



# Seattle Police Department Policy Manual



## 16.231 – Cancelling and Voiding Tickets

Original Effective Date: 05/07/2019

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**Revised Effective Date: 07/15/2023**

### 16.231-POL

This policy applies whenever paper tickets must be voided or canceled.

#### 1. Sworn Employees Will Void Paper Tickets Ineligible For Use

Sworn employees will void tickets in the following circumstances:

- Sworn employee makes a significant error prior to issuing the ticket (see manual section [16.230 - Issuing Tickets and Traffic Contact Reports](#) concerning minor errors).
- Sworn employee transfers to an assignment in which they no longer write tickets as a normal part of their unit's function prior to utilizing the entire ticket book.
- Sworn employee damages the ticket.
- Sworn employee enters the ticket as evidence.

Sworn employees will complete a Voided Ticket Report (form 1.52) when voiding tickets (see 16.231-PRO-1 Voiding Tickets).

#### 2. Sworn Employees Will Void Electronic Tickets Using SECTOR

Sworn employees do not need to use the procedures outlined in 16.231-PRO-1 Voiding Tickets to void electronic tickets from SECTOR.

#### 3. Sworn Employees Will Only Cancel Tickets in Special Circumstances

Sworn employees will only cancel tickets issued to defendants when charges are no longer justified (see 16.231-PRO-2 Canceling Tickets).

Sworn employees will only cancel parking tickets in the following circumstances:

# Seattle Police Department Policy Manual

- Government vehicles parked while on official business.
- Vehicle operator left vehicle to assist in police function.
- Owner advises issuing officer that the vehicle experienced a mechanical failure while parked illegally.
- Operator cannot move the vehicle due to illness or injury.
- Vehicle parked illegally due to an emergency.

## **4. Sworn Employees Will Return All Unused Tickets to the Stationmaster Before Transferring to a Unit in Which Ticket Writing Is Not a Normal Function**

If a sworn employee leaves the department without voiding tickets, a supervisor at the sworn employee's last precinct of assignment will void partially used ticket books if the ticket book is unserviceable (see 16.231-PRO-1 Voiding Tickets). If it is serviceable, the ticket book will be given to the Stationmaster for reissuance.

## **5. Stationmasters Will Reissue Unused and Used Ticket Books in Serviceable Condition**

Unused and used ticket books will be placed back into the precinct stores for reissuance.

- Stationmasters should update the ticket book register with the new issuance information. The original issued to information will be retained as normal. Add necessary columns to the ticket book register to document the reissuance.

## **16.231-PRO-1 Voiding Tickets**

### **Sworn Employee**

1. **Completes** a Voided Ticket Report (VTR) (form 1.52).
  - If ticket series are in numerical order, **uses** one VTR for the series.
2. **Writes** VOID across all copies of the ticket.
3. **Attaches** the Law Enforcement Agency (LEA) copy to a copy of the VTR.
4. **Submits** the documents to their immediate supervisor.

# Seattle Police Department Policy Manual

## Sworn Supervisor

5. **Submits** copy of the VTR and LEA copy to the precinct administrator to be added to the precinct archives.

## Precinct Administrator

6. **Files** the VTR, LEA, and memos at the precinct.
7. **Retains** the VTR, LEA, and memos for three (3) years plus the current year before purging the documents in an official document shred bin or other official means.
8. **Sends** all VTRs, LEAs, and memos requested by the Audit Unit through electronic means (scan and e-mail), unless otherwise requested by the Audit Unit.

## 16.231-PRO-2 Canceling Tickets

### Sworn Employee

1. **Submits** ticket to their immediate supervisor with reason for cancellation request attached in a memorandum.

### Sworn Supervisor

2. **Approves** the request and **returns** to the sworn employee.

### Sworn Employee

3. **Forwards** the request for cancellation.
  - If a criminal citation or NOI, forward the ticket to City Attorney's Office with a completed Cancellation Request (form 1.51) attached.
  - If a parking ticket, forward to SMC with a completed Cancellation Request (form 1.51) attached.