



Series 200 Operations	Effective Date 12/16/2022	Review Date Annually	Directive Number 204.2
Chapter 204 - Traffic Operations			
Reviewing Office Traffic Enforcement Unit			<input type="checkbox"/> New Directive
References			<input checked="" type="checkbox"/> Revised
			<input type="checkbox"/> Reviewed Revisions are in <i>Italics</i>

TRAFFIC AND ORDINANCE VIOLATIONS

204.2 - 1 PURPOSE

To furnish guidelines on enforcement of state and local traffic laws.

204.2 - 2 POLICY

Although the department maintains specialized traffic commands, every officer on the department shares in the responsibility for traffic enforcement. The traffic enforcement objectives of the Detroit Police Department are to aid in the safe and expeditious flow of vehicular and pedestrian traffic and educate the public on traffic safety.

204.2 - 2.1 General Responsibility Regarding Traffic Violations

All members of the department shall be constantly alert for traffic violations in order to reduce traffic accidents on city streets. Members shall always drive in a safe and careful manner and shall endeavor to set an example for the public with *their* driving habits. Proper action shall be taken when a member witnesses a traffic violation. The driver of the vehicle should, if feasible, be advised as to the reason for the traffic stop before any demand is made for the driver's operator's license, certificate of registration or proof of insurance. The officer shall direct the driver to produce *their* operator's license, certificate of registration, and proof of insurance and shall verify the information thereon by observation and inquiry.

Officers shall bear in mind that one of the primary goals of traffic law enforcement is education in regard to traffic laws, ordinances, and safe driving practices. Officers shall use judgment in determining whether or not the violation committed merits the issuance of a Uniform Law Citation. In all cases where Uniform Law Citations are issued, they shall be issued in a timely manner.

If circumstances prevent the timely issuance of a Uniform Law Citation, the Uniform Law Citation should not be issued at all. In all cases where Uniform Law Citations are not issued, the officer shall issue corrective instructions to the driver and shall courteously respond to questions concerning the involved violation.

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Violators with questions about the cost of a ticket shall be advised to contact the 36th District Court for fine information.

204.2 - 3 Citations

The department utilizes three (3) types of citations for the enforcement of traffic laws and miscellaneous ordinances:

1. The State of Michigan-Uniform Law Citation, UC-01a (revised 10/10);
2. The Miscellaneous Ordinance Violation Notice, C of D 282-CA; and
3. The City of Detroit Parking Violation Notice (optional).

The State of Michigan Uniform Law Citation (white) is utilized for citing civil infractions, traffic misdemeanors, and parking violations. These citations will be processed and handled at 36th District Court. The Department of Natural Resources (DNR) or specialized DPD units (i.e. Harbormaster Unit and Underwater Recovery Team) with waterway or marine associated training are responsible for issuing marine violations on the State of Michigan Uniform Law Citation which will be stamped "Marine Violation" by the issuing unit. The Miscellaneous Ordinance Violation Notice (green) is utilized for citing violations of miscellaneous city ordinances. The City of Detroit Parking Violation Notice (white) is used exclusively for citing parking infractions and will be processed and handled through the City of Detroit Municipal Parking Department.

204.2 - 4 Recording, Reviewing, and Accounting of Uniform Law Citations

204.2 - 4.1 Record of Ticket Books Issued

The assignment of ticket books to individual officers shall be made by the supervisory personnel in unbroken numerical sequence commencing with the smallest number and continuing until the supply received has been depleted and recorded on the Violation Complaint Record (DPD 28). Miscellaneous ordinance violation records, traffic violation records, and parking violation records must be labeled, filed, and maintained separate from each other. Therefore, separate Violation Complaint Records and Violation Complaints – Officer's Record (DPD 40), shall be used for recording Uniform Law Citations, Miscellaneous Ordinance Violation Notices, and Parking Violation Notices. The word "MISCELLANEOUS," "TRAFFIC," or "PARKING" shall be indicated in the upper left hand corner of the form to identify each Violation Complaint Record and Violation Complaints – Officer's Record.

When books are issued to an officer, the supervisor shall enter the officer's name, badge number, date of issuance, and each ticket number in the series on the -Violation Complaints – Officer's Record, which shall be filed and maintained in alphabetical sequence by name. The books shall be stored in a locked cabinet or drawer.

