

Annapolis Police Department



GENERAL ORDER

Number: E.10

**Issue Date: November
2009**

TO: All Personnel

SUBJECT: Traffic Citation Accountability and Control

PURPOSE

The purpose of this General Order is to establish guidelines for the control and accountability of the Maryland Uniform Complaint and Citation books.

POLICY

It shall be the policy of the Annapolis Police Department to exercise control and accountability over all Maryland Uniform Complaint and Citation books issued to officers. In order to account for state citation books, the accounting procedures described in this policy will be followed. The Maryland Automated Traffic System (MATS) requires officers to accurately and legibly complete and account for every citation.

Procedures for Issuing Citations

- A. Citation books are issued in bulk to the Annapolis Police Department/Property Section.
- B. The issuing authority for the citation books is the Records Section. The Police Records Coordinator or his/her designee will determine the amount of citation books which will be stored in the Records Section.
- C. Citation books that are stored in the Records Section will be stored in a secured cabinet. Only Records personnel and supervisors will have access to the cabinet. In the event that citations are needed during non-business hours supervisors will enter the Records Section by their access control cards sign the log/or have the officer sign the log indicating entry into Records to obtain citation books. Officers are encouraged to regularly check their citation books and to get additional books

during business hours.

- D. Upon removing citation books from the cabinet, each citation book shall be logged out in the Citation Book Issuance Control Ledger with the officer's name, identification number and the date received. **Supervisors who have access to the citation books and who issue the books to subordinate officers must ensure the Control Ledger is completed and legible.** The Police Records Coordinator or his/her designee will conduct a monthly audit to ensure the accountability of each citation book.
- E. Officers will turn in issued citations to a supervisor by the **end of their tour of duty.** Supervisors may inspect the citation for legibility and completeness. Supervisors should pay special attention to the **legibility** of the issuing officer's signature and identification number.
- F. 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 to the issuing officer via the appropriate commander. Disposition of the citation will be done in open court by the State's Attorney.
- G. The Police Records Coordinator is responsible for establishing written 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. Citation transmittals are sent to District Court as required by the Court. Once received by the Court, the citation transmittals are signed and returned to the Records Section where they are stored according to the Records Retention Schedule. Copies of citations will be stored in the Records Section/Archives and will be purged according to the Records Retention schedule.

Michael A. Pristoop
Chief of Police

References
1. Accreditation Standards 82.3.4

Revision: This General Order replaces General Order E.10 Traffic Citation Accountability and Control dated April 2001