# 5-07/150.15 - Citation Void/Dismissal Procedures

Station/unit commanders and watch commanders with the permanent rank of Lieutenant or above, are the only personnel authorized to void a citation.

A citation may be voided only when either of the following circumstances exist:

- The violator has not signed the notice to appear and has not received a copy; or
- The notice of parking violation has not been placed on the vehicle.

Voiding of Citations

An officer requesting that a citation be voided shall submit all copies of the citation to his supervisor with an explanation of why the citation is to be voided.

The officer authorized to void the citation shall mark all copies "Void," write the reason for voiding the citation in the "Description of Violation" section and sign and date the citation. All copies of the voided citations shall be placed in the appropriate citation file.

A citation shall not be voided, but shall be dismissed, when either of the following circumstances exist:

- The violator has signed the Notice to Appear (SH-CR-66) and has received a copy; or
- The violator's copy of the Notice of Parking Violation (SH-CR-67) has been placed on the vehicle.

Dismissal of Citations

The officer requesting that a citation be dismissed shall submit all copies of the citation, with an explanation of the dismissal, to the station/unit commander.

The station/unit commander shall forward the original (court) copy of the Notice to Appear (SH-CR-66), along with a written request for dismissal, to the magistrate having jurisdiction. The original copy of the Notice of Parking Violation (SH-CR-67), along with a written request for dismissal, shall be forwarded to the agency processing the citations. All requests for dismissal shall contain the reason for dismissal of the citation. A copy of the request for dismissal shall be attached to the station/unit copy of the citation and placed in the appropriate citation file.

The dismissal procedures do not apply to those citations issued in traffic and/or criminal cases wherein the prosecuting attorney rejected the case.

Each station/unit commander shall maintain a log of voided/dismissed citations. The unit commander or lieutenant effecting the void or dismissal, as appropriate, shall enter the following information in the log:

- Date of entry;
- Citation number;
- Action (i.e., voided or dismissed);
- Reason action taken; and
- Name, rank, employee number of commander or lieutenant effecting the void/dismissal of the citation.

The log shall be retained for two years from the date of the last entry and then may be destroyed.