



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police

From: Lt. Kenny Williams

Date: February, 7 2012

Subject: Issuing and tracking notice to appear citations

Directive 12-1

Issuing and tracking notice to appear citations

Per Penal Code Section 853.6 and Vehicle Code Sections 40202 and 40500, University Police personnel shall not destroy, intervene, or otherwise “fix” a citation for any reason. Official requests to set aside citations in the interest of justice must be made in writing accompanied by a case number. The request shall include the reasons for the recommendation and shall be filed with the court.

All citation books will be tracked on a sign out sheet maintained by the Operations Sergeant or designee. The sign out sheet will track the citations from their initial issuance until the book is depleted. All citations will be entered into RIMS by the issuing officer. The department copy will be turned in to be scanned into RIMS and destroyed. All citations, including warnings and voided citations will be entered into RIMS. This system will ensure accountability for periodic supervisory review and audit purposes.

The Operations Sergeant or designee will:

- Monitor and maintain the department supply
- Ensure unused supply of citation books remains in a secure location
- Issue citation books to authorized personnel as needed
- Update the citation sign out sheet to reflect the issuance and depletion of a citation book

The person to whom a citation book is assigned is responsible for the care, custody and control of the assigned citation book. A missing citation book will require a memo from the assigned officer to a supervisor identifying what book is missing. The memo will also specify what subsequent investigation was conducted to determine how or why the book is missing. The memo will be approved by a supervisor and attached to the citation sign out sheet.

Upon the discovery of any discrepancies or violation of this directive the Lieutenant or Chief will be notified in writing.