

Maryland Police Training and Standards Commission
LESSON PLAN

COURSE TITLE: Uniform Criminal Citations

LESSON TITLE: Uniform Criminal Citations

PREPARED BY: MPCTC Staff

DATE: June 2021

REVIEWED BY:

DATE:

TIME FRAME	PARAMETERS
<p>Hours: 3.0 hours (2.0 hours classroom and 1.0 hour Practical exercise / report prep) Day/Time: Varies</p>	<p>Audience: Recruit Entry Level/In-Service Number: Varies Space: Classroom</p>
PERFORMANCE OBJECTIVES	ASSESSMENT TECHNIQUE
<ol style="list-style-type: none"> 1. Identify when a criminal citation can be used in lieu of an arrest. 2. Identify non-traffic offenses for which a written citation may be issued in lieu of a physical arrest. 3. Identify the procedures for issuing a citation and releasing at the scene or making the physical arrest and releasing on citation from booking. 4. Student will properly complete a Criminal Citation DCCR 045 5. In a practical exercise select the appropriate charge and complete a criminal citation. 	<ol style="list-style-type: none"> 1. Through a facilitated discussion, the recruit's/Officer's level of comprehension of the objectives for the issuance of a Criminal Citation will be defined through lecture, presentation, discussion, feedback and written examination 2. Recruits – In a practical exercise determine if the suspect can be issued a criminal citation, select the appropriate charge and complete a criminal citation or determine if a physical arrest is required. 3. In-service students – Use a written test to assess the students understanding of the material.

INSTRUCTOR MATERIALS

_____	_____
_____	_____
_____	_____

EQUIPMENT/SUPPLIED NEEDED

_____ Flipchart & Stands	_____ Videotape Player
_____ Flipchart Markers	_____ Video camera
_____ Masking Tape	_____ Televisions
_____ Slide Projector (Carousel)	_____ Video show
_____ Overhead Projector	_____ <u>X</u> Computers
_____ <u>X</u> Projector Screen	_____ <u>X</u> Speakers
_____ Extension Cords/Powerstrips	

STUDENT HANDOUTS

<i>Number</i>	<i>Title</i>
Varies	Criminal Citation Student PPt
Varies	Blank Copy of Criminal Citation DCCR 045

METHODS/TECHNIQUES

In preparing to teach this material, the instructor should take into consideration the following comments or suggestions:

This Lesson Plan is intended for use with experienced instructors who have completed the Train the Trainer certification class.

This lesson will be instructed by lecture with questions and demonstrations.

REFERENCES

Anne Arundel County Police Department Criminal Citation Lesson Plan and Policy (2020)
Baltimore County Police Department Criminal Citation Lesson Plan and Policy (2020)
Maryland State Police Criminal Citation Lesson Plan and Policy (2014)
Westminster Police Criminal Citation Policy (2013)
MD Annotated Code Criminal Law Article (2021)
MD Criminal Procedures Article (2021)

GENERAL COMMENTS

In preparing to teach this material, the instructor should take into consideration the following Comments or suggestions.

This lesson plan is intended for use with experienced instructors. If used with more experienced instructors, some examples of higher-level instructional activities should be added.

LESSON PLAN

TITLE: Issuance of Criminal Citation(s)

PRESENTATION GUIDE	TRAINER NOTES
<p>I. ANTICIPATORY SET</p> <p>a. Address the fact that Law Enforcement Officers should be familiar with what <u>crimes</u> allow for the issuance of a criminal citation in lieu of an arrest.</p> <p>b. Address the fact that Law Enforcement Officers should be familiar with the <u>requirements</u> that must be met that allow for the issuance of a criminal citation in lieu of an arrest.</p> <p>c. Address the fact that Law Enforcement Officers should be familiar with the <u>circumstances</u> when a physical arrest must be made instead of the issuance of a criminal citation.</p> <p>PERFORMANCE OBJECTIVES</p> <p>1. Identify when a criminal citation can be used in lieu of an arrest.</p> <p>2. Identify non-traffic offenses for which a written citation may be issued in lieu of a physical arrest.</p> <p>3. Identify the procedures for issuing a citation and releasing at the scene or making the physical arrest and releasing on citation from booking.</p> <p>4. Student will properly complete a Criminal Citation DCCR 045</p>	<p>Time:</p> <p>Instructors are reminded that the procedures and eligible crimes for the issuance of a criminal citation are located in the Criminal Digest and in Criminal Procedures Article 4-101</p>

