



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

FPO AE 09622-1000

NAVSUPPACT NAPLES INST 5560.7B  
N01J

17 JUN 2010

NAVSUPPACT NAPLES INST 5560.7B

From: Commanding Officer, U.S. Naval Support Activity, Naples,  
Italy

Subj: TRAFFIC COURT PROCEDURES

Ref: (a) NAVSUPPACT NAPLES INST 11200.2 (series)

Encl: (1) Traffic Court Charge Sheet  
(2) Sample Points Accumulation Warning Letter  
(3) Sample Suspension Letter

1. Purpose. To provide guidance and policy for the implementation and operation of the Traffic Court System as the installation enforcement authority for reference (a).

2. Cancellation. NAVSUPPACT NAPLES INST 5560.7A.

3. Scope. The U.S. Naval Support Activity, (NAVSUPPACT) Naples, Italy, Traffic Court Magistrate operates at the direction of the NAVSUPPACT Naples Commanding Officer. The Traffic Court Magistrate has jurisdiction over the on-base driving privileges of personnel permitted to drive onboard NAVSUPPACT Naples and its facilities. The Traffic Court System is a uniform administrative device for adjudicating alleged violations, administering assessment of points for violations, and for the revocation of driving and parking privileges on the installation. Suspension of off-base driving privileges is an authority which rests solely with the Commanding Officer. The Traffic Court Magistrate will issue points as appropriate using reference (a) as its authority. The Commanding Officer may verbally modify this instruction as deemed appropriate on a case-by-case basis.

4. Information. The traffic court system will operate under the following guidelines:

a. Point Accumulation. The Traffic Court Clerk will maintain point accumulation in a database. Accumulation of 12 traffic points within 12 consecutive months or 18 traffic points in 24 consecutive months will result in the revocation of driving and parking privileges onboard NAVSUPPACT Naples and its facilities for a period not to exceed one year. Points will be assessed in accordance with enclosure (1) of reference (a).

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in 24 consecutive months will result in the revocation of driving and parking privileges onboard NAVSUPPACT Naples and its facilities for a period not to exceed one year. Points will be assessed in accordance with enclosure (1) of reference (a). However, the Commanding Officer reserves the right to modify all suspension and points issuances. Personnel who wish to dispute the point accumulation total may appeal to the Traffic Court Magistrate in person during Traffic Court or appeal, in writing via their chain of command, attaching a copy of the Letter of Suspension (enclosure (3)). All appeals should be directed to the NAVSUPPACT Naples Office of the Staff Judge Advocate within five business days of adjudication of the violation.

b. Parking Violations. Accumulation of nine points for parking violations during a six month period will result in the suspension of driving and parking privileges for a period not to exceed 30 days. When a member accumulates six points for parking violations, the Traffic Court Clerk will generate a Warning of Points Accumulation Letter, as shown in enclosure (2), and forward to the member via their chain of command.

c. Traffic Court. Upon receiving any traffic or parking ticket (DD Form 1408), the individual will be assigned a court date. Traffic Court will be held on Monday at 1300 in the Pass and I.D. Office, located at the front gate at Capodichino. Sign-up will commence at 1245 and secure at 1400. Appearance at Traffic Court does not necessarily mean points will be assessed. The assessment of points is a determination made by the Traffic Court Magistrate. If an individual cited for a violation is scheduled to be on Temporary Duty or approved leave on their assigned date, they may reschedule their Traffic Court date by calling the Traffic Court Clerk at DSN: 626-4954/4955 or COMM: 081-568-4954/4955 in advance of their travel. Individuals who do not appear at traffic court will be considered to have waived their right to dispute the alleged violation and the points attributed to that violation will automatically be assessed.

(1) Military members must appear in the uniform of the day. Civilian personnel must appear in appropriate attire.

(2) Traffic court records, files and proceedings will be maintained by the Traffic Court Clerk. All points will be

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entered into the official driving record database and maintained in strict confidence (enclosure (1)).

