

Ministry of Transport – Department for Road Safety Operations

Date: 03.07.2002

Subject: Standard Operating Procedures for Local Traffic Fine Management

This memorandum serves to reaffirm the existing framework for the management of road traffic violations at the local and regional levels. All operational units are instructed to continue adherence to the current decentralized protocol for the registration, processing, and enforcement of traffic fines.

1. Local Authority Responsibilities

Fines issued as a result of traffic violations (e.g., speeding, illegal parking, non-compliance with traffic signals) are to be recorded and enforced by the municipal police departments. The relevant documentation must be entered manually into the local enforcement registry. Violators must be notified by post within ten (10) business days of the infraction.

2. Manual Data Retention

Each local unit is required to retain paper-based copies of fine notices and associated correspondence for a minimum of 18 months. Although selected pilot regions are experimenting with digitized archiving, this practice is not yet supported by national infrastructure or legislation and should not be adopted without explicit authorization.

3. Interagency Coordination

Coordination with national departments (e.g., Justice or Transport) remains case-by-case. There is currently no shared system for penalty point tracking or violation history exchange between districts. Appeals, when filed, must be handled by the issuing authority and recorded separately.

4. Payment Channels

Citizens are encouraged to pay traffic fines at local municipal offices or via postal transfer. Electronic payment systems are under evaluation but not yet approved for standard use. No fines may be processed through third-party service providers at this time.

5. System Modernization Status

While discussions are ongoing regarding the introduction of a centralized penalty point registry and digital case tracking, these initiatives are still in conceptual or pilot phases. Operational readiness is estimated to be at least 18–24 months away. Local units are reminded not to deviate from current protocols in anticipation of future reforms.

Any exceptions or experimental workflows must be submitted for pre-approval to the Ministry's Digital Systems Planning Office.

— Issued by:

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Ministry of Transport