5-07/150.00 - Citation Control Procedure

Central Supply shall be responsible for the supply and distribution of the Notice to Appear (SH-CR-66) and the Notice of Parking Violation (SH-CR-67) to all stations and units upon request.

Each station or unit shall maintain a record of the citation numbers issued to them. In addition, each station or unit shall maintain a method of tracking each citation from acquisition to disposition.

Each station or unit shall provide a secure receptacle for completed citations. Personnel shall place completed citations inside the receptacle at the end of each shift. The receptacle shall remain locked and its contents accessible only to the unit commander, watch commander, watch sergeant, traffic supervisor, or traffic secretary.

Citations issued in conjunction with a report shall be attached to, and submitted with, the report.