




Clayton County Police Department

PROCEDURES

Subject CITATIONS		Procedure # D40	
Authorizing Signature 	Effective 12-09-2024	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 4

I. PURPOSE

To establish procedures for the accountability, storage and issuing of citation books and electronic citation equipment.

II. POLICY

It shall be the policy of the Clayton County Police Department (CCPD) to document the distribution of citation books and electronic citation equipment to employees and ensure that all citations and equipment are accounted for and properly maintained.

III. ACCOUNTABILITY FOR CITATIONS

- A. Blank citation books (e.g., *Uniform Traffic Citations*, *Uniform Misdemeanor Citations*, *County Ordinance Citations*, *Parking Tickets*, etc.) will be issued to individual employees.
- B. Records of the issuance of citation books will be maintained by the unit or precinct on the *CCPD Citation Book Issuance Log*.
- C. Employees will be expected to account for all citation books and citations issued to them.
- D. An *Incident Report* will be made on all lost or stolen citations.
- E. Any voided citation and all attached copies will be forwarded via the chain of command, to the Central Records Unit along with an *Incident Report*.
- F. All court dispositions are maintained by the Clerk of Court.
- G. Citation books will be kept in a secured storage area accessible only to supervisors.

IV. PROCEDURES

A. Responsibilities

- 1. 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 reports through their chain of command.

2. Employees are responsible for all citation books distributed to them and completing and maintaining records for all citations issued and/or voided.
3. The Central Records Unit is responsible for ensuring that all citations are accounted for and maintaining copies of all citations that are issued and/or voided by the Department, including corresponding documentation.

B. Storage and Dissemination of Citation Books [CALEA 82.3.4]

1. Citation books are secured in the CCPD Headquarters Uniform Patrol Division (UPD) supply closet. Shift/Unit supervisors can make a request for citation books through the UPD's Administrative Secretary, or authorized designee, via county email.
2. The UPD Administrative Secretary, or authorized designee, will log the requesting supervisor's name, date, the beginning and ending citation numbers along with the precinct and/or unit that is taking possession of the citations.
3. Shift/Unit supervisors are responsible for maintaining all citation books in a locked secure storage area until they are issued to personnel.
4. When issuing a citation book to personnel, the issuing supervisor will document the date of issuance, citation book type (e.g., *Uniform Traffic Citations*, *Uniform Misdemeanor Citations*, *County Ordinance Citations*, *Parking Tickets*, etc.), issuing supervisor's name and employee number, receiving employee's name and employee number, and the beginning and ending citation numbers on the *CCPD Citation Book Issuance Log*, and have the receiving employee sign the form. See *Appendix A* of this procedure for the *CCPD Citation Book Issuance Log*.
5. In the event that any citation(s) or citation book(s) is/are lost or stolen, personnel will notify their immediate supervisor. An *Incident Report* will be filed by the employee with the law enforcement agency over the jurisdiction in which the incident occurred. If the incident occurred outside Clayton County, a CCPD *Incident Report* will also be generated by the concerned employee and will notate the other jurisdictions incident number.
6. At the cessation of employment, employees will return the unused portion of citations to their concerned Shift/Unit supervisor. Unused portions of citation books will be logged at shift level and re-distributed for use.

C. Completion and Submission of Citations

See also CCPD SOP: *D42: Traffic Enforcement*.

1. Employees with access to the E-Citation system shall utilize the system instead of handwritten citations when circumstances and situations allow. Any citation generated utilizing the E-Citation System shall not require an entry into the Records Management System (RMS). For further on *E-Citations* refer to *Section IV. E.* of this procedure.
2. If an employee completes a written citation (paper), an RMS entry is required (excluding *Parking Tickets*). For further on *Parking Ticket* exclusion refer to *Section IV.D.* of this procedure.
3. All personnel will complete all required sections of each citation legibly.
4. If an error occurs, employees may void a citation. An *Incident Report* articulating why the citation was voided with the corresponding incident case number will be completed. The original citation with all attached copies, will accompany the *Incident Report* with "VOID"

written in bold across the front of the citation. The original citation along with the *Incident Report* will be forwarded via the chain of command to the Central Records Unit for filing.

