


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date May 31, 2019		APD.SOP.3170 Citation Book Accountability
Applicable To: All employees		Review Due: 2023
Approval Authority: Chief Erika Shields		
Signature: Signed by ES		Date Signed: 5/31/2019

1. PURPOSE

To establish policy and procedure for issuing citation books and accounting for all citation books issued to employees.

2. POLICY

The Atlanta Police Department shall document the distribution of citation books to employees and ensure that all citations are accounted for and properly maintained.

3. RESPONSIBILITIES

3.1 Division commanders shall monitor the implementation of this directive.

3.2 Zone and section commanders shall implement this directive in their respective commands.

3.3 The Logistical Support Unit is responsible for the inventory, secure storage and distribution of all citation books purchased by the Department.

3.4 Supervisors are responsible for accounting for all citation books distributed to their command, securely storing them, distributing citation books to employees within their command, and forwarding appropriate records to the Logistical Support Unit. (CALEA 6th ed. Standard 82.3.4c)

3.5 Employees are responsible for all citation books distributed to them and completing and maintaining records for all citations issued.

3.6 The Central Records Unit is responsible for ensuring that all citations are accounted for and maintaining department copies of all citations issued or voided, including corresponding documentation. Records shall be stored at a minimum by month and section in a 15x11 7/8x5/8 brown fiber boxes in chronological order of destruction and/or retention date. (CALEA 6th ed. Standard 82.3.4c)

4. ACTION

4.1 The Logistical Support Unit shall maintain inventory, distribute, and document all general arrest citation books, traffic citation books, and parking citation books purchased by the Department. The Logistical Support Unit shall distribute citation books to each section or unit as necessary. The Logistical Support Unit shall document the distribution of all citation books on Form APD 703 "Supply Requisition" (CALEA 6th ed. Standard 82.3.4a)



## Atlanta Police Department Policy Manual

### APD.SOP.3170 Citation Book Accountability



- 4.2 Section and unit supervisors shall issue each sworn employee in their command general arrest, traffic, or parking citation books as appropriate. Before a citation book is issued to the employee, the supervisors shall log the first and last citation number on Form APD 022A "Supervisor's Arrest Citation Log," Form APD 022P "Supervisor's Parking Citation Log," and/or Form APD 022T "Supervisor's Traffic Citation Log." Moreover, the supervisor shall give the employee a copy of Form APD 021 "Citation Log" for the purpose of logging all citations issued by the employee. Supervisors shall only issue one of each type of citation book to employees. (CALEA 6th ed. Standard 82.3.4a)
- 4.3 Employees shall issue individual citations from each citation book in numerical sequence. Officers shall issue or void all citations in the citation book before being issued another citation book. (CALEA 6th ed. Standard 82.3.4b)
- 4.4 Employees shall submit the "Department Copy" of all traffic citations issued or voided to their immediate Supervisor at the completion of each shift.
- 4.5 General and Traffic Citations
  - 4.5.1 Supervisors shall forward the "Department Copy" of all issued traffic citations and the "Central Records" copy of all general citations to Central Records through the chain of command before the end of their shift.
  - 4.5.2 Citations can be voided by writing "VOID" in large block letters across the citation. Voided citations cannot be torn, ripped, or destroyed. A voided citation shall be entered by writing "VOID" in the Defendant column of Form APD 021 "Citation Log." Voided citations shall be retained and submitted along with the completed Citation Log Form when returned to a supervisor. Employees shall retain the "Department Copy" of the voided citation and attach it to their Daily Activity Sheet.
  - 4.5.3 All citations must be accounted for on the Supervisor's Citation Log Forms APD 022T, 022P, 022A and the Citation Log Form APD 021. Both citation log forms must be completed legibly, and copies shall be maintained at the worksite for 3 years from the last log entry date. (CALEA 6th ed. Standard 82.3.4b)
  - 4.5.4 A worksite or unit shall not issue citation books to an employee without the employee providing the original copy(s) of the completed Citations Log Form APD 021. The worksite or unit shall only issue citations by the book. Worksites or units may only issue citations to an employee without the Citation Log Form being returned if provided with a signed memorandum from the employee. This memorandum should provide an explanation of why the employee is not returning the appropriate Citation Log Form(s) and must list the citation type and number of books requested.
  - 4.5.5 The Logistical Support Unit shall not issue citations to a unit without the section or unit providing a combination of signed memorandums and/or the original copy(s) of the completed Supervisor's Citations Log Forms APD 022T, 022P, 022A and the Citation Log Forms APD 021. The Logistical Support Unit shall only issue citations by the case.
  - 4.5.6 The memorandum(s) should provide an explanation of why the unit is not returning the appropriate amount of Citation Log Form(s) and must list the citation type and number of cases requested.
  - 4.5.7 Central Records shall maintain records on all citations issued and/or voided by the Department.



## Atlanta Police Department Policy Manual

### APD.SOP.3170 Citation Book Accountability



#### 5. DEFINITIONS

N/A

#### 6. CANCELLATIONS

APD.SOP.3170 "Citation Book Accountability," effective August 15, 2014

#### 7. REFERENCES

Form APD 021 "Citation Log"

Form APD 022A "Supervisor's Arrest Citation Log"

Form APD 022P "Supervisor's Parking Citation Log"

Form APD 022T "Supervisor's Traffic Citation Log"

Form APD 023 "Voided Citation Memorandum"

Form APD 703 "Supply Requisition"

Commission on Accreditation for Law Enforcement Agencies (CALEA), 6th Edition, Standard 82.3.4 a, b and c

#### 8. SIGNIFICANT CHANGES

- 8.1 Sections 4.1 and 4.5.6 amended to state that the Logistical Support Unit will retain Citation Log Forms rather than forward to the Central Records Unit.