(3) Sponsors should appear with, or for, their dependents in cases where the dependent was cited. Conduct of dependents is the responsibility of the sponsor and could affect the driving privileges of their sponsor.

5. Accident Investigations. Upon the completion of an accident report, the report will be forwarded via the Traffic Court Clerk for the Traffic Court to determine point Assessment.



R. B. RABUSE

Distribution:

NAVSUPPACT NAPLES INST 5216.4Y

Lists I through IV

Electronic via NAVSUPPACT Naples Web site:

<https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index.htm>

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TRAFFIC COURT CHARGE SHEET

1. Individual verifying data:

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

SSN: \_\_\_\_\_

Command: \_\_\_\_\_

Court Date: \_\_\_\_\_

Location: \_\_\_\_\_

2. Acknowledgement of Traffic Court violations:

I, \_\_\_\_\_ understand that I am charged with the following violations:

Charge 1: \_\_\_\_\_ Ticket #: \_\_\_\_\_

Charge 2: \_\_\_\_\_ Ticket #: \_\_\_\_\_

Charge 3: \_\_\_\_\_ Ticket #: \_\_\_\_\_

Charge 4: \_\_\_\_\_ Ticket #: \_\_\_\_\_

3. Acknowledgement of rights/procedures relative to Traffic Court hearings: You are advised that Traffic Court is an administrative procedure and must not be confused with non-judicial punishment (NJP). Decisions at Traffic Court are final unless appealed per this instruction. Procedures for the appeal will be explained by the Magistrate on request. Any statement made by you in these proceedings may be used against you in further proceedings. By signing this document, you are not admitting any guilt or responsibility. This is only to advise you of the procedures and the charges against you.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Traffic Court Magistrate



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**SAMPLE POINTS ACCUMULATION WARNING LETTER**

(Date)

From: Traffic Court Magistrate, U.S. Naval Support Activity,  
Naples, Italy

To: \_\_\_\_\_

Subj: WARNING OF POINT ACCUMULATION

Ref: (a) NAVSUPPACT NAPLES INST 11200.2 (series)  
(b) NAVSUPPACT NAPLES INST 5560.7 (series)

Encl: (1) Copy of Traffic Ticket(s)

1. Per enclosure (1), you have accumulated a total of six (6) points in one (1) calendar year. This letter is to serve as official notification of this accumulation. You are also advised that accumulation of 12 points within 12 consecutive months or 18 traffic points within 24 consecutive months will result in the revocation of driving and parking privileges onboard NAVSUPPACT Naples and its facilities for a period not to exceed one year.

2. You may request an appearance at Traffic Court to dispute this letter by contacting the Traffic Court at DSN 626-4954 or commercial 081-568-4954.

\_\_\_\_\_  
(Traffic Court Clerk)

Enclosure (2)

NAVSUPPACT NAPLES INST 5560.7B  
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**SAMPLE SUSPENSION LETTER**

(DATE)

From: Traffic Court Magistrate, U.S. Naval Support Activity,  
Naples, Italy

To:

Via: Commanding Officer, U.S. Naval Support Activity, Naples,  
Italy

Subj: LETTER OF SUSPENSION OF ON-BASE DRIVING PRIVILEGES

Ref: (a) NAVSUPPACT NAPLES INST 11200.2B

Encl: (1) Copy of DD Forms 1408

1. Per references (a), your on base driving privileges are hereby suspended until (ENTER DATE SUSPENSION EXPIRES). This letter is to serve as official notification of this suspension. Violations of this suspension can lead to additional administrative and/or disciplinary action.

2. Violations:

CODE	VIOLATION/S	POINTS

\_\_\_\_\_  
(Traffic Court Magistrate)

\_\_\_\_\_  
(Staff Judge Advocate)

\_\_\_\_\_  
(Member)

Enclosure (3)