5. At the end of an employee's tour of duty, all written and electronically-issued citations, including the ones that are voided and written warnings, will be turned over to the Shift/Unit supervisor for review. Citations will be submitted to the Central Records Unit daily.
6. The Central Records Unit shall maintain records on all citations issued and/or voided by the Department.

D. Parking Ticket Completion and Submission

1. Advise radio of the vehicle tag or vehicle identification number (VIN) along with the location and "P" number of the *Parking Ticket* being issued.
2. Personnel will complete all required sections of the *Parking Ticket* legibly and then place the *Parking Ticket* visibly and securely on the vehicle, i.e. under wiper blade, door handle, if possible.
3. Upon completion of the written *Parking Ticket*, personnel will log onto local computer (CPU8), locate the 47 screen, Parking Violations Menu, and select option 01, Parking Violation Data Entry. They will then enter the information requested.

Parking Tickets issued in the aforementioned manner do not require an RMS entry.

4. If an error occurs, personnel may void a *Parking Ticket*. An *Incident Report* articulating why the *Parking Ticket* was voided will be completed. The original *Parking Ticket* with all attached copies, will accompany the *Incident Report* with "VOID" written in bold across the front of the *Parking Ticket*. The original *Parking Ticket*, along with the *Incident Report* will be forwarded to the Central Records Unit for filing.
5. At the end of an employee's tour of duty, all written and voided *Parking Tickets* will be turned over to the Shift/Unit supervisor. *Parking Tickets* will be submitted to the Central Records Unit daily.
6. The owner of any vehicle who receives a *Parking Ticket* shall have the right to a hearing before a judicial officer. To obtain the hearing, the owner shall personally appear at the Central Watch Office with the *Parking Ticket*. The officer on duty shall take possession of the *Parking Ticket*, obtain a case number, and issue a *Uniform Traffic Citation (UTC)* to the owner for illegal parking and set appearance for the next regularly scheduled traffic court date. In addition to the issuing officer's name, the name of the employee who issued the original *Parking Ticket* shall be typed or printed in the remarks section of the *UTC*. The *Parking Ticket* shall be turned in with the court's copy of the *UTC* and an RMS entry is required.

E. E-Citation Equipment Issuance and Submission of E-Citations

1. Shift/Unit supervisors will issue the E-Citation handheld devices and printers to personnel at the beginning of each shift. Supervisors will document the device number, condition, and the name of the issued personnel. See *Appendix B* of this procedure for the *Handheld & Printer Sign-Out Log*.
2. Personnel will synchronize the handheld device at the beginning and end of their shift to ensure all *E-Citations* have been uploaded to the servers.
3. Handheld devices and printers must not get wet, if avoidable.

4. Do not expose printers to high temperatures for extended periods of time. Do not leave the printers in direct sunlight or on the dashboard of a vehicle.
5. Personnel will not modify any of the handheld device or printer settings.
6. Only one (1) copy of the *E-Citation* will be printed and provided to the violator, when the violator is being released on a copy of an *E-Citation*.
7. If a physical arrest is made, a copy will be given to the offender and an additional copy will be printed and attached to the arrest documentation.
8. If a physical arrest is made, and citations are accompanying the WAA and/or warrant, the officer must select the option on the handheld device.
9. If an error occurs, personnel may void an *E-Citation*. Personnel must check the void box on the *E-Citation* and then notate the reason why it was voided by selecting from the reason codes in the drop-down menu.
10. At the end of tour of duty, personnel will synchronize the handheld device so that the *E-Citations* that were issued that day will be submitted to the Central Records Unit and the Clayton County Court(s).
11. Personnel will return the handheld devices and printers to the Shift/Unit supervisor at the end of their tour of duty. The devices will be inspected and condition will be noted. The battery life will be checked before reissuing.
12. If there is damage to the handheld device or printer, an *Incident Report* will be generated and forwarded to the appropriate chain of command if improper use is suspected.
13. If a handheld device or printer is malfunctioning or has damage, immediately remove it from service. Take the handheld device or printer to a Department of Information Technology (DoIT) representative for repair, as soon as possible.
14. The E-Citation handheld devices and printers will stay in a locked and secured location, when not being utilized.

V. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *D40: Citations*, dated April 3, 2018.