

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 15, 2010	NUMBER 2408
SUBJECT Uniform Traffic Tickets & Warning Tickets		
REVISED		
REFERENCE SCLEA 14.8	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	Number of Pages: 2

A. PURPOSE

The purpose of this general order is to establish procedures for maintaining records pertaining to uniform traffic tickets.

B. POLICY

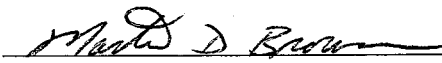
Issuing and accounting for uniform tickets will be rigidly controlled. Copies of citations issued will be filed in agency records in accordance with state law. Generally, state law will be considered the minimum standard and the City of Anderson Police Department may elect to exceed those standards in whole or in part as long as state law is not violated.

C. PROCEDURES FOR MANAGING TRAFFIC CITATION RECORDS

1. Uniform Traffic Tickets (UTTs) (SCLEA 14.8A-C)
 - a. The blank citation books will be secured in the Records Unit until issued to an officer.
 - b. The Records Clerk will issue blank citation books to officers, and will log the date issued, the officer's name, CRT number and inclusive numbers of the citation books onto a log.
 - (1) This log will be kept in the Record Clerk's custody for safekeeping.
 - (2) No officer or other staff member will log out a citation book unless the Records Clerk is present.
 - (3) Only one citation book will be issued to an officer at one given time.
 - (a) Exception: Circumstances may arise wherein it is prudent to issue a new citation book prior to an officer expending all of the existing citations in a previous book. Examples of these types circumstances include but are not limited to:

- i. The officer is down to a few tickets near the end of a week or prior to holidays and is projected to run out of available tickets prior to the Records Unit reopening after the weekend or holiday(s).
 - c. Officer citation books may be subject to periodic staff inspections to match the citations issued to those noted on the ledger.
 - d. When a citation is issued, the white copy of the citation will be turned in to the Records Clerk to be entered into the computer's ticket file.
 - (1) The number assigned to the citation is cross-referenced by the traffic arrest entry typed into the computer for each citation.
 - e. All copies of voided citations are to be turned in immediately to the Records Clerk.
 - (1) All voided tickets must be signed by voiding officer along with CRT number and reason for void.
2. Warning Citation Records:
- a. The blank warning citation books will be secured in the Records Unit until issued to an officer.
 - b. The Records Clerk will issue blank warning citation books to officers.
 - c. Once issued, the white copy of the warning citation will be turned in to the Records Clerk.
 - d. All copies of voided warning citations are to be turned immediately in to the Records Clerk.
 - (1) All voided tickets must be signed by officer along with CRT number and reason of void.
 - e. After all data is compiled, a monthly remittance (Public/Contact/Warning by State and Local Law Enforcement Officers Report) is downloaded by the Records Clerk to the SCDMV for their reporting purposes.
 - f. Warning citations are to be kept in the Records Unit for a minimum of 3 months after transmitting.
 - (1) Warning tickets can be destroyed, but hard copies of transmittal sheets must be kept for a minimum of 3 months.

By order of:



Martin D. Brown, Chief of Police

3-12-2010
Date