

## TRAFFIC CITATION REBUTTAL FACT SHEET

1. **Request Procedures.** Violator's must notify the 375 SFS/S5R, Reports and Analysis Section in person, of their intent to rebut their traffic citation within 5-duty days. 375 SFS/S5R is located at 832 South Drive, Bldg. 755, Scott AFB, IL 62225. Please see the below applicable citation types for specific instructions.

### a. US District Court Violation Notice (USDCV Notices)

i. This type of citation is automatically forwarded to Central Violation Bureau (CVB). USDCV Notices can only be disputed through the federal court system. The instructions to dispute the citation through the court is as follows:

(1) You must appear at the time, date, and place shown on the front of your ticket. If **no date is shown**, you'll receive a "Notice to Appear" by mail from CVB approximately four weeks prior to the scheduled court date of when to appear. If you haven't received this notice within 60 days, call CVB at 1-800-827-2982.

(2) If you appear before the court and plead guilty, or are convicted after trial, the court may impose any penalty the law authorizes, not limited to the amount due shown on the violation notice, and will add a special assessment of \$5, \$10, or \$25 for each offense.

### b. DD FM 1408, Armed Forces Traffic Ticket

i. Upon arrival at 375 SFS/S5R, violators seeking to rebut the citation will be requested to accomplish the Traffic Citation Rebuttal worksheet to start the rebuttal process. When the worksheet is filled in, it will be considered Controlled Unclassified Information (CUI).

ii. Violators must deliver to the 375 SFS/S5R, Reports and Analysis Section, a written statement **within 14-days from the date of the offense** detailing the circumstances surrounding the issuance of the citation and why they believe the violation should be dismissed. The rebuttal memorandum/statement is to be directed to commander, 375th Mission Support Group (375 MSG/CC).

(2) Violator's that are *base affiliated* (military member, dependent, civilian employee, or contractor) their assigned unit commander/director must endorse the statement and provide comments in support of the violator's guilt or innocence. The member's unit commander/director or First Sergeant must forward the memorandum to the Security Forces, Reports and Analysis Section (S5R). The purpose of endorsement is to ensure command-level involvement.

(3) For *non-base affiliated personnel*, an endorsement is not required.

iii. If the statement is not received by the due date, 375 SFS/S5R will forward a Notice of Late Suspense memorandum to violator and applicable Unit Commander, which can be electronic, providing an additional 7-day suspense. If the additional suspense is not met, 375 SFS/S5R will send a Notice of Second Late Suspense memorandum to the violator and Unit Commander, with a courtesy copy to the group commander. Suspense extensions can be granted by 375 SFS/CC on a case-by-case basis.

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**2. Rebuttal Package Process.** Once 375 SFS/S5R is provided the statement, they will compile it with any investigative evidence and documented facts. The rebuttal package will then be forwarded to the 375 SFS/CC for their annotation and recommendation.

a. The 375 SFS/CC will only be determining if the traffic citation was issued in error. In the event the citation was found to be issued in error the process will end there and the citation will be voided. If the citation is determined not to be in error, the rebuttal package will be forwarded to the rebuttal authority (375 MSG/CC) for final decision.

b. Once the rebuttal authority has made a final decision, S5R will notify the violator in writing of the outcome.

**3. Additional Information.** If you have any question, please contact the 375th Security Forces Squadron, Reports and Analysis Section at (618) 256-6126/5404/8965.