



# Colorado Springs Police Department

## Standard Operating Procedure

### DL-1077-01 Summons Accountability

#### Section 1000 – Patrol Procedures

Effective Date: 1/15/2021

Supersedes Date: 3/31/2009

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#### **.01 Purpose**

The purpose of the directive is to establish a method of accountability for e-citations, municipal/county (super) summonses, and parking summonses.

#### **.02 Cross Reference**

[GO 1077 Citations](#)

#### **.03 Definitions**

*E-Citation:* Synonymous with e-ticket. For the purpose of this procedure, refers to electronically generated versions of municipal and county summonses.

*Parking Summons:* Synonymous with parking ticket. For the purpose of this procedure, refers to paper copies of parking summonses.

*Summons:* Synonymous with ticket. For the purpose of this procedure, refers to paper copies of municipal and county (super) summonses.

#### **.04 Procedure**

E-citations and summonses will be issued in accordance with [GO 1077 Citations](#).

While e-citation is the primary and preferred method for issuing summonses, paper versions of summonses/parking summonses are still required and necessary in certain situations (e.g., juvenile summonses, technology failures, etc.).

Department personnel must be able to account for all e-citations, summonses, and parking summonses.

## **E-Citations Accountability**

The department uses technology that allows for the issuance of e-citations for misdemeanor and traffic offense cases. The issuance of e-citations requires sworn personnel authorized to use and trained on the department approved device to access the system using a unique system login before being able to issue an e-citation.

All e-citations are uniquely numbered and are accounted for using the department member's unique login.

## **Issuance and Accountability of Summonses**

Summonses are uniquely numbered and will be maintained in a locked location at each police substation, Metro Vice, Narcotics, and Intelligence (VNI), and in Records and ID (at the Police Operations Center). Access to the summonses is limited to each division's Police Service Representative (PSR) and other designated personnel who have been trained and given the authority to account for/issue summonses to sworn personnel.

Prior to being deployed in the field, each summons will be assigned to a sworn member by way of a unique entry in the Law Enforcement Records Management System (LERMS) database. At a minimum, such an entry will include the number of the summons, the date it was assigned to the sworn member, and the sworn member's department identification number (IBM). When assigned a range of summonses, sworn members will be responsible for ensuring they have received all of the summonses within the range of summonses being assigned.

### *Issuance of Summonses to Non-Department Personnel*

If the person requesting the issuance of summonses is not a member of the department, the personnel responsible for issuing the summons will ensure that the requestor has been authorized by their department head to possess/issue summonses. Such verification can be achieved by locating a copy of the letter of authorization, which is maintained at each division, along with a cover letter from the Chief of Police or his designee, authorizing the issuance of summonses to the outside personnel/agency.

If the personnel responsible for issuing the summons is unable to verify the requestor has been authorized to possess/issue summonses, it will be the requestor's responsibility to provide the appropriate verification documentation prior to summonses being assigned.

### *Sharing Assigned Summonses*

Once assigned to an individual member, sworn personnel should not share tickets assigned to them in the LERMS database. In the rare circumstance when a sworn member is forced to use a summons assigned to another member, the sworn member issuing the summons is required to contact Records and ID to request the summons number be reassigned in the database.

### *Training*

The Records and ID manager will ensure those individuals entrusted with the authority to issue summonses are properly trained in the use of the summons accountability component of the department's LERMS database. Such training will include the accurate and timely use of the LERMS database and confirmation the summonses are being assigned to a sworn member/authorized person (IBM verification).

### *Periodic Accounting*

After the summonses are assigned, the department continues to have a vested interest in maintaining accountability for those summonses in circulation. At least two times a calendar year, Records and ID personnel will generate a report of those summons that have yet to be returned to Records and ID. Such a report will be provided to each division's commander.

Summonses assigned at least six months prior will require the sworn member who the summons was assigned to verbally verify they are still in possession of the ticket. If the summons is unaccounted for, the sworn member will author a memorandum (addressed to the division commander) indicating such and to the best of their ability, identifying the location of the ticket. Once this verification process is completed, the appropriate information will be provided to the Records and ID manager so the information can be tracked in the LERMS database.

## **Issuance and Accountability of Parking Summonses**

The issuance and accountability of parking summonses will be conducted in the same manner as summonses.