

OFFICE OF THE SHERIFF	
Sheriff Terry L. Thompson	
Procedural Order	

To: All WCSO Staff

From: Sheriff Thompson

CC:

Date: September 16, 2013

Re: eCitations

#13-09

Purpose:

The purpose of this directive is to establish a procedure for handling eCitation corrections.

Rationale:

Effective 01-July-2013, the State of Utah established state statutes regarding electronic report submission requirements for citations.

Order:

Deputies shall complete citations through the electronic citation module in the RMS. All required fields must be completed or the citation will not transmit correctly to the State and/or the State CORIS (court) system.

- 1) If a deputy notices an error on the citation prior to submitting it to the transcription que, he or she can correct the error and then submit the citation.
- 2) If the deputy notices an error on the citation after submitting it to the transcription que, he or she shall complete another citation, utilizing the same citation number. (This will require manually changing the number). The deputy shall immediately submit an email to the Records clerks notifying Records that the erroneous citation shall be deleted from the system.
- 3) If the deputy submits the citation and the Records staff identify an error prior to submitting it to the State, Records staff will return the citation to the designated Enforcement Division liaison staff member. The liaison staff member will notify the deputy to complete and/or make the correction and complete a subsequent, corrected citation, utilizing the same citation number, as directed in 2) above.
- 4) If the citation appears to have no errors and Records clerks submit the citation to the State and the citation fails at the State and/or Court level, the Records staff will resubmit the citation through the UCJIS system.