<p>5. In a practical exercise select the appropriate charge and complete a criminal citation.</p>	
<p>II. INSTRUCTIONAL INPUT (CONTENT)</p> <p>A) Introduction of Topic Title Slide [Hand out student ppt]</p> <p>B) Introduction of the Instructor</p> <p>Objectives</p> <ul style="list-style-type: none"> • Identify non-traffic offenses for which a written citation may be issued in lieu of a physical arrest. • Identify when a criminal citation can be used in lieu of an arrest. • Identify the procedures for issuing a citation and releasing at the scene or making the physical arrest and releasing on citation from booking. • In a practical exercise select the appropriate charge and complete a criminal citation. <p>Criminal Citations in Lieu of Arrest</p> <ul style="list-style-type: none"> • Maryland Law allows Police Officers and Deputies to issue criminal citations, instead of a physical arrest, in certain circumstances. • The law governing criminal citations is found in Criminal Procedure Article, Section 4 – 101. • In addition to MD State Law, individual Agencies may also have policies governing the issuance of criminal citations. It is incumbent upon each Officer or Deputy to know their agency's policy. <p>Maryland Uniform Criminal Citation</p> <ul style="list-style-type: none"> • The State of Maryland Uniform Criminal Citation (Form DC/CR 45) is designed to provide a single format on which police officers can charge an adult offender with violations of certain petty misdemeanor criminal codes and statutes. This applies to State Laws, County Codes and Local Ordinances. The Adult 	<p>Time</p> <p>(Begin slide show presentation)</p> <p>Slide 1</p> <p>Slide 2</p> <p>Slide 3</p> <p>Slide 4 (Hand-Out DCCR 45 example, Criminal Citation)</p>

Criminal Citation may only be used to charge adult violators.



Criminal Procedures Article Section 4-101

- (c) Citation by Police Officer

Police Officer has the meaning stated in 2-101 of the Criminal Procedures Article

(1) (i) Subject to paragraph (2) of this subsection, in addition to any other law allowing a crime to be charged by citation a police officer **shall** charge by citation for:

1. Any misdemeanor or local ordinance violation that does not carry a penalty of imprisonment
2. Any misdemeanor or local ordinance violation for which the maximum penalty of imprisonment is 90 days or less.

Criminal Procedures Article Section 4-101

3. Possession of marijuana under [§ 5-601 of the Criminal Law Article](#) .

(ii) Subject to paragraph (2) of this subsection, in addition to any other law allowing a crime to be charged by citation, a police officer **may** charge by citation for:

1. sale of an alcoholic beverage to an underage drinker or intoxicated person under [§ 6-304](#) , [§ 6-307](#) , [§ 6-308](#) , or [§ 6-309 of the Alcoholic Beverages Article](#);
2. malicious destruction of property under [§ 6-301 of the Criminal Law Article](#) , if the amount of damage to the property is less than \$500;

3. misdemeanor theft under [§ 7-104\(g\)\(2\) of the Criminal Law Article](#); OR

Slide 5

Fire Marshals can also issue Criminal citations for offenses related to their duties.

Slide 6

Note: Assault is a misdemeanor with a higher punishment then the threshold for Criminal Citation.

Slide 7

4. Possession of a controlled dangerous substance other than marijuana under 5-601 of the criminal law article

Criminal Procedures Article Section 4–101(c)(2)

- 2) A police officer may charge a defendant by citation only if:
 - (i) the officer is satisfied with the defendant's evidence of identity;
 - (ii) the officer reasonably believes that the defendant will comply with the citation;
 - (iii) the officer reasonably believes that the failure to charge on a statement of charges will not pose a threat to public safety;
 - (iv) the defendant is not subject to arrest
 - 1. an alleged misdemeanor involving injury or immediate health risk or an alleged felony arising out of the same incident; or
 - 2. based on an outstanding arrest warrant; and
 - (v) the defendant complies with all lawful orders by the officer.

Criminal Citation

Based on the updated law, Officers can issue more than one citation to a defendant that commits more than one offense during the same incident. The second or subsequent offense must meet the criteria for the issuance of a criminal citation.

Example – you respond to a shoplifting and the suspect had been previously banned from the store.

- It is verified that the shoplifting is less than \$100.00

It is confirmed that the suspect is trespassing

An Officer can issue two criminal citations, one for the theft and one for the trespassing.

Criminal Procedures Article Section 4–101

- (3) A police officer who has grounds to make a warrantless arrest for an offense that may be

Slide 8

Note: Suspect must possess with them a positive form of identification.

Slide 9

Use MD Annotated Code Criminal Law/ Criminal Digest

Slide 10

Use MD Annotated Code Criminal

<p>charged by citation under this subsection may:</p> <ul style="list-style-type: none"> • (i) issue a citation in lieu of making the arrest; or • (ii) make the arrest and subsequently issue a citation in lieu of continued custody. <p>Criminal Procedures Article Section 4–101</p> <p>Offenses that qualify for a Criminal Citation</p> <ul style="list-style-type: none"> Trespassing CR 6–403 Destruction of Property under \$500 CR 6–301 Theft under \$100 CR 7–104 Possession of Marijuana 10 grams or more CR 5–601(a)(1) Disorderly Conduct CR 10 – 201(c)(2) Urinating in Public (Local Ordinance) Disturbing the Peace CR 10–201 <p>This List is not all inclusive. Officers are reminded to check with their local Agency for qualifying ordinances.</p>	<p>Law/ Criminal Digest</p> <p>Poss of marijuana Less than 10 grams is a civil violation</p> <p>Slide 11</p> <p>Most commonly cited violations</p> <p>The list is not all inclusive</p>
<p>Criminal Procedures Article Section 4–101(c)(1)(i)(2)</p> <p>Offenses that do not qualify for the issuance of a criminal citation</p> <ul style="list-style-type: none"> • Failure to comply with a peace order under 3-1508 of the Courts Article. • Failure to comply with a protective order under 4-509 of the Family Law Article. • Violation of an out-of-state domestic order under 4-508.1 of the Family Law Article. <p>Offenses that do not qualify for the issuance of a criminal citation (cont.)</p> <ul style="list-style-type: none"> • possession of an electronic control device after conviction of a drug felony or crime of violence under § 4-109(b) of the Criminal Law Article • abuse or neglect of an animal under § 10-604 of the Criminal Law Article <p>Remember!</p>	<p>Slide 12</p> <p>Slide 13</p>

