

# COLUMBIA POLICE DEPARTMENT

## Policy Manual

---

### **516 TRAFFIC CITATIONS**

#### **516.1 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.

#### **516.2 RESPONSIBILITIES**

Employees of this department shall use the State of Missouri Uniform Traffic Ticket for all traffic offense citations (§ 300.575, RSMo; § 300.585, RSMo).

The Records Unit shall be responsible for the supply and accounting of all traffic citations issued to employees of this department. Citations will be kept in a secure location and issued to officers by patrol supervisors. Officers will sign for the citation books when issued.

#### **516.3 DISMISSAL OF TRAFFIC CITATIONS**

Employees of this department 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.

Should an officer determine that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the officer 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 Operations Bureau Commander for review prior to being sent to the appropriate prosecutor.

#### **516.4 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 Deputy Chief of Police via Chain of Command.

#### **516.5 CORRECTION OF TRAFFIC CITATIONS**

When a traffic citation is issued and in need of correction, the officer 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 recipient and appropriate court.

#### **516.6 DISPOSITION OF TRAFFIC CITATIONS**

The court and file copies of all traffic citations issued by members of this department shall be forwarded to the Report Reviewer for review. The citation copies shall then be filed with the Records Unit.

# COLUMBIA POLICE DEPARTMENT

## Policy Manual

---

Upon separation from employment with this department, all employees who were issued traffic citation books shall return any unused citations to the Records Unit.

### **516.9 RECORDS OF TRAFFIC VIOLATIONS**

The Records Unit 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).