

PART II - CODE OF ORDINANCES  
Chapter 10 COURT

---

Chapter 10 COURT .....2  
ARTICLE I. IN GENERAL.....2  
    Secs. 10-1—10-19. Reserved.....2  
ARTICLE II. MUNICIPAL COURT .....2  
    Sec. 10-20. Definitions. ....2  
    Sec. 10-21. Jurisdiction of court. ....2  
    Sec. 10-22. Judge; qualifications. ....2  
    Sec. 10-23. Term of judge. ....3  
    Sec. 10-24. Alternate judge. ....3  
    Sec. 10-25. Acting judge. ....3  
    Sec. 10-26. Appointment of judge and alternate judge. ....3  
    Sec. 10-27. Salary and payments to judges. ....3  
    Sec. 10-28. Removal of judge. ....4  
    Sec. 10-29. Vacancy in office of judge. ....4  
    Sec. 10-30. Disqualification of judge. ....4  
    Sec. 10-31. Chief of police. ....5  
    Sec. 10-32. Clerk of the court; duties. ....5  
    Sec. 10-33. Prosecuting attorney; duties; conflict of interest. ....5  
    Sec. 10-34. Bond of court clerk. ....5  
    Sec. 10-35. Rules of court. ....5  
    Sec. 10-36. Enforcement of rules. ....5  
    Sec. 10-37. Written complaints to prosecute ordinance violations. ....6  
    Sec. 10-38. Traffic ordinance violations; procedures for issuing citation; custody,  
        arrest. ....6  
    Sec. 10-39. Creation of traffic violations bureau, parking violations. ....6  
    Sec. 10-40. Summons for arrest. ....7  
    Sec. 10-41. Form of arrest warrant. ....7  
    Sec. 10-42. Procedures for bail or bond. ....7  
    Sec. 10-43. Traffic bail bond procedures. ....8  
    Sec. 10-44. Arraignment and pleadings by defendant. ....10  
    Sec. 10-45. Trials and judgments. ....10  
    Sec. 10-46. Trial by jury and waiver. ....11  
    Sec. 10-47. Juror and jury trial procedures. ....11  
    Sec. 10-48. Witness and juror fees. ....12  
    Sec. 10-49. Suspension of sentence. ....12

Sec. 10-50. Judgement of imprisonment; work assignments. ....	12
Sec. 10-51. Fines and costs; imprisonment for failure to pay. ....	13
Sec. 10-52. Deduction from fines for training fund.....	13
Sec. 10-53. Technology fee. ....	14
Sec. 10-54. Conduct of sessions of court; notice. ....	14

## Chapter 10 COURT

### ARTICLE I. IN GENERAL

**Secs. 10-1—10-19. Reserved.**

### ARTICLE II. MUNICIPAL COURT

#### Sec. 10-20. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Chief of police* means the peace officer in charge of the police force of the municipality.

*Clerk* means the clerk of this municipality, including any deputy or member of the office staff of the clerk while performing duties of the clerk's office.

*Court* means the municipal criminal court of the city of Bristow.

*Judge* means the judge of the municipal criminal court, including any acting judge or alternate judge thereof as provided for by the statutes of this state and this article.

*This judicial district* means the district court judicial district of the state wherein the government of this municipality is situated.

(Prior Code, ch. 17; Code 1984, § 6-102; Ord. No. 608, 1-19-1976)

#### Sec. 10-21. Jurisdiction of court.

The court shall exercise original jurisdiction to hear and determine all prosecutions wherein a violation of any ordinance of this municipality is charged, including any such prosecutions transferred to the court in accordance with applicable law.

(Prior Code, ch. 17; Code 1984, § 6-103; Ord. No. 608, 1-19-1976)

#### Sec. 10-22. Judge; qualifications.

There is one judge of the court. A judge shall be an attorney licensed to practice law in the state. A judge who is a licensed attorney may engage in the practice of law in other courts, but he shall not accept employment inconsistent with his duties as judge, or arising out of facts which give rise to or are connected with cases within the jurisdiction of the court, pending therein or which might become the subject of proceedings therein. He must be a resident of this county or maintain a law office therein. He may serve as judge of other municipal courts, if

such service may be accomplished consistently with his duties as judge of this court, with the consent of the mayor and council. If no licensed attorney residing within the county is willing to accept the appointment as judge, a resident of this municipality, of the age of 25 years or older, or the mayor, may be appointed judge.

