

Traffic Citations

506.1 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.

506.2 RESPONSIBILITIES

Employees of the Clay County Sheriff's Office shall use the State of Missouri Uniform Traffic Ticket for all traffic and parking offense citations (§ 300.575, RSMo; § 300.585, RSMo).

The Traffic Supervisor shall be responsible for the supply and accounting of all traffic citations issued to employees of the sheriff's office. Citations will be kept in a secure location and issued to deputies by the Traffic Supervisor. Deputies will sign for the citation books when issued.

506.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of the Clay County Sheriff's Office 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. Any request from a recipient to dismiss a citation shall be referred to the Division Commander - Field Operations. Upon a review of the circumstances involving the issuance of the traffic citation, the Division Commander - Field Operations may recommend dismissal of the traffic citation. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic citations whose request for dismissal has been denied shall be referred to the appropriate court.

Should a deputy determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the deputy may request that the court dismiss the citation. Upon dismissal of the traffic citation by the court, the deputy 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 Field Operations Division Commander for review.

506.4 VOIDING TRAFFIC CITATIONS

Voiding a traffic citation may occur when a traffic citation has not been completed or where it is completed but not issued. All copies of the citation shall be presented to a supervisor to approve the voiding of the citation. The citation and copies shall then be forwarded to the Traffic Supervisor.

506.5 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the deputy 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 Field Operations/Patrol Unit. The Field Operations/Patrol Unit shall prepare a letter of correction to the court having jurisdiction and to the recipient of the citation.

Clay County Sheriff's Office

Clay County SO Policy Manual

Traffic Citations

506.6 DISPOSITION OF TRAFFIC CITATIONS

The court and file copies of all traffic citations issued by members of the Clay County Sheriff's Office shall be forwarded to the employee's immediate supervisor for review. The citation copies shall then be filed with the Traffic Supervisor.

Upon separation from employment with the sheriff's office, all employees who were issued traffic citation books shall return any unused citations to the Traffic Supervisor.

506.7 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles vary from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing the juvenile a citation.

506.8 RECORDS OF TRAFFIC VIOLATIONS

The Traffic Supervisor 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).