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For the purpose of auditing, the commanding officer of each precinct or command shall maintain an up-to-date file of completed Violation Complaint Records and Violation Complaints – Officer’s Records. The forms shall be retained for two (2) years and one (1) year, respectively.

204.2 - 4.2 Temporary Assignments

When an officer is assigned temporarily to another command, the supervisory personnel of that command shall assign a new Uniform Law Citation book to the officer. While so assigned, the officer shall not issue any Uniform Law Citations other than those assigned by the supervisory personnel of the temporary command. The unused portion of ticket books shall be collected by the officer-in-charge (OIC) of the command upon the completion of the temporary assignment. After making appropriate notations on forms as explained in this directive, the OIC shall recommend cancellation of the unused portion of the collected Uniform Law Citation books.

204.2 - 4.3 Transferred Members

In cases where an officer is transferred to a command where Uniform Law Citations are not routinely issued, the Violation Complaints – Officer’s Records shall be retained at the command from which the officer is transferred. The date of the transfer and a notation that the unissued Uniform Law Citations have been cancelled shall be written in ink on the Violation Complaints – Officer’s Records.

In the event of transfers between commands that issue Uniform Law Citations, members will retain assigned notices. The former command shall retain the Violation Complaints – Officer’s Records and draw a line through the spaces corresponding to with the unissued Uniform Law Citations. A notation in the “remarks” column, initialed by a supervisor, shall be made to indicate the date of transfer, and that the balance of the member's unissued Uniform Law Citations was retained by the member. It shall be the officer's responsibility to notify the new command of the ticket series of the Uniform Law Citations the member has retained.

The new command shall prepare a Violation Complaints – Officer’s Records recording the entire ticket series and drawing a line through the spaces corresponding with the Uniform Law Citations previously issued at the old command.

204.2 - 4.4 Review of Uniform Law Citation by Command of Origin

It shall be the responsibility of the immediate supervisor to carefully check the Uniform Law Citations for errors. This will be the final check until they are reviewed at 36th District Court, Traffic and Ordinance Division. Errors discovered at court will be cause for having the Uniform Law Citation cancelled. If no errors are detected, the supervisor's initials and badge number shall be entered in the space provided for remarks to certify that the Uniform Law Citation has been prepared in a manner which

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is consistent with applicable department procedures. (This provision does not apply to the City of Detroit Parking Violation Notice).

Erroneously prepared Uniform Law Citations shall be returned to the issuing officer for correction. If the Uniform Law Citation can be corrected and is still legible, corrections are permissible, and can be re-submitted to the court.

204.2 - 4.5 Stamping of Violation Complaints – Officer's Records (DPD 40)

After the reviewing supervisor has initialed the Uniform Law Citation, the supervisor shall date stamp the issuing officer's Violation Complaints – Officer's Records (DPD 40) in the space adjacent to the Uniform Law Citation number. The reviewing supervisor shall ensure that each Uniform Law Citation, after being carefully checked, is placed into a locked box until needed for preparation of the recapitulation report on platoon one following the day of review.

204.2 - 5 Issuance of Uniform Law Citations, Miscellaneous Ordinance Violation Notices, and Parking Violation Notices**204.2 - 5.1 Care in Preparing Uniform Law Citations**

Accuracy and completeness are of utmost importance in preparation of Uniform Law Citations. An officer issuing a Uniform Law Citation shall ensure that the notice is written with a black ballpoint pen and that sufficient pressure is exerted to clearly imprint each entry onto all copies. The officer shall inspect the copy given to the violator to ascertain that all entries are clearly legible and that all the information is complete and accurate.

All Uniform Law Citations shall be issued in ascending numerical order. Uniform Law Citations issued shall be turned in at the end of each tour of duty.

204.2 - 5.2 Moving Traffic Violations by Armed Services Personnel

When armed services personnel operating military vehicles are stopped for moving traffic violations, *their* name, rank, serial number, organization, and type of vehicle and its number shall be obtained. This information and a description of the violation are to be forwarded on an Inter-Office Memorandum (DPD 568), to the commanding officer of Traffic Enforcement. The commanding officer of Traffic Enforcement shall forward the memorandum to Selfridge Air National Guard Base. Selfridge Air National Guard Base has a Call Center Command Post that may be contacted for direction regarding members of the armed forces, merchant seaman, or Coast Guard. A Uniform Law Citation shall not be issued. When a person, who is in "active" military service driving a **non**-military vehicle, is issued a Uniform Law Citation for a civil infraction, it shall be indicated by checking the appropriate box on the front of the uniform citation.

