

MERIDIAN TOWNSHIP POLICE DEPARTMENT GENERAL ORDER

Subject: UNIFORM LAW CITATIONS & PARKING TICKETS	General Order: 1216
Effective Date: January 15, 2001 Revision Date:	Distribution: All Employees

I. PURPOSE

This directive establishes procedures for the assignment, recording and audit function related to Uniform Law Citations.

II. POLICY

Employees shall strictly comply with the provisions of this directive to ensure accountability in the assignment and processing of Uniform Law Citation forms. Assignment, tracking and audit activities shall be completed in compliance with governing statutes.

III. PROCEDURES

A. PURCHASE AND STORAGE OF UNIFORM LAW CITATION FORMS

The Records Division Supervisor is responsible for purchasing the appropriate Uniform Law Citation (ULC) forms for use by this Department.

1. The Records Division Supervisor shall ensure that an appropriate supply of blank ULC books is maintained for issuance to officers.
2. Unused ULC Books will be held in secure storage by the Property Technician.
 - a. A limited supply of ULC Books will be maintained in a locked file cabinet for supervisory access and issue to officers.

B. ASSIGNING ULC BOOKS

1. Supervisory personnel are authorized to personally issue ULC books to sworn personnel of this Department.
 - a. Officers receiving a ULC book shall immediately complete the ULC Audit Card, sign and date the card and return the card to the issuing Supervisor.
 - b. The issuing supervisor shall then confirm the information, sign the Audit Card and promptly forward it to the Records Division.

2. ULC books should be distributed in a sequential manner to facilitate tracking and audit procedures.
3. Officers receiving a ULC book are responsible for the safe keeping and proper recording of all ULC forms assigned to them.

C. ISSUING CITATIONS / VOIDED OR SPOILED FORMS

1. All Uniform Law Citations shall be filled out completely and neatly. Once issued the face of the ULC shall not be substantively altered except for the officer to attest the delivery of the document.
2. Officers are authorized to issue Uniform Law Citations for appropriate violations within the scope of their duties and legal requirements.
3. All spoiled or ruined ULCs or parking citations shall be voided by the Officer with the reason noted on the face of the citation. The officer shall then sign and date the form prior to submitting it to their supervisor for review and approval.
 - a. All copies of voided ULC forms must be returned to the Records Division for retention.
4. Officers issuing, or otherwise delivering, a ULC or parking citation shall document that event on their Daily Activity Report. Voided or spoiled forms must also be recorded in the same manner.
5. Upon receipt and approval of an appropriately voided citation, the supervisor shall also sign the voided citation and forward it to the Records Division for entry and filing. Inappropriately voided forms will be forwarded to the Patrol Division Captain for disposition.
6. Lost ULC and Parking Tickets: The officer responsible for the lost citation form(s) shall write a report to their supervisor explaining the loss. The report shall include the control numbers of the citations and will be promptly forwarded to the Chief of Police. A copy of the report will be forwarded to the Records Division to document the status of those forms for audit purposes.

D. RECORDS DIVISION RESPONSIBILITIES

1. Record the receipt of the ULC Audit Card in the official log.
2. Distribute the copies of the completed ULC forms as indicated on the ULC.
3. Record the issuance of the ULC in the computer system.
4. Sequentially file the police copy of the ULC within the records system.

- a. All copies of voided or spoiled forms will be filed with the police copy.

E. CODE ENFORCEMENT OFFICERS – RECEIPT AND TRACKING OF ULC FORMS

1. Code Enforcement Officers may be issued a single ULC book for use in their assigned duties through the Records Division Supervisor.
2. All appropriate recording and processing requirements shall be followed by Code Enforcement Officers issued ULC books.
3. Prior to issuing a ULC book the Records Division Supervisor shall provide instruction on the proper recording and processing of ULC forms, including the return of the “police copy” and voided or spoiled forms to the Records Division.
4. Code Enforcement Officers shall maintain a log of issued /used ULC forms which will be provided to the Records Division Supervisor upon completion of a book of forms or upon request.

F. ANNUAL AUDIT OF UNIFORM LAW CITATIONS

1. Annually in January, the Records Division Supervisor shall submit a written request to the Township Treasurer for an audit of those citations issued during the preceding year, in accord with the requirement established in Section 2.17 of the Michigan Uniform Traffic Code.
 - a. The Records Division Supervisor will then provide reasonable assistance and documentation to assist the Treasurer in the conduct of that audit.
 - b. The Records Division Supervisor shall also conduct (or direct) an internal audit of ULC forms at least once annually.
2. The results of both audits shall be promptly reported to the Chief of Police.

G. PARKING VIOLATION TICKET BOOKS

1. The Records Division Supervisor is responsible to arrange for the purchase of appropriate number of books in the approved form.
2. Supervisors, when issuing Parking Ticket books, shall record that information in the Parking Violation Ledger Book maintained for that purpose.
3. Disposition of Parking Ticket copies:

- a. Violator Copy – Placed in a pre-addressed envelope and affixed to the windshield of the cited vehicle.
 - b. The remaining copies will be placed in the report tray for supervisory review.
 - c. The on duty Supervisor will review the documents and forward them to the Records division for proper forwarding and filing.
4. Voided or spoiled Parking Tickets will be documented and processed as required for ULC forms in Section III, C of this directive.

IV. CANCELLATIONS

This directive rescinds Operating Procedure “A-1 (FC 612), Accounting for Uniform Law Citations/Parking Violations” dated June 4, 1985.

Authorized by:

Gary F. Gibbons, Chief of Police

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Application: This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.