

Traffic and Parking Citations

Effective Date:	
Revised Date:	01/23/2023
Issuing Authority:	

508.1 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing, correcting, voiding, and dismissing traffic and parking citations.

508.2 POLICY

It is the policy of the Alsip Police Department to enforce traffic laws fairly and equally. Authorized members may issue a traffic citation, parking citation, or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

508.3 RESPONSIBILITIES

The Records Unit shall be responsible for the supply and accounting of all traffic and parking citations issued to members of this Alsip Police Department. Citations will be kept in a secure location and issued to members by the Records Unit staff. Members will sign for the citation books when issued or upon return of unused citations.

Members of the Alsip Police Department shall only use department-approved traffic and parking citation forms.

508.3.1 WRITTEN OR VERBAL WARNINGS

Written or verbal warnings may be issued when the Alsip Police Department member believes it is appropriate. The Records Unit should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this department in accordance with the established records retention schedule.

508.4 TRAFFIC CITATIONS

508.4.1 CORRECTION

When a traffic citation is issued but is in need of correction, the member issuing the citation shall submit the citation and a letter to the member's immediate supervisor requesting a specific correction. Once approved, the citation and letter shall then be forwarded to the Records Unit. The Records Clerk or the authorized designee shall prepare a letter of correction to the court having jurisdiction and notify the citation recipient in writing.

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508.4.2 VOIDING

Voiding a traffic citation may occur when the citation has not been completed or when it is completed but not issued. All copies of the voided citation shall be presented to a supervisor for approval. The citation and copies shall then be forwarded to the Records Unit.

508.4.3 DISMISSAL

Members of this department do not have the authority to dismiss a traffic citation once it has been issued. Only the court has that authority. Any request from a recipient to dismiss a citation shall be referred to the Patrol Lieutenant. Upon a review of the circumstances involving the issuance of the traffic citation, the Patrol Lieutenant may request the Patrol Lieutenant to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic citations whose request for dismissal has been denied shall be referred to the appropriate court.

Prior to a court hearing, a member may submit a request for dismissal of a traffic citation to the member's supervisor. The request must be in writing and should include the reason for dismissal (i.e., in the interest of justice, prosecution is deemed inappropriate). Upon a review of the circumstances involving the issuance of the traffic citation, the supervisor may forward the request to the Patrol Lieutenant to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal.

Should a member determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the court to dismiss the citation. Upon such dismissal, the member shall notify the member's immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required, and forward it to the Patrol Lieutenant for review.

508.4.4 DISPOSITION

The court and file copies of all traffic citations issued by members of this department shall be forwarded to the member's immediate supervisor for review by the end of each shift. The citation copies shall then be filed with the Records Unit.

Upon separation from appointment or employment with the Alsip Police Department, all members who were issued traffic citation books shall return any unused citations to the Records Unit.

508.4.5 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency, and the type of offense should be considered before issuing a juvenile a citation.

508.4.6 DATA COLLECTION

Officers conducting a stop regardless of whether a uniform traffic citation or warning citation is issued for an alleged violation of the Illinois Vehicle Code shall collect the data elements required by 625 ILCS 5/11-212 using the Illinois Department of Transportation standardized law enforcement data compilation form (625 ILCS 5/11-212).

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The Records Unit shall compile the required data and transmit the data to the Illinois Department of Transportation as required by 625 ILCS 5/11-212. (See the Bias-Based Policing Policy for additional guidance).

508.5 PARKING CITATION APPEALS

Parking citations may be appealed in accordance with local and state law (625 ILCS 5/11-208.3).