

12.251 CITATIONS ISSUED TO DEPARTMENT OWNED VEHICLES

Reference:

Procedure - 12.215 - Cincinnati Parking Infraction (CPI)

Procedure - 12.250 - Cancellation of Citations

Procedure:

- A. When a Department employee receives a Cincinnati Parking Infraction (CPI) on a city owned/leased vehicle, the employee will:
 - 1. Immediately notify their supervisor.
 - 2. Document the circumstances on a Form 17.
 - 3. Pay the citation or schedule a hearing. In both cases, Sections A.1. and A.2. must still be followed.
- B. The employee's supervisor will:
 - 1. Notify Police Records Section to place a "holder" on the citation pending an investigation if the employee chooses not to pay or schedule a hearing.
 - 2. Investigate and verify the incident.
 - 3. Indicate corrective action taken or initiated on the employee's Form 17.
 - 4. If circumstances warrant a cancellation, complete a Form 654, Citation Cancellation Request.
 - 5. Forward the employee's Form 17 and the Form 654 with the original citation attached to the district/section commander.
- C. The district/section commander will:
 - 1. Review and make a recommendation.
 - 2. If recommending approval, forward the entire packet to the affected bureau commander for approval.
 - 3. If disapproving, return the entire packet to the employee's supervisor.
- D. If the employee was not conducting official police business, or the district/section or bureau commander disapproves the request for cancellation:
 - 1. The employee's supervisor will notify Police Records Section.
 - 2. The citation will be returned to the employee for payment or to schedule a hearing.
 - 3. Failure to have the citation properly disposed of will result in disciplinary action.
- E. If the district/section commander and the affected bureau commander recommend cancellation, the employee's Form 17 and the Form 654 with the original citation attached will be forwarded to the Patrol Bureau Commander.

1. The Patrol Bureau Commander will stamp the back of the original citation "Recommend Cancellation by the Court" if the request is approved.
- F. The employee's Form 17 and the Form 654 with the original citation attached will be forwarded to Police Records Section.
1. Police Records Section will prepare a master docket sheet for all citations submitted to the hearing officer for cancellation.
 2. Photo copies of all Forms 17's, Forms 654, and citations will be sent to the Hamilton County Municipal Court Clerk's Office along with two copies of the master docket sheet by the second Friday of each month.
 - a. One copy of the master docket sheet will be signed by the clerk and returned to Police Records Section as a receipt.
- G. If the hearing officer determines the citation does not warrant cancellation or dismissal, the citation will be returned to Police Records Section.
1. Police Records Section will notify the employee for payment.
- H. This procedure does not alter existing Procedure 12.215, Cincinnati Parking Infraction (CPI), regarding the processing of citations involving defective parking meters.