516 TRAFFIC CITATIONS

516.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations, the collection of data, the procedure for dismissal, correction and voiding of traffic citations.

516.2 POLICY

Employees of this department shall use the electronic citation system in the patrol vehicles when available and functioning. For instances when the electronic system is not available or an option, employees shall use the State of Missouri Uniform Traffic Ticket for all traffic offense citations (§ 300.575, RSMo; § 300.585, RSMo).

The Information Center shall be responsible for the supply and accounting of all Uniform Traffic Citations issued to employees of this department. Citations will be kept in a secure location and issued to officers by patrol supervisors. Officers will sign for the citation books when issued.

516.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued. Should an officer determine that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the officer shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required. The citation dismissal shall then be forwarded to the Operations Bureau Commander for review prior to being sent to the appropriate prosecutor.

516.4 VOIDING TRAFFIC CITATIONS

Voiding a traffic citation may occur when a traffic citation has been completed by the officer but for an articulable reason not issued to the driver or the officer started to fill out the citation but for an articulable reason did not complete the citation. All copies of the citation shall be presented to the Information Center Supervisor. The officer shall write legibly on the back copy of the citation an explanation of why the citation needs to be voided. Once approved by the Information Center Supervisor the appropriate entry will be made into the tracking system in use by the department. The voided citation will be maintained in accordance with the appropriate retention schedules.

To void a citation completed using the electronic citation system but not issued to the driver, the officer shall print the citation and submit it to the Information Center Supervisor as described above to include the legible explanation written on the back of the citation. Once approved the Information Center Supervisor or designee shall take all necessary steps to document and track the voided citation within the RMS system in use by the Department.
If the Information Center Supervisor has questions regarding the voiding of any citation, that citation should be forwarded to the officer’s supervisor for approval.

516.5 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the officer issuing the citation shall submit the citation and a letter requesting a specific correction to his/her immediate supervisor. The citation and letter shall then be forwarded to the recipient and appropriate court.

516.6 DISPOSITION OF TRAFFIC CITATIONS

The court and file copies of all traffic citations issued by members of this department shall be forwarded to their supervisor for review. The citation copies shall then be submitted to the Information Center.

Upon separation from employment with this department, all employees who were issued Uniform Traffic Citation books shall return any unused citations to the Information Center.

516.7 RECORDS OF TRAFFIC VIOLATIONS

The Information Center shall maintain a five-year record of the number and type of traffic violations including the final disposition of all alleged offenses (§ 300.025, RSMo).