

Traffic and Parking Citations

505.1 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.

505.2 RESPONSIBILITIES

Employees of this department shall use the approved traffic citation for all traffic offense citations.

The Operations Division Commander shall be responsible for the development and design of all Department traffic citations in compliance with state law (CRS § 42-4-1707).

The Records Section is responsible for the supply and accounting of all county traffic citations issued to employees of this department. County citations will be kept in a secure location and issued to officers by the Records Section staff. Officers will sign for the citation books when issued.

The Municipal Clerk is responsible for the supply and accounting of all municipal traffic citations issued to employees of this department. Municipal citations are kept and stored in a secure location and issued to the officer by the Municipal Clerk. Officers will sign for the citation books when issued.

505.3 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. Any request from a recipient to dismiss a citation shall be referred to the Operations Division Commander. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic citations whose request for dismissal has been denied shall be referred to the appropriate court.

Should an officer determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the officer may request that the court dismiss the citation. Upon dismissal of the traffic citation by the court, 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 Division Commander for review.

505.4 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, along with a memorandum explaining the reason for the voided citation shall be presented to a supervisor to approve the voiding of the citation. The citation and copies shall then be forwarded to the Operations Division Commander.

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505.5 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 motion to amend requesting a specific correction to his/her immediate supervisor. The citation and motion to amend shall then be forwarded to the court having jurisdiction..

505.6 DISPOSITION OF TRAFFIC CITATIONS

The court and file copies of all traffic citations issued by members of this department shall be forwarded to the employee's immediate supervisor for review. The citation copies shall then be filed with the Records Section.

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

505.7 PARKING VIOLATION ENFORCEMENT

Officers may issue warnings or citations to those persons who violate state law or city ordinances regarding parking regulations. Officers shall attempt to gain voluntary compliance from motorists through education when a driver is with their parked vehicle. During special events, maps of legal parking areas should be distributed by officers or parking ambassadors assigned to work the event.

Chronic parking violations may become the subject of directed enforcement activities.

505.8 NOTICE OF PARKING VIOLATION APPEAL PROCEDURE

Disposition of notice of parking violation appeals is conducted pursuant to local regulations (CRS § 43-2-135(1)(g) and CRS § 42-4-110(1)). A parking violation may be appealed by filing a request with the court and posting fees as required.

505.9 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles vary from the procedure for adults (CRS § 42-4-1707(1)(b)). The juvenile's age, place of residency, the type of permit and/or license they possess, and the type of offense should be considered before issuing the juvenile a citation.