(Prior Code, ch. 17; Code 1984, § 6-104; Ord. No. 608, 1-19-1976)

### **Sec. 10-23. Term of judge.**

Each judge shall serve until removed for proper cause, and shall serve until his successor is appointed and qualified.

(Prior Code, ch. 17; Code 1984, § 6-101; Ord. No. 608, 1-19-1976)

### **Sec. 10-24. Alternate judge.**

There may be appointed for each judge of the court an alternate judge possessed of the same qualifications as the judge. His appointment shall be for the same term and made in the same manner as the judge. He shall sit as acting judge of the court in any case if the judge is:

- (1) Absent from the court;
- (2) Unable to act as judge; or
- (3) Disqualified from acting as judge in the case.

(Prior Code, ch. 17; Code 1984, § 6-106;; Ord. No. 608, 1-19-1976)

### **Sec. 10-25. Acting judge.**

If at any time there is no judge or alternate judge, duly appointed and qualified, available to sit as judge, the mayor shall appoint some person, possessing the qualifications required by this article for the judge, who shall preside as acting judge over the court in the disposition of pending matters until such time as a judge or alternate judge shall be available.

(Prior Code, ch. 17; Code 1984, § 6-107; Ord. No. 608, 1-19-1976)

### **Sec. 10-26. Appointment of judge and alternate judge.**

Judges and alternate judges shall be appointed by the mayor with the consent of the city council. A proposed appointment shall be submitted in writing to the city council at the next to the last regularly scheduled meeting prior to the day upon which the appointment is to take effect, and shall be acted upon at the next regularly scheduled meeting. The city council may decide upon the proposed appointment by a majority vote of a quorum present and acting. Failure of decision upon a proposed appointment shall not prevent action thereon at a later regularly scheduled meeting of the city council unless the mayor, in writings withdraws the proposed appointment.

(Prior Code, ch. 17; Code 1984, § 6-108; Ord. No. 608, 1-19-1976)

### **Sec. 10-27. Salary and payments to judges.**

A judge, other than an alternate judge or an acting judge, shall receive a salary as set by the city council from time to time paid in the same manner as the salaries of other officials of this municipality.

(Prior Code, ch. 17; Code 1984, § 6-109; Ord. No. 608, 1-19-1976)

**Sec. 10-28. Removal of judge.**

- (a) Judges shall be subject to removal from office by the city council for the causes prescribed by the constitution and laws of this state for the removal of public officers. Proceedings for removal shall be instituted by the filing of a verified written petition setting forth facts sufficient to constitute one or more legal grounds for removal. Petitions may be signed and filed by:
- (1) The mayor; or
  - (2) Twenty-five or more qualified electors of this municipality. Verification of the number or qualifications of electors shall be executed by one or more of the petitioners.
- (b) The city council shall set a date for hearing the matter and shall cause notice thereof, together with a copy of the petition, to be served personally upon the judge at least ten days before the hearing. At the hearing, the judge shall be entitled to:
- (1) Representation by counsel;
  - (2) To present testimony and to cross-examine the witnesses against him; and
  - (3) Have all evidence against him presented in open hearing.
- (c) So far as they can be applicable, the provisions of the Oklahoma Administrative Procedures Act governing individual proceedings, 75 O.S. §§ 309 to 317, as amended, shall govern removal proceedings hereunder. Judgment of removal shall be entered only upon individual votes, by a majority of all members of the city council, in favor of such removal.

(Prior Code, ch. 17; Code 1984, § 6-110; Ord. No. 608, 1-19-1976)

**Sec. 10-29. Vacancy in office of judge.**

- (a) A vacancy in the office of judge shall occur if the incumbent:
- (1) Dies;
  - (2) Resigns;
  - (3) Ceases to possess the qualifications for the office; or
  - (4) Is removed, and the removal proceedings have been affirmed finally in judicial proceedings or are no longer subject to judicial review.
- (b) Upon the occurrence of a vacancy in the office of judge, the mayor shall appoint a successor to complete the unexpired term in the same manner as an original appointment is made.

(Prior Code, ch. 17; Code 1984, § 6-111; Ord. No. 608, 1-19-1976)

**Sec. 10-30. Disqualification of judge.**

In prosecutions before the court no change of venue shall be allowed; but the judge before whom the case is pending may certify his disqualification or he may be disqualified from sitting under the terms, conditions and procedure provided by law for courts of record. If a judge is disqualified, the matter shall be heard by an alternate or acting judge appointed as provided in this article.