Before a criminal citation can be issued:

- The Officer must have positively identified the defendant
- The violation must qualify under the criminal procedure article as an offense for which the criminal citation can be issued
- The Officer reasonably believes that the defendant will comply with the citation
- There is no outstanding warrant, felony charge or misdemeanor charge involving a serious injury or immediate health risk

Criminal Citation

Signature by the defendant

The failure of the defendant to sign does not invalidate the charging document; that being the criminal citation. In this instance the officer can write refused on the defendant signature line, document the refusal in the statement of probable cause and in the report, then release the defendant.

Some Agency's Policies indicate that if the defendant refuses to sign make the arrest. The Policies regard the failure to sign as failing to comply with the citation. **(Refer to your Agency Policy)**

Uniform Criminal Citation DCCR-045

In addition to meeting the requirements set forth in Criminal Procedures Article 4-101 Officers should complete a

- Wanted/warrant check
- Use Secure Case Search to search MD Judiciary. The public case search does not contain all the information Officers require.

(Officers can receive access to secure case

Slide 14

Slide 15

Slide 16

Secure Case search can be accessed from any computer that is connected to the internet. If your MDT is able to connect to the internet, you can access the MD Judiciary Secure Case Search from there.

Be mindful that if you use a public

search through the District Court IT Department)

computer and you do not log out of secure case search and close the browser it will allow some who comes behind you to hit the back button and access your log in. It is not recommended to use a public computer to access MD secure Case Search

Uniform Criminal Citation DCCR-045

Slide 17

Image of criminal citation

UNIFORM CRIMINAL CITATION
State of Maryland vs.

142003168764

Defendant's (Last) Name First Middle

Current Address in Full

City County State Zip Code

DOB Height Weight Sex Race Ethnicity Hair Eyes

Related Citations Telephone No. Day: Night:

Arrest Number (if applicable) Check if Fingerprinted

It is formally charged that the above named person on _____ Year
at _____ M at _____ (Location) _____ City/County, Maryland did

In violation of: Md. Ann. Code COMAR/Agency Code Common Law of Md. Ordinance
 Public Local Law

Document/Article Section C/S Code

Penalty

TO ANSWER THE ABOVE CHARGE LODGED AGAINST YOU
YOU ARE HEREBY SUMMONED AND COMMANDED TO APPEAR FOR TRIAL IN THE DISTRICT
COURT OF MARYLAND FOR _____ (CITY/COUNTY) LOCATED AT
_____ MARYLAND.

ON _____ Date AT _____ M.

WHEN REQUIRED BY THE COURT.

YOUR FAILURE TO OBEY THIS CITATION MAY RESULT IN THE ISSUANCE
OF A WARRANT FOR YOUR ARREST.

To request a foreign language interpreter or a reasonable accommodation under the
Americans with Disabilities Act, please contact the court immediately.

I sign my name as a receipt of a copy of this citation and not as an admission of guilt. I hereby submit
to the jurisdiction of the Court.

X Defendant's Signature
I solemnly affirm under the penalties of perjury that the contents of the foregoing citation are true to the
best of my knowledge, information, and belief.

Issuing Peace
Officer's
Signature

DCCR-045 (Rev. 7/2014) Date Agency Sub-Agency ID No.
Print Date 8/2014 **COURT COPY**

Uniform Criminal Citation DCCR-045

Slide 18

When completing the hand written citation fill in the appropriate information.

Each click of the remote or mouse will reveal an image or the info that is entered in the citation

1. Image of Criminal citation
2. Highlighted area to be filled
3. Close up of area to be filled
4. Last name
5. First name
6. Middle name or initial
7. Defendant's home address
8. Defendant's City
9. Defendant's County
10. Defendant's State
11. Defendant's Zip code
12. Defendant's D.O.B.
13. Defendant's height
14. Defendant's weight
15. Defendant's sex
16. Defendant's Race numerical
17. Defendant's Ethnicity
18. Defendant's Hair Color
19. Defendant's eye color
20. Related citation
21. Defendant's Phone #
22. Agency Report number or Arrest number

Under arrest number the issuing agency can use the incident report number or if their agency uses arrest numbers enter the arrest number

1. Image of Criminal citation
2. Highlighted area to be filled
3. Close up of area to be filled
4. Last name
5. First name
6. Middle name or initial
7. Defendant's home address
8. Defendant's City
9. Defendant's County
10. Defendant's State
11. Defendant's Zip code
12. Defendant's D.O.B.
13. Defendant's height
14. Defendant's weight
15. Defendant's sex
16. Defendant's Race numerical
17. Defendant's Ethnicity
18. Defendant's Hair Color
19. Defendant's eye color
20. Related citation
21. Defendant's Phone #
22. Agency Report number or Arrest number

Under arrest number the issuing

Uniform Criminal Citation DCCR-045

It is formally charged that the above named person on _____ Date Occurred _____ Year Occurred _____

Standard Time _____ at _____ Address Offense Occurred _____

City or County Where Offense Occurred _____ City/County, Maryland did _____

steal _____ (property or service) of _____ (owner) having a value of less than \$100.00.

