



POLICY AND PROCEDURE NO. 638

Disposition of Massachusetts Uniform Citations

Date Issued: June 4, 2009

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The following policy will be adhered to after the issuance of a Massachusetts Uniform Citation for both criminal and civil citations respectively.

CIVIL VIOLATION:

As a reminder, the following is required by the relevant portion of MGL Chapter 90c, Section 2, "At or before the completion of his tour of duty, a police officer to whom a citation book has been issued and who has recorded the occurrence of an automobile law violation upon a citation shall deliver to his police chief or to the person duly authorized by said chief all remaining copies of such citation, duly signed, except the police officer's copy which shall be retained by him."

For the purposes of the Worcester Police Department, the Traffic Division has been designated by the Chief of Police as the collection point for all issued civil violations. As required by Massachusetts General Law, ALL copies of civil citations issued by members of this department, with the exception of the "officer's copy", shall be placed into the proper receptacle found within the Traffic Division during normal business hours, or found outside Traffic Division's door when their office is closed. All copies shall include the Registry of Motor Vehicle (RMV) copy as well as the Agency Copy. As required by MGL, this shall be done at or before the completion of one's tour of duty.

A Traffic Division Official shall then retrieve and process all citations from these collection points on a daily basis during normal business hours appropriately forwarding the Registry copy to the RMV via USPS.

CRIMINAL VIOLATION:

Upon the completion of a criminal investigation and the issuance of a criminal citation, all copies of the citation, with the exception of the Officer's Copy, shall be forward forthwith to the Worcester Police Department's Court Liaison office with all relevant documentation to include incident report and, if applicable, traffic accident hit, run reports, and CJIS printouts.

All personnel should be aware that Chapter 90C: Section 10. Penalty for falsification or disposal of citation, copy or record of issuance states:

"Whoever knowingly falsifies a citation or copies thereof or a record of the issuance of same, or disposes of such citation, copy, or record, in a manner other than as required by the provisions of this chapter, or attempts so to falsify or dispose, or attempts to incite or procure another so to falsify or dispose shall be punished by a fine of not more than five hundred dollars or by imprisonment for a term not to exceed one year, or both such fine and imprisonment.

Per:

Gary J. Gemme
Chief of Police