



# Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**Policy #** 114D

**Effective Date** 02/06/2025

**Policy Name** Citation and Intake Processes

**Approved Date** 02/06/2025

**Approved by** Dennis Larsen, Chief of Police

**Previous Date** 05/30/2024

## PURPOSE OF CHANGE:

Update reporting procedures.

## POLICY:

When an officer encounters a violator there are several processes of which that officer must be aware and follow. Failure to properly follow procedures could result in delays in prosecution or the case against the violator being declined or dismissed. The officer must properly discern whether the violation is a municipal violation requiring citation or arrest, or if the violation is a state, tribal, or federal offense requiring arrest.

The procedures lined out are for adult offenders, for juvenile offenders refer to policy 114C *Juvenile Violators*.

**SUMMARY:** Issuing citations or arresting procedures.

**APPLIES TO:** All police personnel.

## DEFINITIONS:

### MUNICIPAL CITATIONS:

1. When appropriate, officers will prescribe the preset fines, or book citations to court for violations of the Revised Ordinances of the City of Tulsa listed in Title 37, *Tulsa Revised Traffic Code* or Title 27, *Penal Code*. Preset fine schedules can be located within the ordinance book and on the Intranet.
2. Schedule adult book-to-court citations at 0830 hours, Monday through Friday, 30 calendar days (excluding City of Tulsa holidays) from the date the citation was issued.
3. Set the court division according to the last digit of the citation number;
  - a. 1-3, Division I.
  - b. 4-6, Division II.
  - c. 7-0, Division III.
4. Schedule court for preset-fine citations 30 calendar days from the date the citation was issued. Use CH for court division designator and 0800-0930 hours for court time.
5. If officers receive feedback from a violator that they would have a hard time making court during daylight hours, then officers can refer them to seek night court options. Officers can advise the violator to call (918) 596-1625 or email [courtclerk@cityoftulsa.org](mailto:courtclerk@cityoftulsa.org) to get alternative options for court appearances.
6. Schedule parking citations the same as other preset fines, except the schedule for court time is 0800-1700 hours.

Officers writing parking citations may utilize TPD 4653, yellow parking citations. These citations have the fines and increased late fee listed, along with a payment envelope. Vehicle Identification Numbers (VIN) are necessary for holds to be placed on vehicles for non-payment of parking fines.

7. Schedule juvenile curfew citations for Wednesday at 1600 hours, (excluding City of Tulsa holidays) at least 30 calendar days from the date the citation was issued. Schedule juvenile book-to-court traffic citations for Wednesday at 1600 hours, (excluding City of Tulsa holidays) 30 calendar days from the date the citation was issued. Use JDMC as the court division designator for juvenile citations.
8. An Incident Report shall be completed for all non-traffic citations.
9. For all Municipal weapons offenses, including cited persons, confiscate the weapon and turn it in to the Property Room as evidence.
10. State law requires officers to immediately release Tulsa residents and nonresidents if they acknowledge receipt of a citation with their signature.

### **MUNICIPAL MISDEMEANOR ARRESTS:**

1. Violators committing a citable offense do not need to be released if it reasonably appears to the officer that the violator may cause injury to self or others, damage to property, will not appear in response to the citation, or is arrested for an offense against a person or property. When an arrest is made instead of issuing a citation, the basis for the arrest shall be documented in the *Arrest and Booking Data Sheet* or in the *Incident Report*.
2. All adult municipal misdemeanor arrests will be booked through the Tulsa Municipal Court using the Revised Ordinances of the City of Tulsa listed in Title 37, *Tulsa Revised Traffic Code* or Title 27, *Penal Code* with the following exceptions:
  - a. If there is not an applicable municipal ordinance for the offense.
  - b. If the suspect has both felony and misdemeanor charges pending.
  - c. If the suspect is arrested for DUI and has a prior arrest for DUI/DWI/APC. (Policy 110A)
  - d. If an officer makes a warrantless arrest for domestic violence. (Policy 120A)
3. When arresting adults for municipal misdemeanor charges follow Policy 142, *City of Tulsa Municipal Jail*.

### **STATE MISDEMEANOR ARRESTS:**

1. When making an arrest on all state misdemeanor charges (except DUI/DWI/APC) it is the arresting officer's responsibility to complete and deliver an intake packet to the corresponding District Attorney's Office (given jurisdiction), Records Section, and TPD DA Liaison.
2. The packet will include at minimum an *Incident Report* and *Arrest and Booking Data Sheet* (with docket number). The packet may also include witness statements, property receipts, and other necessary report forms. The intake process is required on all Domestic Violence and Violation of Protective Order arrests, whether felony or misdemeanor.
3. After the reports have been approved by a supervisor, the officer completing the intake will follow the below procedures:

If sending the intake directly from the MFD located at each division, the file name needs to be changed to make the intake searchable. Sending the intake directly from the MFD will automatically encrypt the intake when going outside the City of Tulsa network as well as send it to both [tpdintake@cityoftulsa.org](mailto:tpdintake@cityoftulsa.org) and [tulsadaintake@tulsacounty.org](mailto:tulsadaintake@tulsacounty.org)

a. Directions for changing the file name on the MFD:

- 1) From the home screen, select “Scan.”
- 2) Then select “EMAIL.”
- 3) Then select “DA Intake.”
- 4) Then select “Detail” located in the lower left corner of the screen.
- 5) Select the clock icon and then “File Name.”
- 6) Clear the file field and type the suspect’s name and corresponding T.R.A.C.I.S. number.
- 7) Select “OK” and “OK” again.
- 8) Press the physical green scan button or the “Send” button on the screen.

