

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Maintenance of Traffic Citations		CHAPTER/SECTION NO.: 54.19, 54.20	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 82.3.4			

## 54.19 Policy

54.19.1 The records unit establishes guidelines and procedures for the maintenance of completed traffic citations, including voided or warning citations. The procedures establish guidelines for the following:

- A. Data-entry of citations on computer.
- B. Storing citations.
- C. Cross-referencing.

54.19.2 The Patrol Operations Bureau Commander has overall responsibility for maintaining and distributing new citation books to Deputies.

## 54.20 Procedure

54.20.1 Issuing Citation Books to Deputies

- A. The Patrol Operations Bureau Commander or designee has the overall responsibility of ensuring citation books are stored in a secure place and issued to the Patrol Operations Bureau, and tracked by number.
- B. The Patrol Operations Bureau Commander designates the Bureau Office Specialist to take receipt of and track distribution of new citation books.
  - 1. The Bureau Office Specialist records the citation numbers of the new books received and stored by the Patrol Operations Bureau.

2. The citation books are secured in a locked cabinet in the Patrol Section storage room.
  3. Access to the cabinet is restricted by key, to the Operations Bureau Commander and the Bureau Office Specialist.
- C. Blocks of citation books (numbers recorded by the Bureau Office Specialist) are issued to the Patrol Sergeants Office, with key access by Patrol Sergeants and the Bureau Office Specialist.
  - D. Patrol Sergeants issue citation books to deputies as needed, and record the issuance on a log maintained in the Sergeant Office for that purpose.
  - E. Patrol Sergeants record the citation book numbers and the deputies name on the log, and sign the log entry.
  - F. Deputies are issued books of twenty-five (25) traffic citations.
  - G. The Bureau Office Specialist records the log information on a computer data base and updates and records citation books issued, by deputy name and citation numbers.
  - H. The citation issue data base is maintained by the Office Specialist.

#### 54.20.2 Accounting for Citations

- A. Each deputy will be responsible for maintaining control of citations obtained by that deputy.
- B. ALL citations, including voided citations and warnings, must be signed and turned in to the Records Unit. **VOIDED citations must be first turned into the Deputies supervisor, who will turn them into the Records Unit.**

- C. Citations that are voided for any reason shall be clearly marked "VOID" across the front and a brief explanation of why the form was voided. Copies of voided forms will be filed in normal sequence by the records unit.
- D. Citations removed from the book shall be turned in to the shift supervisor by the end of the shift, whenever possible.
- E. Lost or missing citations or books require submission of a memorandum by the employee to his/her supervisor.
  - 1. The memorandum will explain the circumstances relating to the lost or missing citations or books.
  - 2. A copy of this memorandum will be filed in place of the missing forms in the citation file maintained in the Records Unit.
- F. Citations in the possession of deputies no longer using the citations, are to be turned in to the Records Unit. The Records Unit will use a receipt to show the citations have been turned in and file a copy of the receipt. The forms may then be reissued.

#### 54.20.3 Processing and Storage of Citations

- A. The records unit is responsible to maintain the Office Citation File and, upon receipt of the completed or voided citation, will process the citation for needed information and maintain the office copy, which is filed numerically by: year, deputy name and by date.
  - 1. Two copies are forwarded to the courts for processing.
  - 2. A file will be prepared for employees issuing citations. The file shall contain a copy of each citation issued or voided by the employee or a memorandum explaining the loss of citations or books.

3. The citation file may be purged of information older than two (2) years if citation dispositions have been accomplished.
- B. The citation file is maintained in a locked filing cabinet in the Central Services Section. The file is accessible by key to Records Unit personnel.
- C. Citations are entered into the computer to be searched at any time as needed. Statistics are obtained from the computer to prepare report or citation information.

#### 54.20.4 Uniform Traffic Citation - Copies

- A. The Office utilizes the uniform citation or information and notice to appear, for traffic violations and misdemeanors.
  1. The citation consists of five copies with each copy color-coded and labeled showing where each copy should be sent.
  2. The pink copy is given to the violator.
  3. All the remaining copies are turned in at the end of the shift to the shift supervisor.
- B. Officer's notes are required on the back of the hard copy.
  1. Notes should contain information (deputy observations, subject statements etc.) relevant to the incident.
  2. Juvenile's parent or legal guardian information should be documented here as well.