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204.2 - 5.3 Miscellaneous Ordinance Violations

Miscellaneous Ordinance offenses require the issuance of a violation notice and, in some circumstances, an arrest. If an officer is unsure if an arrest is appropriate, the officer shall contact *their* supervisor for guidance and clarification. If the supervisor is unclear, the Criminal Investigations Bureau (CIB) shall be contacted.

204.2 - 5.4 Misdemeanor Traffic Violations

Generally, whenever a person is investigated for a misdemeanor traffic offense, if there are no outstanding warrants and the violator is not wanted on a more serious charge, the violator may be issued a misdemeanor Uniform Law Citation and released at the scene. In certain cases, state law and city ordinance allow members to arrest for violation of misdemeanor traffic laws. A Uniform Law Citation shall never be issued for the misdemeanor offense when a warrant is requested for the same or a lesser-included offense.

204.2 - 5.5 When Outstanding Warrants Exist

If during the course of a traffic investigation, the subject is found to have outstanding warrants, the subject shall be arrested and conveyed to the Detroit Detention Center (DDC). All applicable bond procedures shall apply.

204.2 - 5.6 Multiple Traffic Violations

When a violator has committed two (2) or more moving traffic violations, whether civil infractions and/or misdemeanors, a Uniform Law Citation may be issued only for the most serious moving violation. If more than three (3) violations are to be cited, an additional Uniform Law Citation shall be prepared. However, discretion shall be exercised in writing violators multiple violations. When Uniform Law Citations are issued to an individual for multiple traffic violations, one (1) officer shall issue all of the notices. A defendant shall be issued the "Civil Infraction" copy for civil infractions and issued the "Misdemeanor" copy for misdemeanor violations.

Members issuing State of Michigan Uniform Law Citations shall not cite a violator with a combination of misdemeanor and civil infractions written on the same Uniform Law Citation. In such instances, the violator shall be issued one (1) Uniform Law Citation for the misdemeanor violation(s), and one (1) Uniform Law Citation for the civil infraction(s). In cases where an arrest is made for a traffic misdemeanor, a Uniform Law Citation may be issued for non-moving violations such as no registration in immediate possession, refusing a preliminary breath test, or failure to produce evidence of insurance.

204.2 - 5.7 Second Parking Violation Notice Issued

A second parking violation notice may be issued to any vehicle registered in the state or country. A vehicle which has not been removed following the issuance of the initial parking violation notice for an expired meter or in excess of the time limit zone regulation may be issued a second parking violation notice if the vehicle remains

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parked for a period of time equal to the original parking privileges. The second parking violation notice shall be designated as such by printing the word "repeater" in the remarks section of the parking violation notice. A third parking violation notice shall not be issued under any circumstances.

204.2 - 6 Specific Violations**204.2 - 6.1 Driving with Improper Plate Displayed on Vehicle**

Offenders found to be driving a vehicle with improper plates shall be arrested and conveyed to the DDC. The vehicle shall be impounded and the license plate placed on evidence. The arrest should be processed in accordance with department arrest procedures.

204.2 - 6.2 Open Alcohol Container of Intoxicants in an Occupied Motor Vehicle

When an officer observes an open alcohol container of intoxicants possessed or transported by the occupants in the passenger compartment of a motor vehicle on any public street, the violator shall be investigated. If there are no outstanding warrants, the violator may be issued the misdemeanor copy of the citation and released at the scene. When issuing citations to either the driver or passenger(s), officers shall:

1. Provide a detailed description of the open alcohol container of intoxicants and be specific as to the offense of the person possessing or transporting the container(s) of intoxicants, (i.e., Transporting Open Intoxicants - Driver; Possession of Open Intoxicants - Driver; or Possession of Open Intoxicants – Passenger);
2. Record sufficient detailed information in the remarks area of the citation to identify the location of the open alcohol container(s) within the motor vehicle; and
3. Record the evidence tag number of any confiscated containers of intoxicants in the remarks area of the citation.

The open alcohol container of intoxicants shall be confiscated, sealed with evidence tape, signed by the officer, and placed on evidence. Upon adjudication of the case, the officer shall dispose of the evidence in accordance with department procedures.