(Prior Code, ch. 17; Code 1984, § 6-112; Ord. No. 608, 1-19-1976)

**Sec. 10-31. Chief of police.**

All writs or processes of the court shall be directed, in his official title, to the chief of police of this municipality, who shall be the principal officer of the court.

(Prior Code, ch. 17; Code 1984, § 6-113; Ord. No. 608, 1-19-1976)

**Sec. 10-32. Clerk of the court; duties.**

The clerk, or a deputy designated by him, shall be the clerk of the court. He shall assist the judge in recording the proceedings of the court and in preparing writs, processes and other papers. He shall administer oaths required in proceedings before the court. He shall enter all pleadings, processes, and proceedings in the dockets of the court. He shall perform such other clerical duties relating to the proceedings of the court as the judge shall direct. He shall receive and receipt for forfeitures, fines, deposits, and sums of money payable to the court. He shall pay to the treasurer of this municipality all money so received by him, except such special deposits or fees as shall be received to be disbursed by him for special purposes. All money paid to the treasurer shall be placed in the general fund of the municipality, or in such other funds as the city council may direct, and it shall be used in the operation of the municipal government in accordance with budgetary arrangements governing the fund in which it is placed.

(Prior Code, ch. 17; Code 1984, § 6-114; Ord. No. 608, 1-19-1976)

**Sec. 10-33. Prosecuting attorney; duties; conflict of interest.**

The attorney for this municipality, or his duly designated assistant, shall be the prosecuting officer of the court. He shall also prosecute all alleged violations of the ordinances of the city. He shall be authorized, in his discretion, to prosecute and resist appeal, proceedings in error and review from this court to any other court of the state, and to represent this municipality in all proceedings arising out of matters in this court.

(Prior Code, ch. 17; Code 1984, § 6-115; Ord. No. 608, 1-19-1976)

**Sec. 10-34. Bond of court clerk.**

The court clerk of the court shall give bond, in the form provided by 11 O.S. § 27-111, in a sum to be determined by the city council. When executed, the bond shall be submitted to the city council for approval. When approved, it shall be filed with the clerk of this municipality and retained in the municipal archives.

(Prior Code, ch. 17; Code 1984, § 6-116; Ord. No. 608, 1-19-1976)

**Sec. 10-35. Rules of court.**

The judge may prescribe rules, consistent with the laws of the state and with the ordinances of this municipality for the proper conduct of the business of the court.

(Prior Code, ch. 17; Code 1984, § 6-117; Ord. No. 608, 1-19-1976)

**Sec. 10-36. Enforcement of rules.**

Obedience to the orders, rules and judgments made by the judge or by the court may be enforced by the judge, who may fine or imprison for contempt committed as to him while holding court, or committed against process issued by him, in the same manner and to the same extent as the district courts of this state.

(Prior Code, ch. 17; Code 1984, § 6-118; Ord. No. 608, 1-19-1976)

**Sec. 10-37. Written complaints to prosecute ordinance violations.**

All prosecutions for violations of ordinances of this municipality shall be styled "The City of Bristow, Oklahoma vs. (naming defendant or defendants)." Except as provided hereinafter, prosecution shall be initiated by the filing of a written complaint, subscribed and verified by the person making complaint, and setting forth concisely the offense charged and approved for filing by the city attorney.

(Prior Code, ch. 17; Code 1984, § 6-119; Ord. No. 608, 1-19-1976)

