


HVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL		
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Accreditation Index:		Rescinds: Directive 6.1.17 of November 2019
Chapter: Six – General Procedures		Section: One – Patrol Operations
Chief of Police: <i>John F. Viola</i>		

**SUBJECT: DISTRIBUTION, ISSUANCE AND DISPOSITION OF TRAFFIC,
NON-TRAFFIC CITATIONS AND PARKING TICKETS**

I. PURPOSE

A system designed to account for the distribution, issuance and disposition of all summary offense citations and parking tickets is vital to the integrity of the Police Department. Therefore, all Police Department personnel shall comply with the requirements outlined in this Directive concerning these summary offense citations and parking tickets.

II. POLICY

The policy of the Department shall be that all traffic, non-traffic citations and parking tickets shall be distributed to Police officers and Parking enforcement personnel; issued to violators; and processed by the Records Office in accordance with the procedures outlined in this Directive.

III. PROCEDURES

A. Distribution and issuance of citations and tickets

1. Police officers and Parking enforcement personnel requesting citations or parking tickets shall obtain them from the Records Unit.
 - a) Police officers and Parking enforcement personnel shall make every attempt to obtain a sufficient number of citations and/or parking tickets either prior to the beginning of their tour of duty or at the end of the tour of duty.

- b) Records Office personnel shall record citation and parking ticket numbers on the Ticket Distribution Form. This form shall then be signed by the person requesting the citations and/or parking tickets.
 - c) Police officers and Parking enforcement personnel shall be accountable for all citations and parking tickets distributed to them, as well as the citations and parking tickets issued by them.
2. Citations and/or parking tickets shall be issued in numerical order when enforcement actions are taken.

B. Police officer responsibilities

1. Police officers issuing citations and/or parking tickets are required to turn all citations and parking ticket stubs into their supervisor at the completion of each tour of duty.
2. Citations and/or parking tickets issued while an officer is working a paid detail shall be turned into an on duty patrol supervisor upon completion of the detail, unless alternative procedures have been established.
3. Police officers shall ensure that all issued citations (traffic and non-traffic) are entered into the Metro ALERT system as required.
 - a) Officers may utilize an Information Assistant if available to enter their citations however it is ultimately the officer's responsibility to ensure the citation is entered in a timely and correct manner.
4. Supervisors shall ensure that all citations and parking ticket stubs are forwarded to the Records Office for processing at the completion of their tour of duty.

C. Parking enforcement personnel responsibilities

1. Parking enforcement personnel are required to turn all citations and/or parking ticket stubs into the Parking enforcement secretary at the completion of each tour of duty.
2. The Parking enforcement secretary shall record necessary information and forward all citations and/or parking ticket stubs to the Records Office.

D. Records Office personnel responsibilities

1. Records Office personnel shall be responsible for the distribution of all citations and parking tickets to Police officers and Parking enforcement personal.
 - a) Distribution of all citations and parking tickets shall be recorded on Ticket Distribution Form.
 - b) Records Office personnel shall ensure that Police officers and Parking enforcement personnel sign the completed Ticket Distribution Form.
 - c) Records Office personnel shall “assign” the distributed parking tickets in the Metro ALERT system to the appropriate Police officer or Parking Enforcement Officer.
2. Records Office personnel shall process all issued parking tickets into the department’s record keeping database Metro ALERT.
3. Records Office personnel shall be responsible for the completion of all necessary paperwork for the submission of these citations to the appropriate Regional Court, as well as the submission of the citations.
 - a) Citations shall be forwarded to the court and tracked using the Citation Transmittal Form
4. Records Unit personnel shall be responsible for the preparation and the forwarding to Regional Court of a citation issued for non-payment of any parking ticket.
 - a) These citations shall be completed in a routine and timely manner to ensure prompt disposition of these parking violations.

E. Voiding of citations and/or parking tickets

1. No police department employee, except the Chief of Police or his/her designee, shall be permitted to void a traffic, non-traffic citation or parking ticket.
2. In the event that there is believed to be justification for a request to void a citation or parking ticket, the following procedure shall be followed:
 - a) The requesting person shall complete a short slip indicating the reason for the request to void the citation or parking ticket.

- b) Attach the citation or ticket stub to the short slip and forward these through the chain of command to the Chief of Police.
 - c) The Chief of Police or his/her designee shall make the final determination to void the citation or parking ticket and shall notify the Records Office to process this as a voided enforcement action.
 3. Police officers or Parking enforcement personnel making an error when completing a citation or parking ticket shall:
 - a) Complete a second citation or parking ticket and issue the corrected copy to the violator.
 - b) Write the word “VOID” across the front of the citation or parking ticket completed in error.
 - c) Complete a short slip outlining the reason for the voided citation or parking ticket.
 - d) Record the number of the replacement citation or parking ticket issued on this short slip.
 - e) Attach the “voided” citation or parking ticket to the short slip
 - f) Forward the short slip and attached citation to their supervisor.
 4. Supervisors shall ensure that all procedures for citations or parking tickets voided as a result of errors have been followed.
 5. Supervisors shall ensure that all citations or parking tickets voided because of errors have the voided citation or parking ticket and accompanying short slip submitted to the Records Office for disposition.
 6. Supervisors shall review all written requests for the voiding of any citation or parking ticket issued by their personnel to ensure there is a valid justification for this request.
 7. The supervisor shall initial this short slip and forward the request, with the accompanying citation or parking ticket stub to their division commander.
 8. In the event the supervisor does not feel there is a justifiable reason to void the citation or parking ticket, he/she shall notify the requesting officer that the request is denied and the citation or parking ticket will be processed as outlined in this directive.

9. Division commanders shall review all written requests to void a citation or parking ticket.
 - a) The division commander shall initial this short slip and forward the request, with the accompanying citation or parking ticket stub to the Chief of Police for final disposition.
 - b) In the event the division commander does not feel there is a justifiable reason to void the citation or parking ticket, he/she shall notify the requesting officer's supervisor that the request is denied and the citation or parking ticket will be processed as outlined in this directive.

BY ORDER OF THE CHIEF OF POLICE