

GENERAL ORDER

08/10/94

TRAFFIC CITATION CONTROL

The purpose of this order is to establish procedures for receiving, storing, processing and voiding Notice to Appear and Notice of Parking Violation citation forms.

I. PROCEDURES

A. DUTIES OF THE COMMANDING OFFICER/OFFICER-IN-CHARGE

1. **STORAGE /ISSUANCE/RECEIPTS.** Provide for the safekeeping and accountability of citations. Ensure that citations are issued in numerical sequence and that the Special Receipt (Controller's Slip) is completed for each set (book).
2. **ROUTING OF COMPLETED CITATIONS.** Have completed Notice of Parking Violation citation forms forwarded to the Department of Parking and Traffic (DPT), and completed Notice to Appear citation forms forwarded to the Records Section with the accompanying "Officer's Daily Citation Report." Notice to Appear and Notice of Parking Violation forms must be listed on separate Officer's Daily Citation Report forms.

B. VOIDING A NOTICE OF PARKING VIOLATION. If the interests of justice demand that a Notice of Parking Violation be voided, follow these procedures:

1. **INCOMPLETE CITATION.** If the Notice of Parking Violation has not been completed and attached to a vehicle, follow these procedures:
 - a. Write "void" on all the copies of the citation and write "void" next to the citation number on the Officer's Daily Citation Report.
 - b. Forward the Officer's Daily Citation Report along with all the copies of the citation to the Department of Parking and Traffic (DPT).
2. **COMPLETED CITATION.** If the Notice of Parking Violation has been completed and attached to the vehicle, follow these procedures:
 - a. Complete a Dismissal Request (SFPD 256), explaining on the form the reason the citation should be canceled, and get the approval of your

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commanding officer. Attach a photocopy of the citation to SFPD 256 and send both to the Department of Parking and Traffic (DPT).

- b. Do not write "void" on the citation. Complete the Officer's Daily Citation Report and submit all the copies of the Notice of Parking Violation to the Department of Parking and Traffic.
- c. Tell the citizen that he/she must retain the violator's copy of the citation. The Department of Parking and Traffic will send him/her a notice when the Notice of Parking Violation has been dismissed.

C. VOIDING A NOTICE TO APPEAR (TRAFFIC INFRACTIONS). If the interest of justice demand that a Notice to Appear be voided, follow these procedures:

- 1. **INCOMPLETE CITATION.** If the Notice to Appear has not been completed and signed by the violator, follow these procedures:
 - a. Write "void" on all the copies of the citation. Also write "void" on the Officer's Daily Citation Report next to the citation number.
 - b. Forward the Officer's Daily Citation Report along with all the copies of the Notice to Appear in the usual manner.
- 2. **COMPLETED CITATION.** If the Notice to Appear has been completed and signed, follow these procedures:
 - a. Complete a Dismissal Request (SFPD 256), explaining on the form the reasons the citation should be dismissed and get the approval of your commanding officer. Make a photocopy of the citation, attach it to the Dismissal Request, and forward both to Traffic Administration.
 - b. Do not write "void" on the citation. Submit all the copies of the citation in the usual manner.
 - c. Advise the person that you will recommend a dismissal of the citation; however, a dismissal is discretionary with the court. The person retains the violator's copy of the citation and he/she is responsible for it until the court dismisses the citation.