

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 04/01/03	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 11/04/20
<b>Chief of Police:</b> 	Citation Accountability, 61.5	
<b>Cross Reference:</b>	<b>Policy Sections:</b> 61.5.1 Electronic Citations 61.5.2 Hard Copy Citations 61.5.3 Citation Log and Distribution 61.5.4 Voiding Citations	

## **PURPOSE**

The purpose of this policy is to establish guidelines for the accountability of citations that are issued to violators.

## **POLICY STATEMENT**

It is the policy of the Elgin Police Department to implement an accountability system to ensure citations are accounted for, maintained and voided in compliance to this policy.

## **DEFINITIONS**

**Citation:** Shall include any traffic ticket, ordinance violation ticket, parking ticket, or warning ticket form utilized by the Elgin Police Department.

**DACRA:** Software that electronically streamlines, organizes, and automates citations, Tow and Seizure Management, Administrative Adjudication and Municipal Court, to include the management of violations.

## **PROCEDURES**

### **61.5.1 ELECTRONIC CITATIONS**

- A. The department utilizes DACRA to maintain information pertaining to all citations as defined in this policy. Officers utilize this software to issue electronic citations to violators.
- B. The adjudication specialist and assigned public safety systems specialist serve as administrators to the electronic citation system and possess the ability to view issued citations.
- C. DACRA provides automatic law updates to the electronic citation system. Updates not provided by DACRA are facilitated by the administrators.
- D. The format of the citations are governed by the state; however, local citations are determined by the administrators.
- E. Upon issue, a copy of the citation shall be provided to the violator.
- F. If there are questions concerning submitted citations, follow-up is conducted with the employee who issued the citation.

### **61.5.2 HARD COPY CITATIONS**

- A. Hard copy citations are available as a replacement in the event the electronic system, DACRA, is unavailable.

1. When the electronic system becomes available, the information from the hard copy citation is input into DACRA by the adjudication specialist.
  2. The adjudication specialist and court liaison officer have the ability to reconcile the citation log with DACRA to ensure all citations are accounted for.
- B. Officers can obtain a hard copy citation book through their lieutenant or a traffic supervisor who are responsible for maintaining the department's inventory and storage of these items.
- C. Hard copy citations shall be provided to the violator and completed as follows:
1. Signed legibly with a badge number and dated by the reporting officer.
  2. Contain a court date that falls within the guidelines established by both the Illinois Supreme Court Rules and the Clerk of the Circuit Court. This date must be within forty-five (45) but no less than fourteen (14) days from the date of issuance.
  3. Indicate bond posted.

### **61.5.3 CITATION LOG AND DISTRIBUTION**

- A. All citations must be documented on the citation log located in the report writing area. If paperwork does not accompany the citation, it is secured in the locked citation box that is adjacent to the log.
- B. If paperwork accompanies the citation, the below protocol is followed:
1. Citations that supplement a DUI remain with the Written Notice to the Motorist and police report. The officer will document the information using the bond sheet and the paperwork is dropped into a safe located at the front desk safe or the Holding Facility.
  2. If the citation accompanies a bail bond form, it remains with the form. The officer documents the information on the bond sheet and the paperwork is dropped into a safe located at the front desk or the Holding Facility.
  3. Adjudication citations are not documented on the citation log or secured in the locked citation box as they are automatically added to the court docket upon issue to the violator.
- C. The court liaison officer retrieves the citations from the above locations and distributes the copies to the clerk of court on a daily basis, Monday through Friday, except for weekends and holidays.
1. Hard copy citations are entered into DACRA and forwarded to the Records Division for filing.
  2. To ensure that officers have submitted their hard copy citations for traffic court, the court liaison officer or designee will reconcile the citation log against DACRA records; this is also done to ensure the accuracy of citations.
  3. If a citation is missing, the court liaison officer will contact the officer to ensure the citation is submitted.
- D. Hard copy parking citations are forwarded to the parking control supervisor who is responsible for forwarding them to the Administrative Adjudication Office.

#### **61.5.4 VOIDING CITATIONS**

- A. The Traffic Unit supervisors and designees have the authority to void a traffic citation.
- B. The parking control supervisor and the adjudication specialist have the authority to void parking citations.
- C. The officer who issued the citation shall seek permission from their supervisor to initiate the voiding of a citation or to have the citation dropped from prosecution.
  - 1. Upon supervisory approval, the request shall be emailed to the respective employee as listed above. If there are circumstances that prohibit the officer from sending the email, the employee's supervisor will send the email.
  - 2. Depending on the citation, a traffic unit supervisor and their designees or the parking control supervisor will ensure the respective data bases are updated to reflect the citation has been voided.
- D. Circumstances in which a citation may be voided include:
  - 1. The citation contains sufficient erroneous information causing the citation to be invalid.
  - 2. Shortly after issuing the citation, the officer becomes aware that the citation is not warranted. An example would be a situation in which an officer has started to write a citation for "No Proof of Insurance" or "Expired Registration," and the driver is able to produce proof of compliance prior to the end of the traffic stop.
  - 3. The officer becomes aware that required markings or signs were not present at the time.
  - 4. The officer is unable to complete the citation due to receiving an emergency call.
  - 5. Equipment failure.
  - 6. Incidents outside the above mentioned circumstances shall be reviewed by the commander responsible for the Traffic Division.
- E. The Traffic Division shall forward voided citations to the Records Division; they shall not be destroyed.