



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: *Issuance and Disposition of Tickets*

Number: *209-C*

Effective Date: *January 1, 2001*

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Rescinds: *005*

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January 1, 2001

*209 - Issuance and Disposition of Uniform
Traffic Tickets And Municipal Ordinance
Summons*

*209-A - Issuance and Disposition of Uniform
Traffic Tickets And Municipal Ordinance
Summons*

May 19, 2008

*209-B - Issuance and Disposition of Uniform
Traffic Tickets And Municipal Ordinance
Summons*

March 23, 2009

Approved By: _____

Approved By: _____

I. PURPOSE

To establish a departmental procedure for the issuance and disposition of the State Uniform Traffic Ticket, the Municipal Ordinance Summons, the Public Contact / Warning Ticket, and the Parking Ticket.

II. DEFINITIONS

- A. City Parking Ticket – A ticket authorized by the City of Myrtle Beach that may be issued for parking violations on city-owned property. All metered parking is under the control of a private company, so City Parking Tickets will not be issued for any meter violation.
- B. Clerk of Court - The Municipal Clerk of Court for the City of Myrtle Beach, South Carolina.
- C. E-Citation – An electronic version of a Uniform Traffic Ticket. The data from an E-Citation is electronically transferred to the SC Department of Motor Vehicles. The issuance of an E-Citation requires specialized equipment installed in selected police vehicles.

- D. Public Contact / Warning Ticket - a document issued by South Carolina law enforcement officers when they stop a vehicle for investigation or a violation but do not issue a citation or make an arrest. The officer must complete the form in accordance with South Carolina Code §56-5-6560 and include the violator's age, gender, and race or ethnicity.
- E. Ticket – For the purposes of this procedure, “Ticket” shall include Uniform Traffic Tickets, Uniform Municipal Ordinance Summons, Public Contact / Warning Tickets, and City Parking Tickets.
- F. Uniform Municipal Ordinance Summons - The non-custodial arrest summons ticket for citing municipal ordinance violations as prescribed in Section 56-7-80 of the S.C. Code of Laws as amended.
- G. Uniform Traffic Ticket - Form S-438 supplied by the Department of Highways and Public Transportation and used statewide as the authorized traffic ticket for all law enforcement officers.

III. PROCEDURE

A. TICKET BOOKS

- 1. The Records Section will be responsible for ordering, receiving, issuing, and accounting for all Tickets issued by the Department as prescribed by statute, State regulations, and City Code. The Records Section will maintain a log (journal or computer) documenting the receipt and assignment of the Ticket books by ticket numbers.
- 2. Ticket books may be re-issued if the assigned officer leaves the Department or changes assignment, but the change must be properly documented on the log.
- 3. When the ticket books are completed, the officer will sign out another ticket book from the Records Section. Any Support Services Supervisor may issue a new ticket book when the Records Section is closed.

B. ISSUING TICKETS

- 1. Officers will ensure that all tickets are issued in numerical order.
- 2. An E-Citation should be issued in lieu of a paper ticket when the officer has the equipment to do so.
- 3. Only one charge or offense will be written per ticket.
- 4. All applicable boxes will be completed legibly.

5. After issuing a ticket, officers will use one of the following disposition codes to clear the call:
 - i. "E" – Citation or Accident Report
 - ii. "IR" – Incident Report
 - iii. "P" – Parking Ticket
 - iv. If a Public Contact / Warning Ticket issued, advise Race, Sex, Age
 - a. Race: B – Black, H – Hispanic, O – Other, W – White
 - b. Sex: M – Male, F – Female
 - c. Age: 15 - 99

C. PROCESSING OF TICKETS

1. Officers will ensure all tickets are legible and will process all tickets before the end of the shift in which the ticket was written.
2. Tickets will be processed as follows:
 - i. Uniform Traffic Tickets.
 - a. The blue original will be served on the violator.
 - b. The officer will make a Xerox copy of the ticket for use in court.
 - c. The white copy will be forwarded to the Records Section for entry into RMS and the e-Citation system.
 - d. All remaining carbon copies of the ticket will be forwarded to the Clerk of Court.
 - ii. E-Citation
 - a. The original will be printed in the police vehicle and served on the violator.
 - b. The officer will print a copy from the printer in the police vehicle for their records.
 - c. The officer will send a copy to the printer in the Clerk of Court's Office.
 - iii. Uniform City Ordinance Summons
 - a. The white copy will be served on the violator.
 - b. The officer will keep the pink copy for use in court.
 - c. The yellow copy will be forwarded to the Clerk of Court.
 - d. The gold copy will be forwarded to Records for entry into RMS.
 - iv. Public Contact / Warning Ticket

- a. The original will be served on the person who was stopped.
- b. The remaining copy will be forwarded to the Records Section.

v. City Parking Ticket

- a. The envelope portion of the ticket will be attached to the vehicle or served on the violator, if present.
- b. The remaining copy will be forwarded to the Clerk of Court.

D. TICKET BOOK SECURITY AND CONTROL

1. The Records Section is responsible for all unassigned Ticket Books. They will be stored in a secure area inside the Records Section Office.
2. Once assigned, Officers are responsible for the security and control of their respective ticket books at all times.
3. The officer assigned the ticket book is responsible for the entire book and contents while under their control. Any loss of the book or contents must be reported immediately to the officer's supervisor, chain of command and Records Section. The appropriate loss reports and affidavit must be completed.
4. Due to workload demands, officers must work with Clerk of Court employees to ensure prompt completion of this process.

E. INTERNAL AUDIT OF TICKETS/SUMMONS

The Support Services Captain will oversee an ongoing internal audit of all Tickets to ensure accountability.

F. VOIDING TICKETS

1. Only Tickets that have not been delivered or served upon the defendant may be voided.
2. As soon as practical after making the decision to void a Ticket, the officer will meet with their immediate supervisor and explain the void.
3. The officer shall mark the Ticket with the word VOID in an obvious location on the form and ensure that all copies are marked. The reason for voiding the Ticket should be written on the Ticket (all copies) and the supervisor will initial and date all copies.

4. All copies of the voided Ticket must be submitted to the Records Section by the end of shift. Records personnel will process in accordance with State Law.