

**DUNCANVILLE POLICE DEPARTMENT**

**DIRECTIVE FROM THE CHIEF OF POLICE**

SUBJECT: Citation Accountability	Directive: 2016-2
EFFECTIVE DATE: April 06, 2016	ISSUED:  Robert D. Brown, Jr. Chief of Police
AMENDS/SUPERSEDES: N/A ISSUED: N/A	

I. PURPOSE

Although patrol officers use electronic ticket writers, paper citation books will be stored in the Police Department for back-up purposes and for use by the Animal Control Division.

II. DIRECTIVE

A. Citation Book Security

1. The Municipal Court will be notified by a supervisor when citation books are needed. The supervisor will place the citation books in the designated locked area of the Patrol Operations (Supervisors') Office. The citation numbers will be recorded in the citation log book.
2. When citation books are issued to employees the supervisor will record the officer's name and ID in the citation log book next to the corresponding citation numbers. The officer will also sign the log.
3. The supervisor designated by the Chief will perform a quarterly inspection of citation books not yet issued to ensure they are accounted for and that the inventory log is being maintained properly. Discrepancies will be reported to the Chief of Police. The inspection will be annotated in the citation log book.

B. Paper Citation Accountability

1. Employees are directly accountable for each citation issued to them. An audit will be performed quarterly and all missing citations must be accounted for.
2. Employees will keep the pink copy of their citations for personal reference. Employees should maintain their copies for a minimum of six months in order to answer any questions regarding the citations on quarterly audits.
3. Employees who make errors on citations and chose not issue the citation form will write "VOID" and the reason for voiding on all copies of the citation. All copies, (except the pink copy which the officer keeps for their records), will be stapled together and turned into the employee's supervisor at the end of their shift. The supervisor will note "Approved" on the citation, place their initials on

it and forward it to the Municipal Court along with an email to “All Court Personnel” notifying them of the voided citation.

4. Employees who discover errors after a citation has been sent to the Municipal Court, or have a need to dismiss the charge must prepare a memorandum for ‘Request for Dismissal’, or a memorandum requesting that the violations be amended including any pertinent information regarding said changes, and send the request through their supervisor to the Chief of Police for approval and forwarding to the Municipal Court.
5. While it is permissible for one officer to use a citation out of another officer’s assigned book. The assigned officer should not loan the entire book to a fellow officer. The assigned officer is still responsible for the citations issued.
6. At the end of each shift employees will turn in all citations issued to violators during that shift, to the on-duty patrol supervisor. The issued citations will be routed to the Municipal Court.
7. Officers will report any lost or missing citation books to their immediate supervisor as soon as such loss is discovered.
8. Citation books issued for Animal Control Officers are also issued and accounted for in accordance with this policy.