Enter the wording as it appears in the Commissioner Charging Manual _____

Check the box for the source document _____

In violation of: Md. Ann. Code COMAR/Agency Code Common Law of Md. Ordinance Public Local Law

Enter the Article Section and CJIS Code from the Charging Manual

Document/Article CR Section 7-104 CJIS Code *1_0521*

Penalty: This entry is not required but can be recorded from the charging manual

1. Date of Offense
2. Year of Offense
3. Time entered as standard time not military
4. Numerical address of offense
5. City/County where offense occurred
6. Wording from the commissioner's manual
7. Enter the wording as it is written in the commissioner's manual.
8. Check box to indicate the source document
9. X goes in the MD Annotated Code box
10. Enter the article section number and CJIS code from the commissioner's manual
11. CR (Criminal Article)
12. 7-104 Section from Criminal Article)
13. CJIS code from Commissioner's manual.
14. Entering the penalty from the Commissioner's manual. It is not required

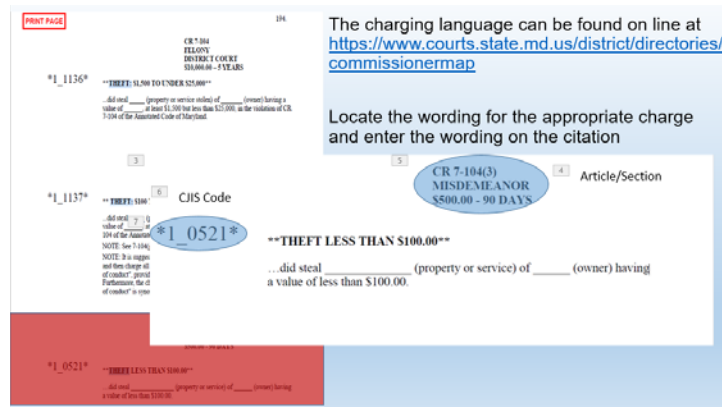
agency can use the incident report number or if their agency uses arrest numbers enter the arrest number

Slide 19

Each click of the remote or mouse will reveal an image or the info that is entered in the citation

1. Date of Offense
2. Year of Offense
3. Time entered as standard time not military
4. Numerical address of offense
5. City/County where offense occurred
6. Wording from the commissioner's manual
7. Enter the wording as it appears in the commissioner's manual.
8. Check box to indicate the source document
9. X goes in the MD Annotated Code box
10. Enter the article section number and CJIS code from the commissioner's manual
11. CR (Criminal Article)
12. 7-104 Section from Criminal Article)
13. CJIS code from Commissioner's manual.

Uniform Criminal Citation DCCR-045



1. Image of Commissioner's manual page
2. Highlighted Theft charge
3. Enlarge image of the wording from the Commissioner's manual
4. Article and Section number
5. Highlighted Article and Section number
6. CJIS Code
7. Highlighted CJIS Code

Uniform Criminal Citation DCCR-045

14. Entering the penalty from the Commissioner's manual. It is not required

Slide 20

Each click of the remote or mouse will reveal an image from the Commissioner's manual

1. Image of Commissioner's manual page
2. Highlighted Theft charge
3. Enlarge image of the wording from the Commissioner's manual
4. Article and Section number
5. Highlighted Article and Section number
6. CJIS Code
7. Highlighted CJIS Code

The charging language can be found on line on at the MD Judiciary website under the District Court tab, Commissioner's tab charging language. The entire manual can be down loaded as a pdf or accessed on the site.

Slide 21

Image of criminal citation



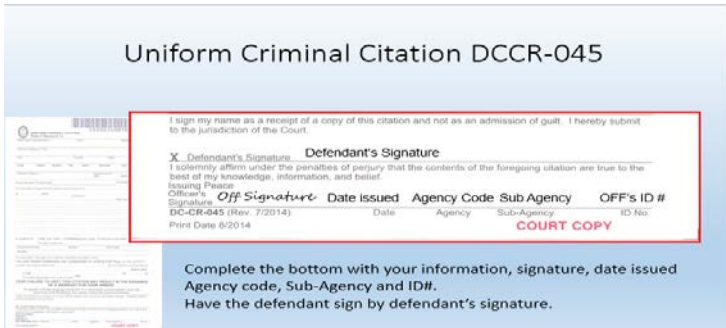
Enter the District Court for the Jurisdiction where the offense occurred Strike through City or if it occurred in Baltimore City strike through County. Enter The Court Address that you attend, Check off when required by the court.

