

DEKALB POLICE DEPARTMENT

Subject: **Audit Control of Traffic Citations**

Policy #: **302.5**

Effective Since: 8-21-03

Originally Issued As: General Order # 21 of 6-8-95

Revision Effective: 1-1-19

FTO Training Task: # 15

Reference Material: NA

ILEAP Standards Covered: NA

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PURPOSE: The purpose of this policy is to outline the department's audit control procedures for State of Illinois Uniform Traffic Citations.

POLICY: It is the policy of the department to provide audit control of issuance and disposition of traffic citations. It is the responsibility of each officer to maintain citations issued to them and prevent them from being lost, stolen, or mutilated. City ordinance violations issued on the mail-in complaint form are not subject to the audit control of this policy.

DEFINITION: Citation: State of Illinois Uniform Traffic Citation & Complaint

PROCEDURE: To maintain records for each officer and to assure accountability for each citation, all officers will adhere to the following procedures.

A. Issuing Citation s

1. The issuing of citations is being transitioned to an electronic system, with hard copies printed in the squad car to issue to the violator. Department records are automatically retained. The remaining copies are automatically forwarded to the appropriate agencies.
2. The Patrol Commander will review records of electronic citations on a regular basis for supervisory oversight.
3. Citation books including traffic citations, city ordinance citations, and parking citations must be recorded in the designated log book. Records employees will maintain an electronic version of the log as well.
4. The following procedures apply to physical hard-copy traffic citations, with the issuing officer being responsible for properly distributing all of the copies of the traffic citation:
 - a. Yellow & blue carbon copies - issue to the violator
 - b. Green carbon copy - department copy, to be turned in to the Records.
 - c. All other copies - turned in to Communications and forwarded to the Circuit Clerk, except when the violator is being transported to the county jail, in which case all other copies are sent with the violator to the jail.

B. Voiding Citations

1. When an officer voids a citation due to an error or a circumstance that renders the citation unnecessary, it should clearly be marked it as "VOID."
2. An officer can only void their own citation.
3. Supervisors may void citations when deemed appropriate.
4. The voided citations should be turned in to the shift supervisor.
5. The shift supervisor will date and initial the voided citation and forward it to Records in the designated tray. Records personnel then retains the voided citation in a designated file. Voided citations are destroyed following the guidelines of the Local Records Commission.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police .

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher

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standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.