204.2 - 6.3 Defective and Unsafe Vehicles

Officers shall be alert for dangerous, defective, and unsafe vehicles operating on city streets. After the violator has been stopped and informed of the defect, it shall be at the discretion of the officer whether or not a Uniform Law Citation shall be issued.

Whether or not a Uniform Law Citation is issued, the violator shall be directed to drive the vehicle to the violator's place of residence if it can be done safely. If the vehicle cannot be safely driven to the violator's place of residence, and legal roadside parking is not available, the vehicle shall be towed at the violator's expense to a safe location.

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After the violation has been issued and the violator drives the vehicle without the necessary repairs having been made, reckless driving charges may be initiated. If the vehicle is a commercial vehicle and is put “out of service,” and the violator drives the vehicle without the necessary repairs having been made, the same charges apply as stated above.

204.2 - 6.4 Concealed Pistol License Violations

Upon any investigation, should a violator either inform or fail to inform the officer that *they* have a Concealed Pistol License (CPL) and is found to be in any violation(s) of the CPL law requirements, the CPL permit # must be written on the violation notice. This information is mandatory so that if the violator is in fact found responsible, the Michigan State Police and the licensing board will be notified of the offense(s).

204.2 - 7 Traffic or Ordinance Violations which Result in Arrest

Officers who stop a person for a violation of a city ordinance or a traffic offense and subsequently arrest the person for a non-traffic offense or city ordinance violation, shall prepare a Uniform Law Citation, if applicable, charging the person with the violation for which the person was stopped. The Uniform Law Citation shall be issued to the defendant in the normal manner and the Uniform Law Citation number shall be recorded on the *incident* report for future court reference.

Whenever a vehicle is stopped for a traffic violation and one (1) of the passengers of the vehicle is subsequently taken into custody, a Uniform Law Citation shall be issued to the driver of the vehicle, if applicable, in order to support the validity of the original stop of the vehicle. The Uniform Law Citation number shall be recorded on the *incident* report for future court reference.

204.2 - 8 Out-of-State Traffic Violators

204.2 - 8.1 Civil Infractions

When a non-resident of this state is issued a Uniform Law Citation for a civil infraction, except parking violations, the non-resident shall be required to surrender *their* license or pay a cash bond at the DDC.

Should the driver elect to pay a cash bond, *they do* not have to surrender *their* driver's license. If the driver wishes not to pay a cash bond, the issuing officer shall keep the non-resident's license and request that the non-resident accompany the officer to the Detroit Detention Center (DDC) to be processed. In this case, the issuing officer shall prepare a Driver's License Transmitted to Traffic Court form (DPD246). The driver will receive a copy of *their* driver's license, a copy of the Driver's License Transmitted to Traffic Court form (DPD 246), and the civil infraction copy of the ticket that was issued.

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The original shall be attached to the out-of-state driver's license; and the copy shall be retained by the issuing command. The out-of-state driver's license shall then be transported to 36th District Court, Traffic and Ordinance Division along with the court copy of the ticket that was issued and the Driver's License Transmitted to Traffic Court form (DPD246) indicating "guaranteed appearance" with the early morning delivery of traffic division bond receipts. Under no circumstances shall the issuing officer retain beyond the tour of duty the out-of- state driver's license and original Uniform Law Citation.

If the driver demands a court hearing and court is in session, the driver shall be taken immediately to court for a hearing. If the driver demands a court hearing and court is not in session, the driver shall be given the issuing officer's next court date and advised to read the back of the defendant's copy of the citation for instructions.

204.2 - 8.2 Misdemeanor Violations

When a non-resident of this state is arrested for a traffic misdemeanor, the non- resident shall be conveyed to the DDC. The officer-in-charge of the DDC desk shall then require a deposit in accordance with the current schedule of fees set by 36th District Court, Traffic and Ordinance Division; or a Driver's License Transmitted to Traffic Court form (DPD246). In lieu of a deposit, the vehicle may be held until a deposit is made, a Driver's License Transmitted to Traffic Court form (DPD246) is obtained at the DDC or until the case is adjudicated.

The arresting officer shall inform the arrested person that *they* can be given an immediate arraignment (if court is in session). If the arrested person demands a court hearing and the court is in session, the person shall be taken directly to court for a hearing. If the arrested person demands a hearing and the court is not in session, the person will be given the issuing officer's next court date for the hearing. If the violator initially accepts the officer's next court date and then decides to pay the fine without appearing in court, *they* shall be allowed to do so in accordance with the instructions set forth on the reverse side of the defendant's copy of the citation.

