

#### 4.58.5 State of Maryland, Maryland Transit Administration Citation

4.58.5.1 This book will be used to enforce violations of Transportation Article 7-705 in or on Transit Facilities, Trains, Buses, Stations, etc. These are Criminal Citations and are used in lieu of arrest.

4.58.5.2 The following general guidelines will be used when issuing the State of Maryland, Maryland Transit Administration Citation. Specific guidelines and procedures for issuance of these citations for Light Rail Fare Enforcement are covered under the Patrol Division section of this article. The officer will:

4.58.5.2.1 Request valid proof of identification. Specifically, some type of photo identification card.

4.58.5.2.2 If the customer cannot provide valid photo identification, the officer will request two other valid proofs of identification, i. e. employee photo ID, voter registration card, or social security card.

4.58.5.2.3 Warrant checks will be conducted on all individuals before the citation is completed.

4.58.5.2.4 If the officer is satisfied with the identification that has been presented, the officer will then cite the customer for the violation and have him/her alight the system.

4.58.5.2.5 If the customer cannot provide any type of identification, the officer may at their discretion arrest and cite the customer for the violation. For fare violations on the Light Rail, all other means of resolving collection of the fare or identifying the customer must have been exhausted.

4.58.5.3 This summons consists of four (4) copies. When writing this citation officers must use a black ball point pen and print all information legibly, with enough pressure so that the information goes through to all copies. Distribution of this citation is as follows:

4.58.5.3.1 White Copy-This is the Court Copy and will be submitted to the shift supervisor at the end of the officer's shift. The shift supervisor will review the citation for legibility and accuracy and forward this copy to the Administrative Division.

4.58.5.3.2 Blue Copy-This is the Defendant's copy and will be given to the defendant. It contains an explanation of the defendant's legal rights, court and payment information on the back.

4.58.5.3.3 Yellow Copy-This is the Headquarters Copy and will be submitted along with the White Copy to the shift supervisor at the end of the officer's shift. The shift supervisor will review the citation for legibility and accuracy and forward this copy to the Administrative Division for filing.

4.58.5.4 Pink Copy-This is the Officer's Copy and will be retain by the officer for at least three (3) years for court purposes