1. County or City where offense occurred
2. Court Address where the case is to be tried
3. Mark box for When notified by Court for trial date
4. Highlighted – When notified by the Court

Each click of the remote or mouse will reveal an image or the info that is entered in the citation

1. County or City where offense occurred
2. Court Address where the case is to be tried
3. Mark box for When notified by Court for trial date
4. Highlighted – When notified by the Court

Uniform Criminal Citation DCCR-045



1. Defendant's Signature
2. Officer's Signature
3. Date Issued
4. Agency Code
5. Sub – Agency

Slide 22

Each click of the mouse or remote will reveal the information listed below in its corresponding section.

1. Defendant's Signature
2. Officer's Signature
3. Date Issued
4. Agency Code
5. Sub – Agency
6. Officer's ID number

6. Officer's ID number

Uniform Criminal Citation DCCR-045

Complete the bottom with your information, signature, date issued Agency code, Sub-Agency and ID#.

Have the defendant sign by defendant's signature.

1. Defendant's Signature
2. Officer's Signature
3. Date Issued
4. Agency Code
5. Sub – Agency
6. Officer's ID number

The failure of a defendant to sign the criminal citation can be treated similarly to a defendant refusing to sign a traffic citation

Slide 23

Each click of the mouse or remote will reveal the information listed below in its corresponding section.

1. Defendant's Signature –
Wilbur Rufus Whitfield
2. Officer's Signature –
Off. P. Malloy
3. Date Issued 5-26-2021
4. Agency Code – AE
5. Sub – Agency – PC7
6. Officer's ID number – 3014

Image of DCCR 92

REQUEST FOR WITNESS SUMMONS
TO THE DISTRICT COURT:
PLEASE SUMMON THE FOLLOWING WITNESSES IN THE CASE OF:
Name as Occurred in the arrest or existing complaint.

Witness's Name	District/Case Tracking No.
NAME	
ADDRESS	
CITY	STATE ZIP
DAY PHONE	ROOM #
NIGHT PHONE	APT #
NAME	
ADDRESS	
CITY	STATE ZIP
DAY PHONE	ROOM #
NIGHT PHONE	APT #
NAME	
ADDRESS	
CITY	STATE ZIP
DAY PHONE	ROOM #
NIGHT PHONE	APT #
NAME	
ADDRESS	
CITY	STATE ZIP
DAY PHONE	ROOM #
NIGHT PHONE	APT #

Requested by: _____

PROSECUTOR: _____ DEFENSE: _____

WHOM INTERESTED IN THE CASE IS AS: Prosecutor Defense
 Witness Defense Counsel Arresting Officer
 Other (explain): _____

COURT DATE AND LOCATION (IF AVAILABLE)
DCCR 92 (Rev. 9/2009) Print date 1/2010 COURT

+ □ in +

On the rear of the Court copy, you will find the section to request summonses for witnesses. Complete the blocks as necessary for witness Officers only. If it is necessary to summons a civilian witness, use the standard District Court summons form DC/CR 92.

Uniform Criminal Citation DCCR-045

Note to Law Enforcement: The following is a statement for the State's Attorney describing the events surrounding the issuance of this Citation.



Slide 24

Slide 25

If the Officer can fit the statement of PC on the rear of the State's Attorney Copy they may place the Statement of Probable Cause there.

The rear of the State's Attorney's copy must be completed. It must describe the events surrounding the issuance of the citation. If more room is necessary to complete the statement the officer may continue on a DCCR 4A, Statement of probable cause continuation.

Uniform Criminal Citation DCCR-045

Note to Law Enforcement: The following is a statement for the State's Attorney describing the events surrounding the issuance of the Citation.

STATE'S ATTORNEY
STATE OF MARYLAND
UNIFORM CRIMINAL CITATION
DCCR-045

STATEMENT OF PROBABLE CAUSE - CONTINUED

Page 2 of 2

The Office may elect to write, "See attached DCCR 4A" and complete the entire statement on the continuation sheet.

Uniform Criminal Citation DCCR-045

Note to Law Enforcement: The following is a statement for the State's Attorney describing the events surrounding the issuance of the Citation.

Note: Some Agencies have an agreement with the State's Attorney's Office for their jurisdiction that allows Officers to complete the narrative supporting the issuance of the citation in an incident report. The State's Attorney's Office has direct access to the reporting system and accesses the narrative directly.

Slide 26

Each click of the mouse or remote will reveal the information listed below in its corresponding section.

The Officer may elect to write, "See attached DCCR 4A" and complete the entire statement on the continuation sheet.

