



STATE PARKS & HISTORIC SITES

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COMMISSIONER

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Administrative Procedure # A - C - 1

Subject: Citation Accountability - Inventory and Tracking

Effective Date: May 1, 2014

Procedure Statement:

The three Parks Region Offices will maintain inventory of and track the issuance of Uniform Traffic Citations (UTC) and DNR Summons booklets for their respective regions following this procedure and utilizing the Citation Accountability Form.

Definitions:

Not Applicable

Procedure:

- 1) The supply of Uniform Traffic Citations booklets and DNR Summons booklets will remain in the region offices.
- 2) The region office will assign booklets to individual Park Officers. This will be recorded on the Citation Accountability Form.
- 3) Park Officers should report voided citations following the procedure in the Law Enforcement Policy Manual and submit the form to the region office. Lost booklets and damaged citations should be treated the same as voided citations.
- 4) The region office should record voided/lost/damaged citations on the Citation Accountability Form.
- 5) Upon use of an entire booklet, Park Officers should return the empty booklet (which should have the citation start and end numbers on it) to the region office. The region office will verify the numbers and record the booklet as used in the Citation Accountability Form. Any unused booklets should be returned to the region office, recorded in the Citation Accountability Form and then destroyed.
- 6) If a Park Officer transfers into another region, the losing region should send the citation booklet numbers assigned to that Officer to the gaining region and both regions note in their Citation Accountability Form.

Authority: (if applicable)

Not Applicable

Attachments:

Attachment 1 – Blank Citation Accountability Form