204.2 - 9 Enforcement of the Applicable Detroit City Ordinances/State Laws Regarding the Ownership/Operation of Bicycles

204.2 - 9.1 Issuing Citations for Violations

It is within the member's discretion as to whether or not a violation notice is issued for any of the below offenses. Regardless of whether or not a violation notice is issued, members shall inform the operator of the bicycle of the nature of the violation and, if applicable, of the procedure for complying with the applicable ordinance and/or law.

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Some of the city of Detroit ordinances and state of Michigan laws that pertain to the ownership and operation of bicycles are listed below:

Detroit City Code

- Section 55-9-42 – Bicycle license required;
- Section 55-9-48 – Reports of sales or transfers;
- Section 55-9-6 – Carrying packages; and
- Section 55-9-8 – Lights and reflectors required on bicycles.

State of Michigan – Motor Vehicle Code

- 257.660a – Operation of a bicycle upon a highway or street; riding close to the right hand curb or edge of roadway.

204.2 - 9.2 Storage of Confiscated Bicycles

If a bicycle is confiscated for proper ownership, arrest, etc., the bicycle will be stored at the respective precinct. The citizen must claim the bicycle within 30 days from the confiscated date. After the 30 day period, the bicycle will be forfeited to the city of Detroit to be disposed of either through auction or destroyed consistent with current procedures.

204.2 - 10 Certification of Citations

204.2 - 10.1 Issued Traffic Violations which may be Cancelled

When a member issues a citation for a violation that may be cancelled, the member shall check the box on the front of the citation labeled “waive.” The member shall advise the defendant that the citation may be cancelled if the correction is made within 21 calendar days of issuance.

The following citations may be cancelled:

1. No operator's license (NOP) in immediate possession;
2. Defective equipment violations;
3. No vehicle registration in immediate possession;
4. Insufficient defective lights;
5. Window tints;
6. Defective broken front lights;
7. Improper display of plates;
8. Improper equipment;
9. Child restraint violation; and
10. No proof of insurance in immediate possession.

In any instance that a defendant presents proof of the corrected defective equipment violation, along with the issued ticket, at any precinct or mini-station, a member shall conduct a visual inspection to ensure that the violation has been satisfactorily corrected.

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The officer conducting the inspection shall indicate the correction in the space provided for "Officer's Certification" on the reverse side of the defendant's copy. If the violation was for NOP or no registration in immediate possession, the officer shall ensure the license or registration produced was valid at the time the Uniform Law Citation was issued.

Upon completion of this process, the officer certifying the violation shall make a copy of the ticket and give it to the citizen for *their* records. The original shall be forwarded to 36th District Court. Violations for "No Proof of Insurance" shall only be waived at 36th District Court. Citations for equipment violations of the Marine Safety Ordinance (boat equipment violations) are misdemeanors and may not be cancelled.

204.2 - 10.2 When Issued by Members and Agencies within the City of Detroit

With the exception of the Michigan State Police and Wayne County Sheriff, certified citation notices issued by other police agencies within the city of Detroit, i.e., Wayne State Public Safety, Detroit Public Schools Public Safety, copies shall be forwarded to Records and Identification by the concerned agency.

204.2 - 10.3 Waivable Violations Issued by Agencies outside the City of Detroit

If the Uniform Law Citation presented for cancellation was issued by any agency other than the city of Detroit, it shall be processed in the same manner as a citation issued by the city of Detroit except as follows:

1. The citation shall be returned to the violator following officer certification; and
2. The violator shall be advised to mail the ticket to the court listed on the front of the ticket.

The Detroit Police Department shall not retain citations issued by agencies other than the city of Detroit under any circumstances.

204.2 - 11 Correction and Cancellation of Uniform Law Citations, Parking Violation Notice, and Miscellaneous Ordinance Violation Notices

204.2 - 11.1 Returned Tickets Record Book

Commanding officers of all commands whose members issue Uniform Law Citations will maintain a blue, cloth-bound, 200-page record book, titled "Returned Tickets." Inside, columns will be drawn and headed: Date, Uniform Law Citation Number, Issuing Officer, Supervisor Returning Uniform Law Citation, Reason, and Date Returned to Supervisor.

