

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Issuing a Citation		CHAPTER/SECTION NO.: 45.7	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b><u>**See Master File</u></b> <b>Sheriff</b>	
STANDARD NUMBER: 61.1.4			

## 45.7 Policy

- 45.7.1 When a deputy charges a motorist with a traffic violation, the deputy shall notify the violator of the specifics surrounding the issuance of the citation for the violation. The information shall include, but is not limited to:
- A. The date, time, and location of the violation.
  - B. The date, time, and location of the court appearance by the violator.
  - C. Whether or not a court appearance is mandatory.
  - D. Any other information pertinent to the issuance of the citation.
- 45.7.2 It is important that the deputy make a reasonable effort to explain the citation and the violator understands the explanation.