

Writing Citations

Facilitator Guide

Session Overview

Introduction & Learning Objectives	05m
GROUP EXERCISE – Create a Traffic Scenario (5/20)	25m
Break	05m
GROUP EXERCISE – Complete 5 Citations (5/85)	1hr30m
Break	05m
Discussion – Questions about the Citations	25m
Lecture – Presenting NOI & Closing the Contact	15m
End of Session / Break	10m

Learning Objectives:

- Demonstrate how to properly fill out an NOI and Criminal Citation
- Recognize which document (NOI or CC) is appropriate for a specific offense/violation

Total Session Time: 3 hours

Main Topics of Session:

- *Proper Completion of NOI's and Criminal Citations*
- *Presentation of the Citation*
- *Closing the Contact with a Violator*

Facilitators Needed: 1 (TR)

Location: Classroom

Materials Needed:

- *BLANK Criminal Citations*
- *BLANK NOI's [Notice of Infraction]*
- *NOI Book [Notice of Infraction & Criminal Complaint Citation]*

Student's Should Already Have:

- *Pocket Press Books*
[THUMB DRIVE]
- *HANDOUT - Criminal Citation Example*
- *HANDOUT - NOI Example*
- *HANDOUT - Citation Writing Narrative Topics*
- *BLEA Bail Schedule – M04/S01*



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GROUP EXERCISE - Create a Traffic Scenario

Time: 25 min (5 prep / 20 work)

- Materials:
- Paper & Writing Utensils
 - Copy machine

Instructions: Your group will work together to write out the details of a legal reason to stop a violator. Your scenario must have at least 1 RCW violation, and no more than 3 violations. We will use these written scenarios during the course of today's class.

Your scenario should include enough information so that a law enforcement officer could recognize the violations, look up the appropriate RCW, and complete a citation for the violation.

Your written scenario must be legible (handwritten or typed) so that copies can be made for your classmates.

Your scenario must be appropriate.

NTF: At the end of this group exercise, you should have 5 different written scenarios to work with. Assist the recruits in making copies so that each squad will have one copy of each scenario.



STUDY

STUDY MATERIAL - HANDOUT - Criminal Citation Example [THUMB DRIVE]

- HANDOUT - NOI Example [THUMB DRIVE]

- HANDOUT - Citation Writing Narrative Topics [THUMB DRIVE]

Instructions: These handouts are in your Module 4 Study Guide. You may use them as examples for the next exercise.



BREAK



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GROUP EXERCISE - Complete 5 Citations

Time: 1 hour 30 min (5 prep / 85 work)

- Materials:
- NOI Book [Notice of Infraction & Criminal Complaint Citation]
 - BLANK Criminal Citations
 - BLANK NOI's [Notice of Infraction]
 - *Copies of written scenarios from last exercise*

Instructions: Use the written scenarios from the last exercise and complete the appropriate citations for them. There should be at least one citation for each of the five scenarios.

Each individual recruit in your group will complete five citations for themselves. The group should work together as a team to decide how to properly complete the citation for each written scenario - but the actual completion of citations is to be an individual exercise.

You may use whatever resources you have available, including the instruction booklet.

NTF: Move from group to group ensuring that they are working together, but each completing the paperwork for themselves.

After this exercise, in the final hour of this session, there are 25 minutes designated for discussion of questions and key points.



BREAK



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NOTE TO FACILITATOR

Lead a 25-minute discussion on any questions or issues the students have about completing citations. Use the Elmo projector to show students examples of the citations as you answer their questions.

Lead a 15-minute lecture on how to present the citation and close the contact.

See file: [FG Supplemental - Writing Citations](#)



BREAK/END OF SESSION

