5-05/030.35 - Notification of Complaint Filed

The traffic supervisor may prepare a notice of violation or seek a complaint as the result of a traffic collision investigation. Whenever a notice of violation is issued or a complaint is sought, a Notification of Complaint Filed (SH-CR-383) form shall be completed and mailed to the violator. The Notification of Complaint Filed form shall include the charge(s) filed and the date, time, and location of the court. The violator's copy of the citation, if issued, shall also be mailed to the violator.

A copy of the notification of complaint filed, a copy of the collision report and, if issued, the original (white) copy of the citation shall be delivered to the appropriate court of jurisdiction.

The notification of complaint filed shall be considered a supplemental report and distributed as follows:

- Records and Identification Bureau; and
- Station/unit file.

The notification of complaint filed may be omitted if it is the procedure of the court of jurisdiction to notify the defendant by mail.