



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 114E

Effective Date 07/24/2006

Policy Name Citation Accountability

Approved Date 07/24/2006

Approved by *Wendell Franklin, Chief of Police*

Previous Date 03/10/2004

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department will issue and maintain accountability of each citation assigned to police personnel. In addition to being addressed in this policy, traffic citations and accountability are addressed in 37 Tulsa Revised Ordinances (TRO) 316 and 317. Prior to issuing a citation book, division commanders, or their designees, will ensure the completion of a Citation Accountability Record. These records will be maintained at the division for a period of one year from the date of issue.

SUMMARY: Procedures for maintaining accountability of citations.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

A. CITATION ACCOUNTABILITY RECORDS

1. Every officer will be held accountable for each citation in their citation book.
2. Citation books will be maintained in a secure location at each division that is accessible to only division commanders, and/or their designees.
3. Upon issuing a new book of citations to an officer, division commanders, or their designees, will ensure the Citation Accountability Record, located in the front of the citation book, is completed.
4. The completed Citation Accountability Record will be stored in a secure location at the division and maintained for a period of not less than one year.
5. Hard copies of issued citations will be maintained in a secure location at each division and Records Section. This location must be accessible to only the division commander, and/or designees, prior to data entry and transfer to the Municipal Court Clerk.

B. CITATIONS VOIDED BEFORE ISSUANCE

1. If a citation is voided before it is issued (e.g., citizen found the insurance verification form or driver's license), the officer will write VOID across the front of the citation. The officer will then complete the DIVISION, SIGNATURE, and I.D. NO. entries on the front of the citation.

2. On the back of the citation, in the OFFICER'S NOTES section, the officer will include the following:
 - a. A brief reason for voiding the citation.
 - b. The officer's printed name.
 - c. The officer's printed badge number and division number.
 - d. A supervisor's signature and the date signed. (If a supervisor issued the citation, another supervisor's signature is required.)
3. In those situations where an officer is unable to completely fill out the citation because they were interrupted due to a high priority call or arrest, they will follow the process described in Procedures B.1 and B.2 above.
4. Officers will staple the pink copy to the hard copy and turn in the voided citation.

C. CITATIONS VOIDED AFTER ISSUANCE

1. If a citation has already been issued to the violator, only the Chief of Police, or designee, may dispose of the citation.
2. The citation may only be disposed of when it is obvious that the citation was erroneously issued or patently faulty on its face.
3. In such cases, the Chief of Police, or designee, will write a memorandum to the Manager of the Criminal Division of the Legal Department.
4. The memorandum will set forth the facts and reasons for recommending the dismissal of the issued citation.

REGULATIONS:

1. Officers will turn in all hard copies of citations no later than the beginning of their next shift during their current workweek.
2. To ensure proper processing, citations will be filled out in a complete and legible manner.

REFERENCES:

37 T.R.O. 316, 317
CALEA 82.3.4