



TRAFFIC CITATION ACCOUNTABILITY & CONTROL

INDEX CODE: 1937.A
EFFECTIVE DATE: 11-19-08

Contents:

- I. Accountability Policy
- II. Procedures for Issuing Citations
- III. Proponent Unit
- IV. Cancellation

I. ACCOUNTABILITY POLICY

It is the Department's policy to exercise control and accountability over all Maryland Uniform Complaint and Citation books issued to officers. In order to account for the state citation books, the accounting procedures described below will be followed. Further, the Maryland Automated Traffic System (MATS) requires officers to accurately and legibly complete and account for every citation.

II. PROCEDURES FOR ISSUING CITATIONS

A. Citation books are issued in bulk to District/Division commanders. The issuing authority is the Property Management Unit. The District/Division commander may send a representative to pick up the books and deliver them to him/her, but remains accountable for all citation books issued to his or her command.

B. District/Division commanders will store the citation books in a secure location, accessible to supervisory officers only. The level of supervision having access to the books is left to the discretion of the commander.

C. Supervisory officers having access to citation books are responsible for issuing the books to subordinate officers.

D. Officers will turn in issued citations to a supervisor by the end of their tour of duty. Supervisors will inspect the citations for legibility and completeness, and will forward the issued citations to Central Records, via departmental mail, *in a designated envelope at the end of each tour of duty*. Supervisors will pay special attention to the legibility of the issuing officer's signature and identification number.

E. Any issued citation found to be illegible will be returned to the issuing officer for corrective action. Any issued citation found to contain incorrect information will result in notification of same being sent to the issuing officer via the appropriate commanding officer. Disposition of the citation will be done in open court by the State's Attorney.

F. The Central Records Section manager is responsible for establishing standard operating procedures for the transmittal of information concerning issued citations between the Police Department and the District Court, and for ensuring that issued citations are promptly forwarded to the District Court.

G. Upon separation from the department, an officer must turn in all assigned citation books to the Central Records Section.

Index Code: 1937.A
Effective Date: 11-19-08

III. PROPONENT UNIT: Central Records Section.

IV. CANCELLATION: This directive cancels Index Code 1937.A, dated 08-01-05.