**Sec. 10-38. Traffic ordinance violations; procedures for issuing citation; custody, arrest.**

- (a) If a police officer observes facts which he believes constitute a violation of the traffic ordinances of this municipality, committed by a resident thereof, in lieu of arresting such a person, he may take his name, address, operator's license number, and registered license number of the motor vehicle involved and any other pertinent and necessary information and may issue him in writing in form prescribed by the mayor or his duly designated delegate, a traffic citation embracing the above information, and also stating the traffic violation alleged to have occurred, and notifying him to answer to the charge against him at a time, not later than 15 days thereafter, specified in the citation. The officer, upon receiving the written promise of the alleged violator, endorsed on the citation to answer as specified, may then release the person from custody. If the person to whom a citation is issued fails to answer as prescribed in the citation, a complaint shall be filed and the case shall be prosecuted as otherwise provided in this article.
- (b) If the alleged traffic violation is committed by a nonresident of this municipality, the police officer may:
  - (1) Release the person after obtaining sufficient information as set out in section 10-43, pending his appearance on a day certain in court, as specified in the citation; or
  - (2) Take the person in custody and demand that bond for the offense charged be posted according to the provisions of this article; or
  - (3) Take the person into custody under arrest. The arrested person either shall be taken immediately before the judge for further proceedings according to law or shall have bail fixed for his release in accordance with the provisions of this article. Upon providing bail as fixed, and upon giving his written promise to appear upon a day certain, as provided in subsection (a) of this section, the person shall be released from custody.
- (c) If the alleged offense be a violation of an ordinance restricting or regulating the parking of vehicles, including any regulations issued under such an ordinance, and the operator be not present, the police officer shall place on the vehicle, at a place reasonably likely to come to the notice of the operator, a citation conforming substantially to that prescribed in subsections (a) or (b) of this section, with such variation as the circumstances require; the operator of this vehicle shall be under the same obligation to respond to the citation as if it had been issued to him personally under subsections (a) or (b) of this section.

(Prior Code, ch. 17; Code 1984, § 6-120; Ord. No. 608, 1-19-1976; Ord. No. 2/18/80B, as amended)

**Sec. 10-39. Creation of traffic violations bureau, parking violations.**

- (a) A traffic violations bureau hereby may be established as a division of the office of the clerk of the court, to be administered by the clerk, or by subordinates designated by him for that purpose. Persons who are cited for violation of one of the parking ordinances of this municipality may elect to pay a fine in the traffic violations bureau according to the schedule of fines to be determined by the judge.

- (b) The court may adopt rules to carry into effect this section. Payment of a fine under this section shall constitute a final determination of cause against the defendant. If a defendant who has elected to pay a fine under this section fails to do so, prosecution shall proceed under the provisions of this article.

(Prior Code, ch. 17; Code 1984, § 6-121; Ord. No. 608, 1-19-1976)

**Sec. 10-40. Summons for arrest.**

- (a) Upon the filing of a complaint charging violation of any ordinance, the judge, unless he determines to issue a warrant of arrest, or unless the defendant previously has been issued a citation or has been arrested and has given bond for appearance, shall issue a summons, naming the person charged, specifying his address or place of residence, if known, stating the offense with which he is charged and giving him notice to answer the charge in the court on a certain day, as specified in the summons, and including such other pertinent information as may be necessary.
- (b) The summons shall be served by delivering a copy to the defendant personally. If he fails to appear and to answer the summons within the prescribed period, a warrant shall be issued for his arrest, as provided by this article.

(Prior Code, ch. 17; Code 1984, § 6-122; Ord. No. 608, 1-19-1976)

**Sec. 10-41. Form of arrest warrant.**

- (a) Except as otherwise provided in the ordinances of this municipality, upon the filing of a complaint approved by the endorsement of the attorney of this municipality or by the judge, there shall be issued a warrant of arrest, in substantially the following form:

The City of Bristow, Oklahoma to the chief of police of Bristow, Oklahoma.

Complaint upon oath having this day been made by (naming complainant) that the offense of (naming the offense in particular but general terms) has been committed and accusing (name of defendant) thereof, you are commanded therefor forthwith to arrest the above named defendant and bring \_\_\_\_\_ before me, at the municipal courtroom,

Witness my hand this \_\_\_\_ day of \_\_\_\_\_, 19\_\_.

Judge of the Municipal Court Bristow, Oklahoma	
---	--

- (b) It is the duty of the chief of police, personally, or through a duly constituted member of the police force of this municipality, or through any other person lawfully authorized so to act, to execute a warrant as promptly as possible.

(Prior Code, ch. 17; Code 1984, § 6-123; Ord. No. 608, 1-19-1976)

**Sec. 10-42. Procedures for bail or bond.**

Upon arrest, or upon appearance without arrest in response to citation or summons, or at any time before trial, before or after arraignment, the defendant shall be eligible to be released upon giving bail for his appearance in an amount and upon conditions fixed by this chapter or the judge, who shall prescribe appropriate rules of court for the receipt of bail. In case of arrests made at night or under other conditions of emergency or when the judge

is not available, the rules shall authorize the chief of police, or his designated representative, to accept a temporary cash bond of not less than \$10.00 nor more than the maximum monetary penalty provided by ordinance for the offense charged.

