



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1950
TOPIC: CITATION CONTROL
ISSUED BY: JAMES PESCHONG, CHIEF OF POLICE
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SUPERSEDES: G.O. 1950, 2008
REFERENCE:

I. POLICY

The Lincoln Police Department will follow procedures to control the storage and distribution of Uniform Citation forms, and to account for the disposition of citations, in order to minimize potential loss or misuse.

II. PROCEDURE

A. The Property and Evidence Unit is responsible for ordering, stocking, distribution, and secure storage of citation forms at headquarters. The Center and Northeast Teams will maintain a stock of citation books in a secure cabinet accessible to supervisors only. Citation books will be issued as follows:

1. Citation books will be issued by a supervisor or by the Property and Evidence Unit.
2. Citation books will be issued only to police officers and public service officers.
3. The officer or PSO will fill out the receipt log, and record his or her name and employee number on each citation book.
4. Officers will ordinarily be issued no more than one citation book at any given time. Parking enforcement personnel shall be issued no more than six citation books. Exceptions may be allowed for special circumstances.
5. PSOs assigned to parking enforcement duties will be issued automated citation-writing equipment.

B. Employees are responsible for the control and accounting of each citation form they receive.

1. Employees will store and maintain citation books in a reasonably secure manner.
2. Citation books should be returned to the Property and Evidence Unit after three months, even if unused, for replacement.
3. Parking enforcement personnel will not misuse or abuse automated equipment.
4. All used citations, including any voided citations, will be turned in to the Records Unit at the end of the employee's shift.

C. Citations are voided in the following manner:

1. Print "VOID" across the face of the form.
2. On the back of the yellow copy, write the date and reason the citation was voided, sign and print employee number.
3. Turn the voided citation in to the Records Unit in the same manner as other completed citations.

D. Audit of Citations

1. The Property and Evidence Unit shall monitor and compare computer records of citation numbers, citations issued, and the receipt log at several intervals during the year.
2. Parking Services shall monitor activity of computer and automated citation equipment.
3. Any unresolved discrepancies discovered during these processes will be reported to the chief of police for a determination regarding any further inquiry.