


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 6.12</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: TRAFFIC CITATION ACCOUNTABILITY</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Traffic Citation Accountability Uniform Patrol Division</p>	<p>State Certification Standards: 6.3</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office in regards to Traffic Citation Accountability.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that all Traffic Citation be maintained and stored in a secure location.

DISCUSSION

The storage and issuance of Traffic Citations should be rigidly controlled in order that suitable accountability may be achieved. The Rabun County Sheriff's Office will make every effort to maintain these high standards.

DEFINITIONS

CITATION — Any traffic enforcement action that involves a written notice to the accused to appear and that contemplates trial adjudication or disposition to determine the guilt or innocence of the person charged with a violation.

I. TRAFFIC CITATION ACCOUNTABILITY

- A. The Patrol Division Commander has overall responsibility for the operation of the department's traffic citation control procedures, to include the following specific duties:
1. Ordering all citations needed for departmental use;
 2. Acting as a central distribution point for all citations assigned to departmental officers;
 3. Storing of blank citation books in a secure area. This secure area will be in the Patrol Division Commander's office. The following individuals will have keys for the office:
 - a. The Sheriff;
 - b. The Chief Deputy.
 5. Issuing citation books to officers and maintaining a master log of all citation books issued/assigned; and
 6. Completing a report semi-annually or more often as requested by the Sheriff or Chief Deputy, to be submitted to him, listing the status of all citations stored on hand and distributed.
- B. The Patrol Division Commander will also maintain a master sign-out log. This log will include the date, sequential citation numbers, and which officer the citations were issued to.
- C. Shift Supervisors will be responsible:
1. For ensuring that their officers have a sufficient number of citation books for each tour of duty;
 2. For ensuring that all citations completed, voided, or otherwise damaged are delivered to the Patrol Division Commander at the end of each shift; and
 3. Periodically inspecting issued and blank citations to ensure that all citation books are accounted for.
- D. Individual officers are responsible for properly securing and maintaining accountability for all citations issued to them.
- E. An Incident report will be completed for all lost or stolen citations or citation books.
- F. Officers assigned to the Field Training and Evaluation Program will be assigned citation books upon entrance into the field training program by the Patrol Division Commander. Trainees will follow all procedures outlined in this General Order. Officers will obtain citation books from the Patrol Division Commander.
- G. Officers are responsible for maintaining an adequate supply of blank citations. Officers must advise the Patrol Division Commander of their need for additional citations in sufficient time to allow them to be obtained.

- H. Shift Supervisors will be allowed to sign out two blank citation books for issuance to their officers in the event the Patrol Division Commander is not available or not on duty.
- I. Officers will turn in the "ISSUING DEPARTMENT COPY" of all issued, or otherwise damaged citations to the Patrol Division Commander at the end of each tour of duty. The Patrol Division Commander will then forward all "ISSUING DEPARTMENT COPY" of citations to the Records Division for secure storage. All voided citations will be turned into the Patrol Commander.
- J. The Patrol Division Commander will only accept twenty five (25) "ISSUING DEPARTMENT COPY" from an officer at one time. Officers must return all copies of the "ISSUING DEPARTMENT COPY" prior to the issuance of a new citation book.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County