(Prior Code, ch. 17; Code 1984, § 6-124; Ord. No. 608, 1-19-1976)

**Sec. 10-43. Traffic bail bond procedures.**

- (a) In addition to other provisions of law for posting bail, any person, whether a resident of this state or a nonresident, who is arrested by a law enforcement officer solely for a misdemeanor violation of a state traffic law or municipal traffic ordinance shall be released by the arresting officer upon personal recognizance if:
- (1) The arrested person has been issued a valid license to operate a motor vehicle by this state, another state jurisdiction within the United States, or any party jurisdiction of the nonresident violator compact;
  - (2) The arresting officer is satisfied as to the identity of the arrested person;
  - (3) The arrested person signs a written promise to appear as provided for on the citation; and
  - (4) The violation does not constitute:
    - a. A felony;
    - b. Negligent homicide;
    - c. Driving or being in actual physical control of a motor vehicle while impaired or under the influence of alcohol or other intoxicating substances;
    - d. Eluding or attempting to elude a law enforcement officer;
    - e. Operating a motor vehicle without having been issued a valid driver's license, or while the license is under suspension, revocation, denial or cancellation;
    - f. An arrest based upon an outstanding warrant;
    - g. A traffic violation coupled with any offense stated in subsection (a)(4)a through f of this section;
    - h. An overweight violation, or the violation of a special permit exceeding the authorized permit weight; or
    - i. A violation relating to the transportation of hazardous materials.
- (b) If the arrested person is eligible for release on personal recognizance as provided for in subsection (a) of this section, then the arresting officer shall:
- (1) Designate the traffic charge;
  - (2) Record information from the arrested person's driver's license on the citation form, including the name, address, date of birth, personal description, type of driver's license, driver's license number, issuing state, and expiration date;
  - (3) Record the motor vehicle make, model and tag information;
  - (4) Record the arraignment date and time on the citation; and
  - (5) Permit the arrested person to sign a written promise to appear as provided for in the citation.



PART II - CODE OF ORDINANCES  
Chapter 10 COURT

---

- (c) The arresting officer shall then release the person upon personal recognizance based upon the signed promise to appear. The citation shall contain a written notice to the arrested person that release upon personal recognizance based upon a signed written promise to appear for arraignment is conditional and that failure to timely appear for arraignment shall result in the suspension of the arrested person's driver's license in this state, or in the nonresident's home state pursuant to the nonresident violator compact.
- (d) Procedures for arraignment, continuances and scheduling, timely appearances, pleas of guilty or nolo contendere, posting bail, payment of fines and costs, issuance of arrest warrants, and requests for suspension of driver's license, shall be required in state law, 22 O.S. §§ 1115.1 through 1115.5.
- (e) A defendant released upon personal recognizance may elect to enter a plea of guilty or nolo contendere to the violation charged at any time before he is required to appear for arraignment by indicating such plea on the copy of the citation furnished to him or on a legible copy thereof, together with the date of the plea and his signature. The defendant shall be responsible for assuring full payment of the fine and costs to the court clerk. The defendant shall not use currency for payment by mail. If the defendant has entered a plea of guilty or nolo contendere as provided for in this subsection, such plea shall be accepted by the court and the amount of the fine and costs shall be as prescribed by ordinance for the violation charged or as prescribed by the court.
- (f) If, pursuant to the provisions of subsection (d) of this section, the defendant does not timely elect to enter a plea of guilty or nolo contendere and fails to timely appear for arraignment, the court may issue a warrant for the arrest of the defendant and the municipal or district court clerk, within 120 calendar days from the date the citation was issued by the arresting officer, shall notify the state department of public safety that:
  - (1) The defendant was issued a traffic citation and released upon personal recognizance after signing a written promise to appear for arraignment as provided for in the citation;
  - (2) The defendant has failed to appear for arraignment without good cause shown;
  - (3) The defendant has not posted bail, paid a fine, or made any other arrangement with the court to satisfy the citation; and
  - (4) The citation has not been satisfied as provided by law.
- (g) The court clerk shall request the state department of public safety to either suspend the defendant's driver's license to operate a motor vehicle in this state, or notify the defendant's home state and request suspension of the defendant's driver's license in accordance with the provisions of the nonresident violator compact. Such notice and request shall be on a form approved or furnished by the state department of public safety. The court clerk shall not process the notification and request provided for in this subsection if, with respect to such charges:
  - (1) The defendant was arraigned, posted bail, paid a fine, was jailed, or otherwise settled the case;
  - (2) The defendant was not released upon personal recognizance upon a signed written promise to appear as provided for in this section or if released, was not permitted to remain on such personal recognizance for arraignment;
  - (3) The violation relates to parking or standing, an overweight violation, an overweight permit, or the transportation of hazardous materials; or
  - (4) A period of 120 calendar days or more has elapsed from the date the citation was issued by the arresting officer.
- (h) The court clerk shall maintain a record of each request for driver's license suspension submitted to the state department of public safety pursuant to the provisions of this section. When the court or court clerk receives

