

12.245 CITATION PROCESSING AND CORRECTION

Reference:

Procedure 12.240, Ohio Multi-Count Uniform Traffic Ticket (MUTT)

Procedure 12.554, Investigatory Stops

Procedure 12.555, Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders

Purpose:

Establish Department guidelines for the tracking and issuance of citations, and a process to ensure citation errors are corrected in a timely manner.

Procedure:

- A. Issuing CPI and MUTT Citation Books
 1. When Cincinnati Parking Infraction (CPI) and Ohio Multi-Count Uniform Traffic Ticket (MUTT) citation books are received at Supply Unit, an entry will be made in their log book indicating the date received, number of books and their serial numbers.
 2. Supply Unit will track the number of CPI and MUTT books and serial numbers as they are issued to field units.
 3. Field units in need of CPI or MUTT citation books will send a Form 10, Supply Requisition, to Supply Unit stating the number of books required.
 - a. Normally a unit should not maintain more than a month's supply of citation books, with the lower numbered books distributed first, in order.
 - b. The Form 10 will be retained at Supply Unit.
 4. CPI and MUTT citation books will be stored in a locked cabinet under the control of supervisors only.
 - a. The district/unit receptacle for citations and receipt cards will be kept locked, with the key under the control of supervisors only.
 5. When an officer requires additional CPI / MUTT citations, the shift supervisor will issue the requested number of books. The requesting officer will immediately:
 - a. Examine the book for completeness.
 - b. Confirm and note the beginning and ending serial numbers, their badge number, unit of assignment, and sign the receipt card in the front of the book.
 - c. Give the receipt card to the supervisor.

6. The shift supervisor will examine the CPI / MUTT receipt card for completeness and accuracy, and place their badge number in the lower right-hand corner to verify issuing the citation book. The receipt card will be placed in the locked receptacle and sent to Police Records with the daily citations.
 7. When the last CPI / MUTT citation tag in their book has been issued, the officer will submit the completed ledger card, noting each violation written, to the shift supervisor.
 8. All issued citations will be turned in each day at the end of the officer's tour of duty to a supervisor.
 9. Each day on the third shift, the OIC will prepare or have prepared a Form 308, Receipt for Traffic Citation. This form will list numerically all citation tags issued by the unit during the preceding 24 hours.
 - a. Upon completion of the Form 308, the officer preparing the report will place their name in the column Prepared by Officer. A supervisor will confirm and sign the column Verified by Supervisor.
 - b. Prepare a separate Form 308 for juvenile MUTTs, adult MUTTs (companion cases stapled together) and all CPIs. Process the three Form 308s in three separate envelopes and hand carry them to Police Records during the next morning's property run prior to 0800 hours.
 - 1) Include the receipt cards in the CPI / MUTT envelopes.
 - 2) Police Records will mail the second copy of the Form 308 back to the district after verifying the information on the form.
- B. Correcting Errors on CPI / MUTT Citations, Form 314, Notice to Appear (NTA), and Form 534, Contact Card
1. Police Records personnel review and enter information from CPIs, MUTTs, NTAs, Contact Cards and receipt cards into the appropriate computer system.
 - a. Receipt cards and document copies are filed in accordance with Police Records SOP and record retention guidelines.
 2. When Police Records locates an error on a CPI, MUTT, NTA or Contact Card, it must be corrected in a timely manner.
 - a. The data entry supervisor will complete a Police Records Memo, including a photocopy of the incorrect document. The memo will be sent via email to the issuing officer and the supervisor who reviewed and approved the document.
 - 1) The officer will make the correction(s), take any necessary action and save the memo to their I: drive.
 - 2) The officer will send the corrected memo back to the data entry supervisor via email within 7 days.

- a) Corrections **will not** be accepted via telephone or fax due to record keeping requirements.
- b. When the issuing officer is not available to correct the document within 7 days (e.g., vacation, extended sick leave), the approving supervisor is responsible to take necessary action and email the corrected memo to the data entry supervisor.
- c. If the corrected memo is not received by the Records data entry supervisor within 7 days, a second notice will be sent to the officer, approving supervisor, and district/unit administrative supervisor.
 - 1) The administrative supervisor will assign a district/section/ unit memo to the issuing officer's lieutenant to ensure the correction is made promptly.
 - 2) The issuing officer or approving supervisor will follow the steps outlined above and ensure the corrections are sent to the Records data entry supervisor within 3 days.