Slide 27

Criminal Citation DCCR-045 Digital Version

The image shows a digital form for a Criminal Citation in Maryland. It includes sections for:

- Defendant's (Last) Name, First, Middle
- Current Address in Full (City, County, State, Zip Code)
- DOB, Height, Weight, Sex, Race, Ethnicity, Hair, Eyes
- Related Offense (Telephone No., Day, Night)
- Arrest Number of appearance (Check if Pre-arrested)
- It is formally charged that the above named person on (Year, M, M, Location, City/County, Maryland or)
- In violation of (MS. Ann. Code, COMAR/Agency Code, Common Law of Md., Ordinance, Police Law)
- Section (Section, CJIS Code)
- TO ANSWER THE ABOVE CHARGE LOADED AGAINST YOU, YOU ARE HEREBY SUMMONED AND COMMANDED TO APPEAR FOR TRIAL IN THE DISTRICT COURT OF MARYLAND FOR (COUNTY) LOCATED AT (CITY/TOWNSHIP, MARYLAND)
- WHEN REQUIRED BY THE COURT (ON, AT)
- YOUR FAILURE TO OBEY THIS CITATION MAY RESULT IN THE ISSUANCE OF A WARRANT FOR YOUR ARREST.
- To request a foreign language interpreter or a reasonable accommodation under the Americans with Disabilities Act, please contact the court immediately.
- I sign my name as a result of a copy of this citation and not as an admission of guilt. I hereby submit to the jurisdiction of the Court.
- Defendant's Signature (Signature, Printed Name, Date, Agency, Sub-Agency, ID No.)
- DCCR-045 (Rev. 10/2015) Date Agency Sub-Agency ID No. COURT COPY

Slide 28

Slide 29

Image of digital version found on the MD Judiciary District Court website

Criminal Citation DCCR-045 Digital Version

- Digital Citations are now an option
- Officer will fill out PDF version
- Officers MUST use the tracking number from a pre-printed DC/CR 45 and type that number into the PDF version.
- The pre-printed/pre-numbered DC/CR 45 from the citation book will have a diagonal line drawn across it and will be stapled to the Court copy of the PDF version.

Slide 30

Each click of the mouse or remote reveals a line or directions for the citation number

Digital Version of DCCR 045

The image shows two digital forms for a Criminal Citation in Maryland. The left form includes a tracking number 142003168754. Both forms include sections for:

- Defendant's (Last) Name, First, Middle
- Current Address in Full (City, County, State, Zip Code)
- DOB, Height, Weight, Sex, Race, Ethnicity, Hair, Eyes
- Related Offense (Telephone No., Day, Night)
- Arrest Number of appearance (Check if Pre-arrested)
- It is formally charged that the above named person on (Year, M, M, Location, City/County, Maryland or)
- In violation of (MS. Ann. Code, COMAR/Agency Code, Common Law of Md., Ordinance, Police Law)
- Section (Section, CJIS Code)
- TO ANSWER THE ABOVE CHARGE LOADED AGAINST YOU, YOU ARE HEREBY SUMMONED AND COMMANDED TO APPEAR FOR TRIAL IN THE DISTRICT COURT OF MARYLAND FOR (COUNTY) LOCATED AT (CITY/TOWNSHIP, MARYLAND)
- WHEN REQUIRED BY THE COURT (ON, AT)
- YOUR FAILURE TO OBEY THIS CITATION MAY RESULT IN THE ISSUANCE OF A WARRANT FOR YOUR ARREST.
- To request a foreign language interpreter or a reasonable accommodation under the Americans with Disabilities Act, please contact the court immediately.
- I sign my name as a result of a copy of this citation and not as an admission of guilt. I hereby submit to the jurisdiction of the Court.
- Defendant's Signature (Signature, Printed Name, Date, Agency, Sub-Agency, ID No.)
- DCCR-045 (Rev. 10/2015) Date Agency Sub-Agency ID No. COURT COPY

If your Police vehicle is equipped with an e-tix printer, you have access to the internet you can use the digital version in the field.

User name – leforms password – comm

1. Citation number on preprinted citation
2. Arrow pointing to preprinted number
3. Goes here on the digital version
4. Arrow showing where to the citation number goes on the digital version

Criminal Citation DCCR-045 Digital Version

The digital version of the Criminal Citation may be accessed through any computer that has internet access and an attached printer.

Go to MD Court Home page.

Click on Courts tab.

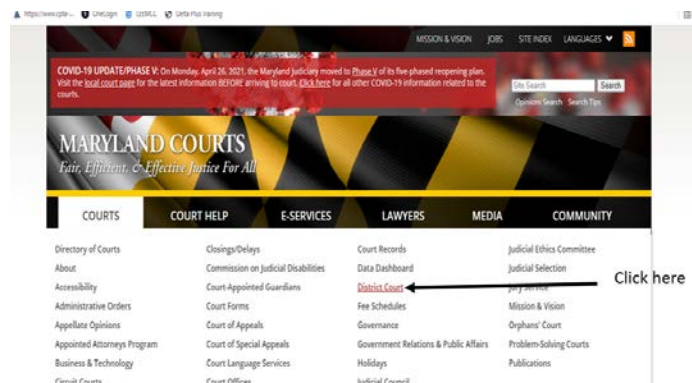
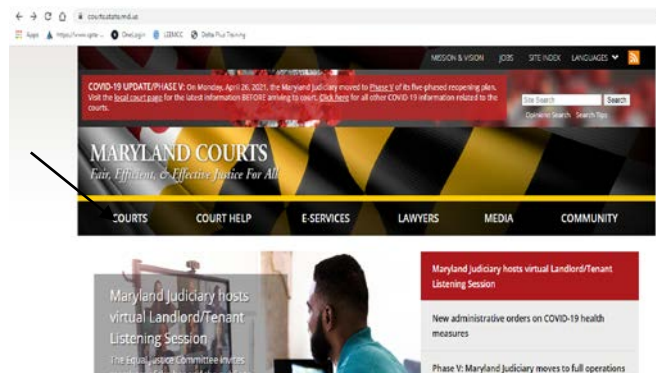
Locate District Court on the Drop down and Click on it.