appropriate bail or payment of the fine and costs, settles the citation, makes other arrangements with the defendant, or otherwise closes the case, the court clerk shall furnish proof thereof to such defendant, if the defendant personally appears, or shall mail such proof by first class mail, postage prepaid, to the defendant at the address noted on the citation or at such other address as is furnished by the defendant. Additionally, the court or court clerk shall notify the home jurisdiction of the defendant as listed on the citation, if such jurisdiction is a member of the nonresident violator compact, and shall in all other cases, notify the state department of public safety of the resolution of the case. The form of proof and the procedures for notification shall be approved by the state department of public safety; provided, however, the court or court clerk's failure to furnish such proof or notice in the manner provided for in this subsection shall in no event create any civil liability upon the court, the court clerk, the state or any political subdivision thereof, or any state department or agency or any employee thereof but duplicate proof shall be furnished to the person entitled thereto upon request.

(Code 1984, § 6-125)

#### **Sec. 10-44. Arraignment and pleadings by defendant.**

Upon making his appearance before the court, the defendant shall be arraigned. The judge, or the attorney of the municipality, shall read the complaint to the defendant, inform him of his legal rights, including the right of trial by jury, if available, and of the consequences of conviction, and ask him whether he pleads guilty or not guilty. If the defendant pleads guilty, the court may proceed to judgment and sentence or may continue the matter for subsequent disposition. If the plea is not guilty, and the case is not for jury trial, the court may proceed to try the case, or may set it for hearing at a later date.

(Prior Code, ch. 17; Code 1984, § 6-126; Ord. No. 608, 1-19-1976)

#### **Sec. 10-45. Trials and judgments.**

- (a) Before trial commences, either party, upon good cause shown, may obtain a reasonable postponement thereof.
- (b) The defendant must be present in person at the trial.
- (c) In all trials, as to matters not covered in this article, or by the statutes relating to municipal criminal courts, or by rules duly promulgated by the supreme court of the state, the procedure applicable in trials of misdemeanors in the district courts shall apply to the extent that they can be made effective.
- (d) If the defendant pleads guilty or is convicted after the trial, the court must render judgment thereon, fixing the penalty within the limits prescribed by the applicable ordinance and imposing sentence accordingly.
- (e) At the close of trial, judgment must be rendered immediately by the judge who shall cause it to be entered in his docket.
- (f) If judgment is of acquittal, and the defendant is not to be detained for any other legal cause, he must be discharged at once.
- (g) A judgment that the defendant pay a fine may also direct that he be imprisoned until the fine is satisfied at the rate of one day imprisonment for each \$5.00 of fine.

(Prior Code, ch. 17; Code 1984, § 6-127; Ord. No. 608, 1-19-1976)

**Sec. 10-46. Trial by jury and waiver.**

- (a) In all prosecutions for violations of ordinances punishable by fine of more than that amount as set by state law for jury trials, or by imprisonment, or by both fine and imprisonment, trial shall be by jury, unless waived by the defendant. If trial by jury is waived, trial shall be to the court.
- (b) At arraignment, the defendant shall be asked whether he demands or waives trial by jury. His election shall be recorded in the minutes of the arraignment and entered on the docket of the court respecting proceedings in the case.
- (c) An election waiving jury trial, made at arraignment, may be changed by the defendant at any time prior to the day for which trial by the court is set; an election demanding jury trial may be changed at any time prior to the commencement of proceedings to impanel the jury for the trial, but if that change occurs after the case has been set for jury trial, it may not thereafter be changed so as again to demand trial by jury.

