
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.17.11	
Subject:		Distribution:
Traffic, Non-Traffic, and Traf-O-Teria Citations		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
01-07-2019	Until Amended or Rescinded	Policy 3.17.11 (06-01-2014)
References:		
CALEA: 82.3.4; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish uniform procedures to be followed by all employees of this Department regarding the processing of Traffic Citations, Non-Traffic Citations and Traf-O-Teria Tickets (TOTs).

PROCEDURE

A. General Information and Distribution

1. Traffic Citations, Non-Traffic Citations, and Traf-O-Teria (parking) tickets are kept in the Auxiliary Services Unit and will be provided to officers upon request by either a Records Section clerk or a Report Review Officer during normal business hours. At other times, availability will be limited; therefore officers are required to maintain an adequate supply of citations and TOTs. **(CALEA 82.3.4a)**
2. Other than Supervisory Personnel, Records Section Clerks, and Report Review Officers, no one is authorized to distribute or handle citations and TOTs.
3. A supply of Traffic Violation Notices (TVN) & Faulty Equipment Notices (FEN) will be kept at the Auxiliary Service Unit window.
4. Officers are personally responsible for the citations and TOTs supplied to them and any indication of impropriety regarding their use will be investigated and appropriate remedial measures will be taken, including disciplinary action, if deemed necessary. **(CALEA 82.3.4b)**

B. Issuance

1. Traffic Citations shall be used for all Pennsylvania Vehicle Code moving violations and all sections of the Lower Merion Township Code pertaining to moving violations.
2. TOTs shall be issued for all parking violations.
3. The Lower Merion Township Traffic Violation Notice (TVN) shall be used for both Traffic Violations and Faulty Equipment.
4. Non-Traffic Citations shall be used for all Pennsylvania State Law violations and all Lower Merion Township Code violations that are summary in nature (e.g. snow removal, alarm violations, etc.)
5. A police officer, upon issuing a citation for violations other than parking, shall serve the appropriate copy to the defendant. Rule No. 80 of the Summary Rules of Criminal Procedure allows for the service of a Citation by the police officer either personally or by first-class mail. Personal service is the appropriate manner of service for violations other than parking violations. For TOTs, unless the owner/operator is present, the TOT shall be placed conspicuously on the windshield of the offending vehicle.
6. Officers issuing Traffic and Non-Traffic Citations are to give the defendant the opportunity to sign the acknowledgement of receipt block on the citation form. If the defendant refuses to acknowledge receipt by signing the citation, the issuing officer should write REFUSED in the block and issue the defendant their copy of the citation.
7. Officers shall submit to his or her supervisor all citations and TOTs issued during their tour of duty.
8. In all cases where there is a specific charge applicable, that charge shall be used when bringing prosecution for violations of the Vehicle Code, Crimes Code, and the Township Code.

C. Completed Citations

1. Completed citations and TOTs are to be reviewed by a Patrol Unit Supervisor. Supervisors shall indicate their approval by placing their badge number in the lower right portion of the citation or TOT. Any errors detected by the supervisor will be immediately corrected by the issuing officer. Citations and TOTs are to be handed to the Report Review Officer, the Citation clerk or placed in the drop-box located at Report Review for that purpose. Under no circumstances are they to be left unsecured in the Records Section.

2. Citation information is to be entered into the ALERT Records Management System by the issuing officer or the Police Records Clerk.
3. Non-Traffic Citation information is to be entered into the ALERT Records Management System by the issuing officer or the Police Records Clerk.

D. Review and Storage

1. As citations are turned in, the Police Records Citation clerk will review them for completeness and neatness. Any citations not conforming to acceptable standards will be forwarded to the Auxiliary Services Commander for review. The Auxiliary Services Commander is responsible for assuring compliance with all procedures involving citations.
2. TOTs shall be separated and taken to the Parking Services Department for filing.
3. The Citation clerk will separate the citations according to Magisterial District Court and then divide them into the following categories: Moving, Other, Faulty Equipment Notice-Citation, Traffic Violation Notices, Faulty Equipment Notices and Non-Traffic.
4. Pertinent information from all citations will be transferred for storage into the ALERT Records Management System by Auxiliary Services personnel.
5. After separation of the Department copy, the citations are to be placed into the designated District Court bag for hand delivery by assigned personnel.
6. Copies of issued citations will be stored in the records section for one (1) year. After the 1-year period they will be stored in the Department's Evidence Storage Room for a period of five (5) years and then disposed of according to the disposal procedure. **(CALEA 82.3.4c)**

E. Voiding Citations / TOTs

1. A request to void any issued citation or TOT issued by a police officer is to be done by use of the Void Request Form ([AUX-25](#)) and passed through the Chain of Command.
2. A request to void a TOT issued by a member of the Parking Services Department is to be done by use of the Void Request Form ([AUX-25](#)) and passed through the Chain of Command to the Parking Service Director.
3. Acceptable reasons for voiding citations and TOTs include, but are not limited to; human error while completing the form, the investigation reveals an improper charge was brought, the investigation reveals that a medical emergency caused the violation that led to the citation. This does not preclude that other circumstances do exist for voiding citations or TOTs. It does establish that a

proper investigation and the results thereof must provide sufficient cause for voiding a citation or TOT.

4. The appropriate Division Commander shall sign and date all voided citations and TOTs. The designation "VOID" shall be written across the face of the citation / TOT.
5. Upon receipt of voided forms, the Citations clerk will submit them to the Auxiliary Services Unit Commander who will ensure the citation has been properly voided in conformation with department procedure as indicated above.
6. The voided citation / TOT is then to be filed in the voided citation / TOT file.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.