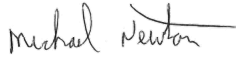


MEMO

Date: 03/21/2024

To: All Sworn Officers

From: Michael Newton 
Associate Vice President of Public Safety/Chief of Police

Subject: New Requirement: Issuance of Written Warnings on Traffic Stops

I am writing to inform you of a new requirement that has been implemented regarding the issuance of written warnings during traffic stops. Effective immediately, it is mandatory for all officers to, at a minimum, issue a written warning to drivers following every traffic stop. This is a minimum requirement, and officers have the discretion on issuance of a University Citation or State Citation.

This requirement has been put in place to ensure consistency, fairness, and transparency in our enforcement practices. By providing drivers with a written warning, we not only document the interaction but also emphasize the importance of accountability and education in our role as law enforcement officers.

Issuing a written warning serves several purposes:

- **Documentation:** It provides an official record of the traffic stop, ensuring that both officers and drivers have a clear understanding of the interaction.
- **Transparency:** It promotes transparency in our enforcement efforts by clearly outlining the reasons for the stop and any actions taken.
- **Accountability:** It holds both officers and drivers accountable for their actions and promotes trust between law enforcement and the community.

This requirement applies to all traffic stops conducted by our department, regardless of the nature or severity of the violation. If a written warning is not issued on a traffic stop, a report will need to be completed detailing why one was not issued. Failure to comply with this requirement may result in disciplinary action.

Thank you for your attention to this matter and your continued dedication to serving our community with integrity and professionalism.