(Prior Code, ch. 17; Code 1984, § 6-128; Ord. No. 608, 1-19-1976)

State law reference(s)—Fines over \$100.00 or imprisonment to be determined by jury trial, 11 O.S. § 27-119.

**Sec. 10-47. Juror and jury trial procedures.**

- (a) Whenever a calendar has been made up for the trial of cases by jury, the judge shall request, in writing, the presiding judge of the district court for this judicial district to cause the names of a stated number of jurors, deemed sufficient to dispose of the cases on the calendar, to be drawn from the jury wheel in accordance with the governing statutes of the state, and to be certified by the clerk of the district court to the judge of the municipal court. The request shall be made in time for the list to be certified and the jurors to be summoned legally before the trial of the calendar begins. If it is anticipated that the completion of the calendar will require more than two weeks, the request for jurors shall specify the number required for each two-week period, as provided by law for the drawing of jurors for the district court. Additional drawing of other names also may be requested by the judge, when necessary, in accordance with the law for such additional drawings in the district court. If, in the future, provisions of the law respecting the drawing of jury lists for the district court are changed, the judge shall take such steps, in requesting jury lists for the court, as are necessary to comply with the state law.
- (b) Upon receipt of the jury list, the clerk of the court shall cause a summons substantially in the following form to be issued and served upon each person on the list:

STATE OF OKLAHOMA,  
SS  
COUNTY OF CREEK,  
TO \_\_\_\_\_, GREETING: you hereby are summoned to appear in the Municipal Court for the City of Bristow, Oklahoma, to be held at \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_, 19 \_\_\_, at the hour of \_\_\_\_\_ o'clock \_\_\_\_ .M., to serve as a juror in said court, and to continue in such service until discharged by the court.  
Hereof fail not, under penalty of law.  
Issued under the authority of said court, this \_\_\_ day of \_\_\_\_\_, 19 \_\_\_.

Clerk of the Municipal Court of the City of Bristow, Oklahoma	
--	--

- (c) Service shall be made, as the judge may prescribe by rule or direct by order, either in person upon the juror by the marshal of the court or by any member of the police force of this municipality, or by the clerk of the court, through certified mail, directed to the juror at his address as given in the jury list with request for a personally signed return receipt. In any proceeding wherein service of summons by mail is in issue, evidence of the due mailing of the summons by the clerk or a member of his staff and the presentation of an official postal return receipt purportedly signed by the addressee shall be prima facie evidence that the summons was duly received by the addressee and therefore, that he was properly served therewith.
- (d) A jury in the court shall consist of six jurors, good and lawful men or women, citizens of the county possessing the qualifications of jurors in district court.
- (e) After the jurors are sworn, they must sit together and hear the proofs and oral arguments of the parties, which must be delivered in public and in the presence of the defendant.
- (f) A verdict of the jury may be rendered by the vote of five jurors.
- (g) In all actions tried before a jury, the judge shall determine all questions of law, including questions as to the introduction of evidence, arising during the trial. He also shall instruct the jury as to the law.
- (h) The verdict of the jury, in all cases, must be general. When the jury has arrived at its verdict, it must deliver the verdict publicly to the court. The judge must enter the verdict in the docket or cause it to be so entered.
- (i) The jury must not be discharged after the cause is submitted to it until a verdict is rendered, unless the judge, for good cause, discharges it sooner, in which event the court may proceed again to trial, and so on, until a verdict is rendered.

(Code 1984, § 6-129)

#### **Sec. 10-48. Witness and juror fees.**

Witness fees and mileage and juror compensation shall be in the amounts provided by state statute.

(Prior Code, ch. 17; Code 1984, § 6-130; Ord. No. 608, 1-19-1976)

#### **Sec. 10-49. Suspension of sentence.**

After conviction and sentence, the judge may suspend sentence, continue or delay imposing a judgment sentence, or order the defendant to a term of community service or remedial action in lieu of fine or in conjunction with imprisonment, in accordance with the provisions of, and subject to the conditions and procedures imposed by the statutes of the state, and this Code of Ordinances.

