

## Unit Order 17 - Department Citations

### **PURPOSE:**

The purpose of this Station Order is to establish guidelines for obtaining, processing and accounting for Department citations.

### **SCOPE:**

This Station Order applies to all station personnel, sworn and civilian, who will be involved in the citation process.

### **ORDER:**

Obtaining Citations: Citation books will be stored and checked out from the Watch Commander's Office where the citation log will also be maintained. The employee obtaining the citation book(s) will completely fill out the citation log and sign for the citation book(s). The Watch Commander (or his/her designate) will countersign the log to verify a complete and correct entry.

Processing: Completed moving violation citations will be placed directly into the citation box located in the Watch Sergeant's Office. The Watch Sergeant will have the discretion to review all completed citations prior to their being placed into the citation box.

Parking citations will be placed directly into the citation box.

The Traffic Staff will retrieve and process for court all citations placed in the citation box.

Accounting: The Traffic Staff is responsible for auditing the citation log book and the court transmittals weekly.

Discrepancies: Missing citations shall be reported to the Traffic Staff in writing as soon as possible. The Traffic Lieutenant and/or Traffic Sergeant is responsible for conducting an investigation related to any discrepancies involving citations. The report will be submitted to the Unit Commander and Operations Lieutenant for review.

Voided: A permanent lieutenant or higher is authorized to void citations. Voided citations must be accompanied by appropriate legible documentation written on the face of the citation, along with an authorized signature and employee number.

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