

GENERAL ORDER 82.4.2

Traffic Citations

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes a procedure for maintaining records of traffic citations.

DISCUSSION

Traffic citations are ordered from a local printing business. At the time of ordering we request a number sequence and our court information imprinted. A log book is maintained to control and track citations. Each officer also maintains a citation log to document the date a citation was issued, the citation number, defendant's name, and charge(s). These citation logs are filed in Records alphabetically by officer name. Issued citations are sent to records for entry and filing.

POLICY

I

Citation books and log book are located in the report writing area in a cabinet. Persons receiving citation books shall enter the date, number sequence, and sign the log book upon receiving the citations.

When an officer issues a citation they shall fill in as much information as possible on the face of the citation. The paper citation is submitted to the watch commander for approval. Once approved, it is forwarded to records.

The person's name will be checked in the computer system and the information added to an existing computerized record or a new one added. The citation copies will then be separated and distributed. The police copy with officer's notes on the back shall be filed in records numerically in year order.

In the event a citation is written in error and voided, the citation shall be marked "void" and the entire citation filed in the front of the year's citations file. Any voided citations must have a supervisor's approval. Lost or stolen citations shall be reported to the watch commander. They shall forward the information to records where the number will be documented and placed in front of the file along with voided citations.

When an officer needs to amend a citation due to an error on the original citation, the amended citation shall be attached to the original and filed. The white copies of the amended citation shall be forwarded to the court along with the new citation. The amended citation shall

be served by the issuing officer. In the event the officer is unable to serve the defendant, the citation will be mailed via certified mail. If a court date is incorrect, a letter shall be mailed by records staff to the person and a copy attached to the citation, notifying them of the new court date. A copy of the letter should also be sent to the appropriate court.

The court is responsible for entering the disposition into the computer system. The Department has computer access to that system if the information is needed.

II

Officers may elect to use the electronic citation software (ReportBeam) to write citations. Records is responsible for printing internal copies of the citations and routing to the appropriate court.

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