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]

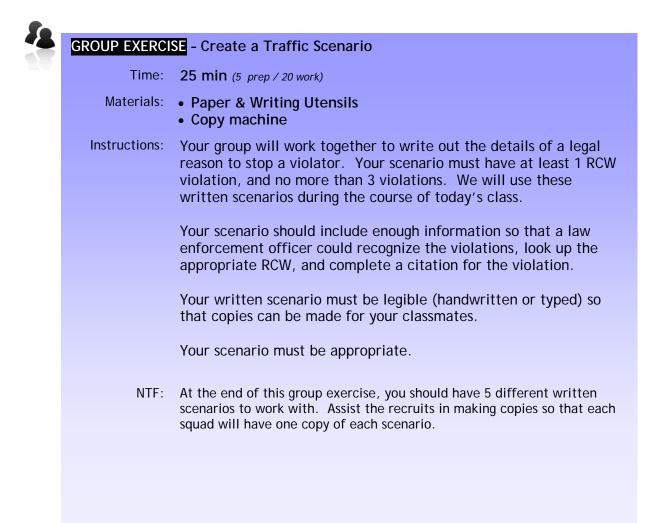
Student's Should Already Have:

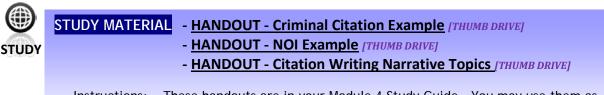
• Pocket Press Books

[THUMB DRIVE]

- HANDOUT Criminal Citation Example
- HANDOUT NOI Example
- HANDOUT Citation Writing Narrative Topics
- BLEA Bail Schedule M04/S01







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





MOD 04 / SES 07 Writing Citations **Facilitator Guide**

3



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





NOTE TO FACILITATOR

Lead a <u>25-minute</u> 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 <u>15-minute</u> lecture on how to present the citation and close the contact.

See file: FG Supplemental - Writing Citations



BREAK/END OF SESSION