204.2 - 11.2 Return of Uniform Law Citation to Issuing Officer

Uniform Law Citations containing errors will be returned to the issuing officer by the reviewing supervisor for correction.

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The reviewing supervisor will make an appropriate entry in the returned tickets record book. Uniform Law Citations may be corrected and re-submitted if the errors can be legibly corrected or re-issued on a new Uniform Law Citation with the original Uniform Law Citation number placed in the remark(s) section. Members should also be mindful of errors which will automatically require cancellation of the ticket as follows:

- Incorrect license plate; and
- Incorrect Vehicle Identification Number (VIN).

Supervisory officers are responsible for maintaining and frequently checking this record. All Uniform Law Citations returned to the issuing officer will be corrected within 24 hours of receipt and returned to the officer's shift supervisor who shall make the appropriate entry in the returned tickets record book.

Uniform Law Citations containing errors shall be retained by the issuing officer's shift supervisor and returned to the issuing officer only when the issuing officer is expected to be present for at least two (2) consecutive working days. After 24 hours, any supervisory officer who has not received a corrected and returned copy will take corrective action. This procedure does not apply to immediate arraignment violations.

204.2 - 11.3 Cancellation Procedures of Uniform Law Citations

All copies of Uniform Law Citations to be cancelled must be forwarded with an Inter-Office Memorandum (DPD568), stating why such Uniform Law Citations should be cancelled. The memorandum must bear the endorsement of the member's commanding officer. In addition, an entry shall be made in the corresponding column on the Violation Complaints – Officer's Records (DPD40) indicating the date the report was submitted.

Uniform Law Citations to be cancelled will be attached to three (3) copies of the memorandum and sent to the commanding officer of Records and Identification. Soiled, torn, or defaced Uniform Law Citations shall be sent directly to Records and Identification along with two (2) copies of the memorandum. Lost Uniform Law Citations shall be reported on an Inter-Office Memorandum (DPD568). Three (3) copies shall be forwarded to Records and Identification and the originals shall be forwarded to 36th District Court.

204.2 - 11.4 Cancellation of Miscellaneous Ordinance Violation

The commanding officer of the precinct or command having jurisdiction may recommend the cancellation of a miscellaneous ordinance violation for legitimate cause. Two (2) copies of the written recommendation shall be forwarded on an Inter-Office Memorandum (DPD568) to the commanding officer of Records. After review of the miscellaneous ordinance violation, the commanding officer of Records shall make

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the appropriate recommendation and, if applicable, recommend the cancellation to the 36th District Court, Traffic and Ordinance Division.

204.2 - 11.5 Cancellation Request of Uniform Law Citations and Parking Violation Notices by Issuing Officer

Members are expressly prohibited from interceding in the cancellation of Uniform Law Citations. However, if the issuing officer believes that cancellation is warranted, the officer shall prepare an Inter-Office Memorandum (DPD568), stating the specific reasons for the request and forward the request to *their* commanding officer. If the commanding officer concurs with the recommendation for cancellation(s), the commanding officer shall endorse the report and forward it through official channels to the commanding officer of Records.

After review by the commanding officer of Records, the commanding officer shall recommend the cancellation(s) to the 36th District Court, Traffic and Ordinance Division, or to the Parking Violations Bureau.

Listed below are some instances where cancellation may be requested:

1. Parking Violation Notices issued to temporarily disabled vehicles – proof of repair shall be required;
2. Multiplicity of charges such as the issuance of a second parking violation notice for the same offense - contrary to repeat offender's guidelines;
3. Physically handicapped persons who have a Special Parking Privilege Permit and receive an unjustified parking violation;
4. Police officers who receive parking violation notices while performing legitimate law enforcement activities – private or department vehicles;
5. Defective parking meters - a police officer or the Traffic Sign Shop of the Department of Transportation must verify parking violation notices where it has been established that the meter was defective;
6. Parking violation notices or Uniform Law Citations where the defendant is deceased - a death certificate or obituary notice shall be required;
7. Parking violation notices issued against stolen vehicles or vehicles bearing stolen license plates - confirmation from Telephone Crime Reporting to determine that the parking violation notice was issued between the time the car was stolen and the time it was recovered;
8. Automobile license plates which do not correspond with the make of the car;
9. Illegible or incomplete parking violation notices;
10. A license plate, which was cancelled or lost at the time of the violation;
11. Defective traffic control devices that come to the attention of the officer after a Uniform Law Citation is issued - verification by the officer is required.

