

## **orfolk Naval Ship Yard**

### **Traffic Court Information**

#### **Location**

Building 1618 – Room 116

#### **Traffic Administration Contact Information**

Phone: (757) 396-9405 or (757) 396-1698

DSN: 386-9405 or 386-1698

Fax: (757) 396-2022

Fax DSN: 386-2022

E-mail: NNSY\_Traffic\_Disputes@navy.mil

#### **Hours of Operation**

Monday – Friday

8:30 a.m. – 12:00 p.m and 1:00 p.m. – 3:30 p.m.

#### **Mailing Address**

NNSY Police Precinct

500 Mahoney St, BLDG 1618

Portsmouth, VA 23709

Base instruction for motor vehicle and traffic management and vehicle registration.

Reference: NAVSHIPYDINST 5560.21A

The Traffic Administrator is responsible for receiving and processing all citations issued aboard NNSY.

#### **Citations**

The NNSY NSF Security Department actively enforces all traffic regulations on Federal property.

Citations issued aboard NNSY are the DD Form 1408, Armed Forces Traffic Citation and DD Form 1805, United States District Court Violation Notice.

1. The **DD Form 1408** is a citation issued primarily to military, civilians, contractors, and visiting members for minor infractions on NNSY. The DD Form 1408 applies to on-base offenses and affects only on-base driving privileges. On-base driving privileges are managed using a point system. Offenses carry a corresponding point value, depending on the severity of the offense. Driving privileges will be suspended for persons accruing 12 or more points within a year and/or 18 or more points within 2 years. Offenses are divided into two categories, optional and mandatory court appearances. Military members E5 and below **MUST** bring a command representative E7 or above.
  - a. A person issued a DD Form 1408 has the right to dispute their citation by contacting the Traffic Court Clerk within 10 days, from the date of issuance. Information on disputing the citation is documented on the back of the pink copy.
  - b. A person issued a DD Form 1408 for infractions requiring a mandatory court appearance must contact the Traffic Court Clerk for a court date.
    - i. Failure to appear for a mandatory appearance violation will result in a minimum 6-month suspension of base driving privileges.
  - c. Suspension of Driving Privileges as a result of a DD Form 1408 infraction affects only driving privileges on military installations. Local military installations share suspended driver information.
    - i. Persons found operating a vehicle on an installation while their base driving privileges are suspended will receive an additional two year suspension.
    - ii. Suspension of driving privileges may be appealed. For assistance with the appeal process, contact the Traffic Court Clerk.
  - d. Traffic Court is scheduled for the third Thursday of each month at Bldg. 1618, in Room 116. Traffic Court is an official appointment and wear of the uniform by military personnel is required. Those scheduled for Traffic Court must bring their identification (or base access credentials), driver's license, and supporting documentation of dispute (pictures are not authorized).
    - i. Send dispute requests to the Traffic Court Clerk at [NNSY\\_TRAFFIC\\_DISPUTES@NAVY.MIL](mailto:NNSY_TRAFFIC_DISPUTES@NAVY.MIL).
2. The **DD Form 1805** is a pleading that initiates a criminal case in the United States District Court which includes the Magistrate's Court where citations are adjudicated. Federal citations are issued for offenses occurring in areas where the federal government has jurisdiction over the person of offense committed.
  - a. The charges applied to subjects/suspects/defendants are adopted from the state and or city, via 18 USC 13 (Assimilated Crimes Act). NNSY Police can federally charge individuals with that which is not included in the Unit States Code or Code of Federal Regulations).
  - b. The DD Form 1805 is issued to anyone who has committed a crime onboard NNSY, minor or not.
    - i. Court appearance is **mandatory**, unless otherwise instructed by the SAUSA, the courts, or both.
  - c. The DD Form 1805 is physically issued and/or served by NNSY Police, within jurisdiction.
  - d. Fines are decided by the courts with the measures set forth by the United States Government, specifically the Department of Justice.

- i. The prescribed processing fee, which is indicated on the DD Form 1805, is \$30.00. NNSY Police does not issue a DD Form 1805 with the premise of imposing a fine without a court appearance.
  - ii. If the suspect/subject/ defendant wish to contest any charges, they will be afforded their due process in court.
- e. Failure to appear for Magistrate Court may result in suspension/revocation of State Driver's License and a bench warrant issued for arrest of the suspect/subject/defendant.
- f. The DD Form 1805 is controlled by the U.S. District Courts; in the case of NNSY, the "Eastern District of Virginia."