On the left hand side locate the tab that reads Law enforcement.

Enter the user name and password.

Locate the DCCR 045 and click on it and a fillable pdf version will open.

Complete the criminal citation and print it out.



Slide 31

Slide 32

Image obtained from the District Court website

This slide shows the MD Judiciary website and where to click to enter the District Court Site.

Slide 33

Image obtained from the District Court website

This slide shows the MD Judiciary website and where to click to enter the District Court Site



1. Click here
2. Arrow pointing toward Law Enforcement
3. Pop up box for log in.

Slide 34

Image obtained from the District Court website

Each click reveals an image

1. Click here
2. Arrow pointing toward Law Enforcement
3. Pop up box for log in.

***** If your Police vehicle is equipped with an e-tix printer, you have access to the internet you can use the digital version in the field. User name – leforms password – comm

Criminal Citation DCCR-045 Digital Version

Application for Statement of Charges (DC-LK-001) (Chinese) (French) (Korean) (Russian) (Spanish)	Rev. 10/2020
Continuation Sheet (DC-CR-001A)	Rev. 10/2017
Confidential Supplement (CC-DC-CR-001S) (Chinese) (French) (Korean) (Russian) (Spanish)	Rev. 03/2021
Statement of Probable Cause (DC-CR-004)	Rev. 04/2002
Non - Criminal Charge Against Fugitive (DC-CR-030)	Rev. 08/2020
Fillable Uniform Criminal Citation (DC-CR-045) (Chinese) (French) (Korean) (Russian) (Spanish)	Rev. 12/2018
Instructions for using the fillable DC-CR-045	

Voiding A Criminal Citation

Slide 35

Slide 36

- Voiding Citations:
 - When a mistake is made requiring the officer to issue another citation, the citation with the mistake CANNOT be destroyed.
 - Write the word: “VOID” across the citation and submit same to your Central Records/Records Keeper per your Agency’s Policy.
 - Officers are again reminded to follow your Agency’s protocols when voiding a Criminal Citation.

Questions?

Review with the students and answer any questions the students may have.

Practical Exercises

From the information given on the slide, write a Criminal Citation.

Complete the citation as if you were issuing it in the field.

Complete a narrative on the rear of the State’s Attorney’s copy supporting the issuance of the citation.

Take notes as if you were on scene gathering information.

You will have several minutes to write down whatever information you may need from the slide to complete the citation.

Only use the information on the slide, Do not add any information about a person’s identity.

Practical Exercise #1



Complainant (Wal-Mart Asset Protection) (410) 555-2233 (W)

Slide 37

Clarify any questions for students.

Slide 38

NOTE: Instructor may choose to use only a few of the six practical exercises. It is suggested to use a minimum of 4.

Instructors may develop their own scenarios that reflect incidents that are more likely to be encountered in their jurisdiction

Slide 39



Suspect (443) 555-2221

- Theft from Wal-Mart at (location in your jurisdiction).
- Suspect stole 1 jacket from men's department worth \$75.00.
- Suspect has no prior theft cases.
- Suspect meets the criteria for a criminal citation.
- Date of Theft: **Today's Date**
- Time of Theft: **Time Right Now**
- Report #: **21-74XXXX(Your ID#)**
- Incident #: **21-001001**
- Report Time: **Time Right Now**
- District Court for your jurisdiction

Practical Exercise #2



Suspect (443) 555-2223

- Purchased cigarettes (1 pack of Marlboro & 1 pack of Newport) for a Minor (Stephanie Kane Smith DOB-09/12/2008).
- Occurred at (gas station or convenience store in your jurisdiction).
- You responded from a citizen's complaint.
- Date of Incident: **Today's Date**
- Time of Incident: **Time Right Now**
- Report #: **17-75XXXX(Your ID#)**
- Incident #: **17-001003**

Based on the information given the student should decide to issue a criminal citation and release the defendant in lieu of arrest.

Slide 40

Based on the information given the student should decide to issue a criminal citation and release the defendant in lieu of arrest.

- Report Time: **Time Right Now**
- DISTRICT COURT address of your jurisdiction

Practical Exercise #3



Suspect (410) 555-2233

- You are on patrol and observe aerial fireworks coming from the backyard of suspect's address.
- Date of Incident: **Today's Date**
- Time of Incident: **Time Right Now**
- Report #: **16-76XXXX (Your ID#)**
- Incident #: **16-001004**
- Report Time: **Time Right Now**
- DISTRICT COURT for your jurisdiction

Practical Exercise #4



Complainant (CVS Pharmacy Store manager) (410) 555-2233 (W)

Suspect

Emily Beth Hess

W/F D.O.B. 11-22-1983

5'07 120 lbs. Brn hair, Brn eyes

Address 200 Cockeysville Road

Cockeysville, MD 21030

Negative NCIC and Local

Cell # (443) 555-2221

Work #(410) 240-1464

Slide 41

Based on the information given the student should decide to issue a criminal citation and release the defendant in lieu of arrest.