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The commanding officer shall collect and cancel all un-issued ordinance notices (Uniform Law Citations, Parking Violation Notices, and Miscellaneous Ordinance Violation Notices) in the possession of a member who dies, retires, or resigns. These Uniform Law Citations shall remain at the precinct along with an Inter-Office Memorandum (DPD568).

In the event of the death or permanent separation from duty of an officer, appropriate notations of the facts of the case and date shall be entered in ink on both the Violation Complaints – Officer's Records (DPD40) and the Violation Complaint Record with a notation that all remaining un-issued ordinance notices have been cancelled.

204.2 - 12 Daily Citation Recapitulation Report (DPD 256)**204.2 - 12.1 Preparation of the Daily Citation Recapitulation Report**

On platoon one (1) following the day of review, an original and two (2) copies of the Daily Citation Recapitulation Report (DPD 256) shall be prepared. The ticket number printed in the upper right hand corner of the citation shall be listed in numerical order. All Uniform Law Citations issued to juveniles shall be grouped together by type of violation (i.e., civil infraction, misdemeanor, miscellaneous ordinance and pedestrian) and listed under the juvenile section of the Daily Citation Recapitulation Report (DPD256). All other Uniform Law Citations shall be listed in the following groups: moving, parking, pedestrian, violation correction, and miscellaneous. Any parking violation that is issued on a Uniform Law Citation will be listed in the miscellaneous column. An asterisk shall be placed to the left of the ticket number of all immediate arraignment Miscellaneous Ordinance Violations and each group must be totaled.

Uniform Law Citations cancelled because violations have been corrected shall be listed in the column entitled "Violation Corrections" by the issuing member's command. If a Uniform Law Citation is issued and cancelled by the same command on the same day, it must be listed as an issued Uniform Law Citation in the "moving" or "juvenile" column and must also appear in the "violation corrections" column on the recapitulation report for that day.

204.2 - 12.2 Distribution of the Daily Recapitulation Report, Citations and Violation Notices

Commands are responsible for forwarding one (1) copy of the Daily Recapitulation Report and a copy of each Uniform Law Citation and miscellaneous ordinance violation listed on the recapitulation report to Records and Identification. Commands are also responsible for sending a copy of the Daily Recapitulation Report and all original court copies of Uniform Law Citations to 36th District Court, Traffic Ordinance Division. The original Daily Recapitulation Report shall be retained at each command.

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Juvenile misdemeanor Uniform Law Citations shall be forwarded to Juvenile Court. Parking Violation Notices shall be delivered to the Municipal Parking Department; and any parking violations written on Uniform Law Citations shall be delivered to 36th District Court by the precinct court officer.

204.2 - 13 Expired Uniform Law Citations

Each January the commanding officer of the precinct or any other command which issues Uniform Law Citations shall be responsible for collecting all unused citations. An Inter- Office Memorandum (DPD568) shall be prepared listing the unused citation series, indicating the citations have expired and have been destroyed per departmental procedures. The memorandum shall be forwarded to the commanding officer of Records and Identification. Commanding officers shall also ensure that each member's Violation Complaints – Officer's Record (DPD40) is properly updated.

204.2 - 14 Monthly Audit Reports

To ensure that the assignment of ticket books to individual officers is being properly recorded by supervisory personnel on the Violation Complaint Record (DPD28), the commanding officer of the precinct/command shall be responsible for the proper auditing of Violation Complaint Records (DPD28) by a supervisory officer at the end of each month.

If any discrepancies are discovered during the monthly audit of the Violation Complaint Record (DPD 28) and the Violation Complaints – Officer's Record (DPD 40), such discrepancies and the remedial action taken to correct them shall be included in the written report of the monthly audit. Upon discovery that a number within a series is unaccounted for, the daily recapitulation reports shall be checked for five (5) days before and five (5) days after the date of entry immediately preceding and following the missing Uniform Law Citation number. A written report of each monthly audit shall be submitted to the commanding officer.

Related Forms:

- Daily Citation Recapitulation Report (DPD 256)
- Driver's License Transmitted to Traffic Court (DPD 246)
- Inter-Office Memorandum (DPD 568)
- Supervisors Crash Report (DPD 159)
- Violation Complaints – Officer's Record (DPD 40)
- Violation Complaint Record (DPD 28)