

TITLE: ISSUANCE/VOIDING/DISPOSITION OF CITATIONS

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PURPOSE

The purpose of this directive is to establish proper procedures governing the issuance, loss, issuance in error, spoilage, theft, voiding and disposition of citations.

DISCUSSION:

The proper control and handling of citations is essential in maintaining the integrity and accountability of the citation process.

POLICY AND PROCEDURE

The following procedures shall apply to all citations issued by members of the Santa Fe Police Department, to include: Uniform Traffic, Parking, Misdemeanor, and DUI.

81.1.01 TRACKING CITATIONS

- A.** The Fleet Manager is charged with ordering, logging, and maintaining sufficient stock of all citations issued by the Santa Fe Police Department. Upon receiving a shipment of citations, the Fleet Manager shall enter all numbers into the computerized citation log in preparation for disbursement of books to various commanders/supervisors.
- B.** When batches of citations are disbursed to commanders or supervisors, the name of the

component will be entered into the citation log to track each citation.

- C.** The commanders/ supervisors, upon receipt of the citation books, shall disburse them to their personnel, but only after entering the citation numbers in the citation log under the department member's name.
- D.** Once the member has issued a citation(s), all remaining copies of that citation shall be returned to his/her respective commander.
- E.** The citation(s) shall then be routed to the Records Unit where the violation shall be logged into the computer. The Records Unit shall then route the citation to Municipal or Magistrate Court.
- F.** Once a disposition has been rendered in Municipal or Magistrate Court, that disposition shall be entered into the computer. Records personnel shall then have access to the documentation of the final disposition which becomes a permanent record.
- G.** Purging of citations shall be completed in accordance with New Mexico State Law.

81.1.02 LOST OR STOLEN CITATIONS

- A.** In the case of lost or stolen citations, a memorandum shall be prepared by the responsible officer/member to the Chief of Police and submitted through his/her chain of command. The memorandum needs to include the circumstances surrounding the loss or theft and indicate the numerical sequence of the citation(s).
- B.** The receiving commander shall countersign the memorandum and then route the memorandum to the office of the Chief of Police.
- C.** The receiving commander shall log the citation number for the lost or stolen citation(s) in their citation log to assure accountability for the citation(s).

81.1.03 VOIDED CITATIONS

- A. Citations spoiled or issued in error shall be marked "VOID" clearly across the face of the affected document in large bold letters, ensuring that all copies have been properly marked as such.
- B. A memorandum shall be directed to the office of the Chief of Police through the chain of command, noting the citation number voided, the reason for such action, and whether another citation was issued in place of the voided citation. The memorandum shall be prepared by the issuing officer/member providing justification for the actions. The memorandum shall be countersigned by the member's commander/supervisor or, if unavailable, another division/unit commander.
- C. A copy of the voided citation shall be attached to the memorandum and routed to the office of the Chief of Police. The receiving commander/supervisor shall also log the citation as voided in the citation log to assure accountability for the citation. All requests to the Municipal Court for a void or deletion of a citation must be routed through the Chiefs Office for approval before submission to Municipal Court for consideration.

81.1.04 AMENDED/DISMISSED CITATIONS

- A. Amended citations shall be logged in the citation log as originally received. Any amendments to the citation shall be completed first with the approval of the Chief of Police before being submitted to the Municipal Court Judge for consideration. The citation shall be logged as amended in the Records Division once a disposition is received.
- B. Municipal citations may only be dismissed on the authority of the Municipal Judge; when that disposition is returned to the Records Division, it shall be logged as a dismissal.
- C. Commanders and supervisors shall keep track of all citations that are dismissed. When a supervisor observes a pattern of dismissal based

upon inadequate investigation, preparation, or presentation of a case, he/she shall be responsible for noting documented deficiencies in the officer's performance appraisal. Patterns such as this shall also be reported to the Training Section with a recommendation for remedial/additional training for the officer(s) in question.

81.1.05 CITATIONS

- A. A copy of citations issued for the violation of Driving While under the Influence of Alcohol and/or Drugs shall be routed to the Department of Motor Vehicles, Drivers Services Bureau (DWI Unit) after the citation has been approved by a commander. All forms will be submitted as per operating guidelines set by the State of New Mexico and Departmental Policy.

81.1.06 UNAUTHORIZED DISPOSAL OF CITATIONS

- A. It is a misdemeanor and official misconduct for any officer or other employee to dispose of a citation except as otherwise provided in this policy and/or by law (66-8-133 NMSA).

81.0.07 AUDIT PROCEDURES

- A. The Records Division supervisor shall conduct an annual audit, during the month of June, of all citation documentation and the totals of all citations issued to assure accountability of all citations distributed and issued.

Drafted (awm) 03/03

APPROVED: 
 BEVERLY K. LENNEN
 Chief of Police

DATE: 07-23-04