Slide 42

Based on the information given the student should make the arrest because of the lack of identification

- Theft from CVS (location in your jurisdiction).
- Suspect stole \$50.00 worth of merchandise (Norelco Electric razor – \$25, baby formula – \$25).
- Suspect has no prior theft cases.
- Suspect does not have identification
- Date of Theft: **Today's Date**
- Time of Theft: **Time Right Now**
- Report #: **21-XXXXXX(Your ID#)**
Incident #: **21-XXXXXX**
- Report Time: **Time Right Now**
- District Court for your jurisdiction

Practical Exercise #5



Complainant (Kohl's Asset Protection) (410) 555-5600 (W)



Suspect (443) 555-2221

- Theft from Kohl's at (location in your jurisdiction).
- Suspect stole 1 Raven's jersey from men's department worth \$90.00.
- Suspect has 2 prior theft cases.
- Suspect meets the criteria for a criminal citation.
- Suspect refuses to sign the citation
- Date of Theft: **Today's Date**
- Time of Theft: **Time Right Now**
- Report #: **21-XXXXXX(Your ID#)**
Incident #: **21-XXXXXX**
- Report Time: **Time Right Now**
- District Court for your jurisdiction

Slide 43

Officer can write refused on citation, indicate in the report and PC that the defendant refused to sign and release.

Practical Exercise #6



Complainant (Best Buy Asset Protection) (410) 555-9016 (W)



Suspect (443) 555-2221

- Theft from Best Buy at (location in your jurisdiction).
- Suspect stole a Sony digital media player worth \$65.00.
- Suspect broke a 70 inch LED TV valued at \$1,500.00
- Suspect has 5 prior theft cases.
- Suspect is Negative NCIC and Local
- Date of Theft: Today's Date
- Time of Theft: Time Right Now
- Report #: 21-XXXXXX(Your ID#)
Incident #: 21-XXXXXX
- Report Time: Time Right Now
- District Court for your jurisdiction

Slide 44

Officer must decide whether an arrest should be or should not be made.

Officer should make the arrest because the property destroyed is valued at \$1,500.

III. EVALUATION/CLOSURE

Recruits

At the end of the review and discussion, provide the recruits 0.50 hours to prepare a Criminal Citation for Moot Court. Select several students to testify from their completed criminal citation. Recruits must complete a written exam.

Time: 1.0 hour

Note: The exam can be autonomous or given in conjunction with other materials from the In-Service curriculum.

In-service Officers

At the end of the review and discussion, Officers must complete a series of test questions.

The following are suggested questions for the written test. Agencies' may choose to make their own questions suitable to their needs.

Test Questions

1. **True or False** – A criminal citation can be issued for any misdemeanor.

False

2. **True or False** – A criminal citation can only be issued for misdemeanor crimes, Local Ordinances or County Codes that have a penalty of less than 90 days.

True

3. **True or False** – In order for a defendant to be released on a criminal citation the Officer must positively identify the person charged.

True

4. **True or False** – When issuing a citation in lieu of an arrest an Officer can still conduct a physical search of the defendant.

False

5. **Multiple Choice** – Which of the following crimes can be charged on a criminal citation?

- A. Assault 2nd Degree
- B. Destruction of Property under \$500.00
- C. Burglary 1st Degree
- D. Theft over \$1,500

C. Destruction of Property under \$500.00

6. **Multiple Choice** – Which of the below crimes cannot be charged on a criminal citation?

- A. Failure to comply with a peace order under 3-1508 of the Courts Article

The answers are repeated after the body of the question and highlighted in yellow

- B. Failure to comply with a protective order under 4-509 of the Family Law Article.
- C. Violation of an out-of-state domestic order under 4-508.1 of the Family Law Article.
- D. Abuse or neglect of an animal under [§ 10-604 of the Criminal Law Article](#)
- E. None of the above can be charged on a criminal citation.

E. None of the above can be charged on a criminal citation.

7. Multiple Choice – If a defendant refuses to sign the criminal citation the issuing Officer can?

- A. Make a physical arrest.
- B. Write refused on the signature line and indicate the refusal in the report and release.
- C. Call a supervisor to order the defendant to sign.
- D. Both A and B are options

D. Both A and B are options

8. True or False – When using the digital version of the criminal citation (DCCR 045) the Officer must write the tracking number from the preprinted citation on the top of the digital copy and draw a line through the preprinted citation.

True

9. Multiple Choice – The digital version of the Criminal citation is located on?

- A. Maryland State Police website
- B. MPTSC website
- C. District Court/Law Enforcement website
- D. None of the above

C. District Court/Law Enforcement website

10. True or False – To void a criminal citation that an Officer has made a mistake on the Officer must write VOID across the citation and forward it to their records' keeper.

True

END