b. Sending Intake via laptop computer:

- 1) Scan the intake to your email address.
- 2) Save the intake to your laptop computer.
- 3) In the subject line of the email type “Encrypt” and then the suspect’s name and corresponding T.R.A.C.I.S. number.
- 4) Email the intake to BOTH [tpdintake@cityoftulsa.org](mailto:tpdintake@cityoftulsa.org) and [tulsadaintake@tulsacounty.org](mailto:tulsadaintake@tulsacounty.org)

This process will make the approved intakes available to the Records Section, Tulsa County District Attorney’s Office, and the Tulsa Police DA Liaison Officer.

4. If a DUI/DWI/APC arrest is made, whether felony or misdemeanor, complete the *Arrest and Booking Data Sheet*, *Officer’s Affidavit*, and *DUI Cover Sheet* and turn it in at booking. The booking and Records Section staff will complete the remainder of the packet and deliver it to the DA Liaison.
5. If there are other victimless misdemeanor charges in combination with the DUI/DWI/APC, i.e., traffic, resisting arrest, these charges may be filed without an *Incident Report* unless there are lay witnesses. All elements of the crime must be detailed in the narrative on the *Arrest and Booking Data Sheet*. If there are lay witnesses to the crime, an *Incident Report* listing those witnesses must be prepared. If the *Arrest and Booking Data Sheet* is the only document for the arrest, then it does not have to be emailed.

## FELONY INTAKE PROCESS

1. When making an arrest on all state felony charges (except DUI/DWI/APC) it is the arresting officer’s responsibility to complete and deliver an intake packet to the District Attorney’s Office, Records Section and TPD DA Liaison.
2. The packet will include at a minimum an *Incident Report*, *Arrest and Booking Data Sheet* (with docket number) and the *Detective Felony Intake Checklist*. The packet may also include witness statements, property receipts, and other necessary report forms. This shall be done regardless of whether or not the suspect has been interviewed by a detective.
3. After the reports have been approved by a supervisor, the officer completing the intake will follow the below procedures:

If sending the intake directly from the MFD located at each division, the file name needs to be changed to make the intake searchable. Sending the intake directly from the MFD will automatically encrypt the intake when going outside the City of Tulsa network as well as send it to both [tpdintake@cityoftulsa.org](mailto:tpdintake@cityoftulsa.org) and [tulsadaintake@tulsacounty.org](mailto:tulsadaintake@tulsacounty.org).

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- 1) From the home screen, select “Scan.”
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- 5) Select the clock icon and then “File Name.”
- 6) Clear the file field and type the suspect’s name and corresponding T.R.A.C.I.S. number.
- 7) Select “OK” and “OK” again.
- 8) Press the physical green scan button or the “Send” button on the screen.

b. Sending Intake via laptop computer:

- 1) Scan the intake to your email address.
- 2) Save the intake to your laptop computer.
- 3) In the subject line of the email type “Encrypt” and then the suspect’s name and corresponding T.R.A.C.I.S. number.
- 4) Email the intake to BOTH [tpdintake@cityoftulsa.org](mailto:tpdintake@cityoftulsa.org) and [tulsadaintake@tulsacounty.org](mailto:tulsadaintake@tulsacounty.org)

This process will make the approved intakes available to the Records Section, Tulsa County District Attorney’s Office, and the Tulsa Police DA Liaison Officer.

4. Persons arrested for open felony charges shall be taken to the Detective Division for intake prior to being taken to any jail (e.g., David L. Moss Criminal Justice Center, the Osage County Jail, or the Wagoner County Jail).
5. The only exceptions are arrests for DUI/APC, any offense in which the suspect is listed as the victim, and Grand Larceny from Retailer (GLFR) offenses. An intake is required on GLFR cases where the suspect is arrested after a former conviction of a felony (AFCF).
6. During Regular business hours, officers shall contact an on-duty detective in the unit dealing with the crime for which the suspect was arrested (e.g., Burglary Unit). After normal business hours, officers shall call dispatch to contact the appropriate on-call detective.
7. If a suspect is arrested on warranted felony charges, officers should check to see if there are instructions left by a detective to be contacted. This can be done by checking the suspect on the Tulsa Police Records Management System or having the Record Section look up the suspect. Officers are reminded that an officer or detective should always attempt to question a felony suspect in custody regarding any information they may have on the warranted criminal action for which they have been arrested or any other crimes for which they may have knowledge.
8. Officers should consult policy and with their supervisors for procedural questions on a felony investigation before seeking assistance from detectives. Officers shall seek the assistance of detectives when completing an intake for arrests as required by this policy.

## OUT OF CUSTODY AFFIDAVITS:

1. In the event an officer is notified that an out of custody affidavit is needed, the officer will complete the out of custody affidavit and have it turned in within 10 working days from the original notice. There may occasionally be circumstances that require a faster turnaround time. When these circumstances present themselves, officers will be notified of the date the out of custody affidavit is needed by the prosecutor’s office.

## REGULATIONS: None

## REFERENCES:

110A, *DUI, DWI, APC Arrests*  
114C, *Juvenile Violators*  
120A, *Domestic Violence*  
142, *City of Tulsa Municipal Jail*