

## Traffic Citations

### **504.1 PURPOSE AND SCOPE**

This policy outlines the responsibility for traffic citations.

### **504.2 RESPONSIBILITIES**

The Administrative Sergeant shall be responsible for the development and design of all Department traffic citations in compliance with state law and the Judicial Council.

The Patrol Sergeant shall be responsible for reviewing citations for completeness, accuracy and routing to the Records Unit for processing.

The Records Unit shall be responsible for the supply and accounting of all traffic citations issued to employees of this department. The Records Unit shall be responsible for processing traffic infraction (including misdemeanor traffic charges) citations with the appropriate court.

### **504.3 DISMISSAL OF TRAFFIC CITATIONS**

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued (Vehicle Code § 40500(d)).