



Citation Control

I. PURPOSE

A Citation Control Officer, as designated by the Chief of Police, will be in charge of all traffic citations. This Officer will be responsible to ensure that all personnel comply with this order.

II. POLICY

1. When an Officer is issued a new citation book the Officer receiving said book will remove the Tally sheet and record their name and date received on same and will then place the Tally sheet in the bin located in the Patrol Room. The Citation Control Officer will then record said information in the Citation Control Ledger.
2. All citation books will be kept in a secured location and will be issued by the Citation Control Officer. Citation books will be issued in numerical sequence as the need arises and only one book will be issued to each Officer at any one time.
3. When an Officer issues a traffic citation, this will also be done in numerical sequence. All Officers will be strictly accountable for the citations that they are issued.