

Atascadero Police Department  
Standard Operating Procedure  
Written Declaration - Traffic Court  
SOP #15

<b>Date Issued</b> April 1, 2013	<b>Date Effective</b> April 1, 2013	<b>Date Last Revised</b> April 1, 2013	<b>Due for Review</b> April 1, 2014	<b>Revision</b> No. 1	<b>Page 1</b> of 3
-------------------------------------	--	---	--	--------------------------	-----------------------

Statement of Purpose:

This procedure outlines the protocol on how to complete a written declaration for traffic court requests for use by all department personnel.

Lexipol Policy:

None associated.

Procedure:

- A written declaration request is received and logged in the subpoena book by dispatch. The due date for the declaration shall be the date entered as the appearance date in the log.
- The officer is served the written declaration with signature and date received in the same manner subpoenas are received and signed for.
- The officer completes the court prepared form, checking the appropriate boxes, etc.
- In the narrative portion of the written declaration, the officer will write "See attached."
- Officers can access the "T" drive on the computer and open the "APD Forms" folder, next open the "Written Declaration" form.
- Officer completes the form, including all pertinent information including the citation #, date of citation, officer's name, and a narrative.
- Officer submits the written declaration in the same manner as a crime report submitted for supervisor approval.
- The supervisor will submit the approved written declaration to dispatch.
- Dispatch processes the written declaration and sends it to the court.
- A copy of the written declaration will be attached to the copy of the original citation in the same manner a notice of correction is attached.

This Standard Operating Procedure was approved and distributed for training by:



---

Joe Allen  
Commander



---

Jerel Haley,  
Chief of Police

Attachments: (1)