

*declare under the penalties of perjury that the statements above are true to the best of my information, knowledge and belief."*

- c. An authorized Township official who witnesses a person violate an ordinance, a violation of which is a municipal civil infraction, shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation, except as provided in Sections (4) through (10).
- d. An authorized Township official may issue a citation to a person if:
  - 1. Based upon investigation, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
  - 2. Based upon investigation of a complaint by someone who allegedly witnessed the person violate an ordinance, a violation of which is a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction and if the Township Attorney approves in writing the issuance of the citation.
- e. Municipal civil infraction citations shall be served by an authorized Township official as follows:
  - 1. Except as provided by Subsection (e)(2) of this section, an authorized Township official shall personally serve a copy of the citation upon the alleged violator
  - 2. If the municipal civil infraction action involves the use or occupancy of land, or a building or other structure, a copy of the citation need not be personally served upon the alleged violator, but may be served upon an owner or occupant of the land, building or structure by posting the copy of the citation on the land or attaching the copy to the building or structure. In addition, a copy of the citation shall be sent by first-class mail to the owner of the land, building or structure at the owner's last known address. A citation served under this subsection shall be processed in the same manner as a citation served personally upon an alleged violator, pursuant to Sections (12)(c) and (12)(d).
- 13. **Failure to Appear; Penalty.** The failure of a person served with a municipal civil infraction citation, as provided in Section (12)(e), who fails to appear