

## **ARTICLE 86-100: TRAFFIC VIOLATIONS BUREAU**

### **Section 86-101. Created**

(a) The judge or judges of the Town Court shall establish a traffic violations bureau to assist the Court with the clerical work of traffic cases.

The bureau shall be in the charge of such person and shall be open at such hours as the judge or judges of the Town Court may designate.

(b) The judges of the Town Court shall designate the specified offenses under the traffic ordinances and local laws of this Town and the State traffic laws in respect to which payments of fines may be accepted by the traffic violations bureau in satisfaction thereof, and shall specify by suitable schedules the amount of such fines for first, second, and subsequent offenses, provided that such fines are within the limits declared by law or ordinance, and shall further specify what number of such offenses shall require appearance before the magistrate.

### **Section 86-105. When Person Charged May Elect to Appear at Bureau or in Court**

(a) Any person charged with an offense for which payment of a fine may be made to the traffic violations bureau shall have the option of paying such fine within the time specified in the notice of arrest at the traffic violations bureau upon entering a plea of guilty and upon waiving appearance in court, or may have the option of depositing required lawful bail and upon a plea of not guilty shall be entitled to a trial as authorized by law.

(b) The payment of a fine to the bureau shall be deemed an acknowledgement of conviction of the alleged offense, and the bureau upon accepting the prescribed fine shall issue a receipt to the violator acknowledging payment thereof.

### **Section 86-110. Duties**

The following duties are hereby imposed upon the traffic violations bureau in reference to offenses over which it has jurisdiction:

(a) It shall accept designated fines, issue receipts, A represent in court such violators as are permitted and desire to plead guilty, waive court appearance, and give power of attorney.

(b) It shall receive and issue receipts for cash bail from the persons who must or wish to be heard in court, enter the time of their appearance on the court docket, and notify the arresting officer and witnesses, if any, to be present.

(c) It shall keep an easily accessible record of all violations of which each person has been guilty during the preceding twelve (12) months, whether such guilt was established in court or in the traffic violations bureau.

### **Section 86-115. Records**

The traffic violations bureau shall keep records and submit summarized monthly reports to the judge or judges of the Town Court of all notices issued and arrests made for violations of the traffic laws and ordinances in this Town and of all the fines collected by the traffic violations bureau or the court, and of the final disposition or present status of every case of violation of the provisions of such laws and ordinances. Such records shall be maintained as to show all types of violations and the totals of each, and shall be public records.

**Section 86-120. Procedure Generally**

The traffic violations bureau shall follow such procedure as may be prescribed by the Traffic Ordinance of this Town or as may be required by any laws of this State.

ADOPTED 8/22/81