

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 502-S

REFERENCE STANDARDS: 82.3.4

SUBJECT: Traffic and Parking Citations

PURPOSE: To provide guidelines and procedures for clerical personnel when handling citations.

I. PROCUREMENT, RECEPTION AND STORAGE OF NEW TRAFFIC AND PARKING TICKET BOOKS

- A. The Deputy Chief of Support Services is responsible for the procurement of all ticket books. (82.3.4b)
- B. All shipments of tickets shall be received by the Deputy Chief of Support Services or his/her designee.
 - 1. The shipment will be compared to the shipping documents to insure completeness.
 - 2. Any discrepancies will be resolved prior to accepting the order.
- C. Uniform Traffic Citation and Parking Ticket books shall be stored in a secured area. (82.3.4c)
- D. A limited supply of tickets shall be stored in the Records Room.
 - 1. The day shift clerks shall be responsible for maintaining an adequate supply.
 - 2. The clerk shall maintain a log showing the issuing of all citations to police personnel when needed. (82.3.4a)

II. TICKET/COMPLAINT STORAGE AND RECEPTION

- A. All traffic tickets, warning tickets, parking tickets and complaints that have been served shall be turned into the Records personnel.

POLICE OPERATIONS MANUAL

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VILLAGE OF HANOVER PARK

Rescinds:

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1. Tickets shall be stored in the secured container located in the Records/Communications room.
2. The Records Clerk will log all traffic tickets in the Officer Ticket Register before processing the tickets for court.
 - a. All irregularities will be reported to the Deputy Chief of Support Services.
3. All Warning and Parking tickets shall be logged on a transmittal and forwarded to the Village Clerk's office.
 - a. The Village Clerk shall maintain a sequential tracking system to account for all tickets issued to officers, Community Service and Code Enforcement Officers, and the Parking Enforcement Officer.
 - 1) All irregularities or skips shall be reported to the Deputy Chief of Support Services.