUTY DIRECTOR

December 4, 2012

Dear Law Enforcement Colleagues:

This letter and the enclosed documents provide information to assist your agency in complying with the new criminal citation procedures enacted by the General Assembly. These procedures take effect on January 1, 2013.

The new law (Senate Bill 422 – Chapter 504 of 2012):

- **Citation Offenses:** Specifies criminal violations for which a citation is to be issued;
- **Citation Circumstances:** Outlines the circumstances under which a citation may be issued;
- **Uniform Report:** Requires law enforcement agencies to use a uniform report to provide information related to issued citations. The uniform report's format and procedures for using the report are enclosed.
- **Policy:** Requires each law enforcement agency to adopt a policy against using an individual's race or ethnicity as the sole basis for issuing a citation. The policy is to be used by law enforcement agencies (1) as a management tool to promote nondiscriminatory law enforcement; and (2) in training and counseling its officers. As required by the new law, a model policy for law enforcement agencies has been developed and is enclosed.
- **Guidelines:** To assist each agency in using the policy and analyzing the statistics related to the agency's use of citations, the new law required guidelines for law enforcement agencies to be developed. These guidelines are enclosed.

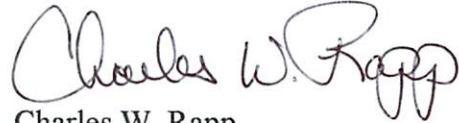
As background information, enclosed are relevant statutes (Criminal Procedure Article, § 4-101 et seq.), and a list of the offenses (except offenses under local ordinances) for which a citation is to be issued.

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In addition to this mailing, the Maryland Statistical Analysis Center will electronically distribute these documents to all law enforcement agencies before January 1, 2013.

Questions about the enclosed documents or implementation of the new law may be directed to Jeffrey Zuback at the Maryland Statistical Analysis Center (410/821/2843 or jzuback@goccp.state.md.us) or James Durner at the Maryland Police and Correctional Training Commissions (410/552-6927 or jadurner@dpscs.state.md.us).

Sincerely,

A handwritten signature in black ink that reads "Charles W. Rapp". The signature is fluid and cursive, with the first name "Charles" being the most prominent.

Charles W. Rapp
Executive Director

Enclosures