(Prior Code, ch. 17; Code 1984, § 6-132; Ord. No. 608, 1-19-1976; Ord. No. 7-1-91; Ord. No. 92-121806, § 1)

#### **Sec. 10-50. Judgement of imprisonment; work assignments.**

- (a) If, after conviction, judgment of imprisonment is entered, a copy thereof, certified by the clerk, shall be delivered to the chief of police, the sheriff of the county or other appropriate police officer. Such copy shall be sufficient warrant for execution of the sentence.
- (b) Whenever any person is convicted in municipal court for violation of a municipal ordinance, the court may order the defendant to a term of community service or remedial action in lieu of fine or imprisonment or in conjunction with imprisonment. Such defendants may be compelled, if their health permits, to work on the

public streets, avenues, alleys, parks, buildings, or other public premises or property. For each day of such work, the prisoner shall be credited for serving two days of imprisonment under his sentence.

- (c) The chief of police, subject to the direction of the mayor shall direct where the work shall be performed. The head of the department in charge of the place where the work is performed or his designee shall oversee the work.
- (d) If a defendant who is financially able refuses or neglects to pay a fine or costs or both, payment may be enforced by imprisonment until the same shall be satisfied at the rate of \$25.00 per day.

(Prior Code, ch. 17; Code 1984, § 6-133; Ord. No. 608, 1-19-1976; Ord. No. 155-021720, § I, 2-17-2020)

### **Sec. 10-51. Fines and costs; imprisonment for failure to pay.**

- (a) If judgment of conviction is entered, the clerk of the court shall tax the costs to the defendant plus the fees and mileage of jurors and witnesses, but the total amount of fine may not exceed the amount set out in section 1-8.
- (b) Any person fined for violation of a municipal ordinance who is financially able but refuses or neglects to pay the fine or costs may be compelled to satisfy the amount owed by working on the streets, alleys, avenues, areas, and public grounds of the city subject to the direction of the mayor or department head, at a rate of \$5.00 per day for useful labor, until the fine or costs are satisfied.

(Prior Code, ch. 17; Code 1984, § 6-134; Ord. No. 608, 1-19-1976; Ord. No. 6-20-88, 6-20-1988)

### **Sec. 10-52. Deduction from fines for training fund.**

- (a) For every offense punishable by a fine of \$10.00 or more, fees in the amounts set by state law shall be collected and set aside for the state law enforcement officer's training fund and for the automated fingerprint identification system.
- (b) For every offense punishable by a fine of \$10.00 or more, an additional fee in the amount of \$16.00 shall be collected by the court and set aside for the city police training and equipment fund.
- (c) For every offense not resulting in a judicial finding of innocence, a fee of \$10.00 may be collected by the court.
- (d) The city police training and equipment fund is hereby created. The city police training and equipment fund shall be a separate fund, not supplanting normal training funds established within the municipal budget, for the purpose of providing training of municipal law enforcement officers and to provide additional police equipment as needed.
- (e) The treasurer shall deposit the monies set aside pursuant to subsections (a), (b) and (c) of this section into the appropriate funds as required by the state statute and municipal ordinance.
- (f) The fees specified in subsections (a) and (b) of this section shall not be considered as a part of court costs assessed in any case.
- (g) The provisions of this section shall be cumulative and in addition to any and all other provisions of the ordinances of the city.
- (h) All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this section are hereby repealed.

(Code 1984, § 6-135; Ord. No. 8-28-95, § 1; Ord. No. 131-011916, § 1, 1-19-2016)

State law reference(s)—Similar provisions, 20 O.S. § 1313.1.

**Sec. 10-53. Technology fee.**

A municipal court technology fee shall be and is hereby established in the amount of \$15.00. The fee shall be in addition to and not in substitution for any and all costs, fees, fines or penalties otherwise provided for by law and assessed on every citation disposed of in the municipal court except standing and parking and those that are voided, declined for prosecution, dismissed without costs, or the defendant is acquitted. The revenues generated by this fee shall be used solely and exclusively for the acquisition, operation, maintenance, repair, and replacements of data processing equipment and software related to the administration of the municipal criminal justice system and the costs of prosecution.

(Ord. No. 140-071816, § 6-135.1, 7-18-2016)

**Sec. 10-54. Conduct of sessions of court; notice.**

The judge of the municipal court shall conduct regular sessions of the municipal court. Notice of the sessions shall be given as prescribed in the Oklahoma Open Meetings Law, 25 O.S. § 301 et seq.

(Code 1984, § 6-136)