


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...accountability, integrity and respect."</i>		<b>SUBJECT:</b>  <b>"TRAFFIC CITATIONS"</b>	<b>ORDER NUMBER:</b>  <b>54-01</b>
		<b>CALEA STANDARD:</b>	<b>PAGE 1 OF 2</b>
<b>ISSUE DATE:</b> <b>2/1/2007</b>	<b>EFFECTIVE DATE:</b> <b>2/1/2007</b>	<b>ANNUAL REVIEW DATE:</b> <b>AUGUST</b>	<b>RESCINDS:</b> <b>NONE</b>
		<b>AMENDS:</b> <b>NONE</b>	

## 1.0 PURPOSE/POLICY

1.1 The purpose of the policy is to insure that all traffic citations are properly logged and delivered to Traffic Court.

## 2.0 PROCEDURE

2.1 At the end of an officer's tour of duty, the officer will place all traffic citations completed that day in a PBP Form #22.30,

"Traffic Citation Envelope".

2.1.1 The "Traffic Citation Envelope", shall be sealed and the officer shall clearly PRINT the following information on the envelope.

- 2.1.1.1 The officer's name
- 2.1.1.2 The officer's badge number
- 2.1.1.3 The zone to which the officer is assigned
- 2.1.1.4 The date the envelope is submitted
- 2.1.1.5 The number of moving citations
- 2.1.1.6 The number of parking citations
- 2.1.1.7 The citation number of each citation in the envelope

2.2 Officers shall deposit the "Traffic Citation Envelopes", into the designated, locked box provided at their duty location.

2.3 The designated officer or clerk at each duty location will remove the "Traffic Citation Envelopes" from the locked box on

a daily basis (Monday-Friday) and complete the following.

2.3.1 Enter the information contained on the front of the "Traffic Citation Envelopes" into the station log

2.3.2 Clearly PRINT his/her name, badge number (if applicable), and the date sent to the Commander of Support Services.

2.3.3 Insure that the daylight shift officer assigned to the mail car is given all of the "Traffic Citation Envelopes" for delivery to the Commander of Support Services. The daylight shift officer assigned to the mail car shall clearly PRINT the following information in the spaces provided on the "Traffic Citation Envelope."

2.3.3.1 The officer's name

2.3.3.2 The officer's badge number

2.3.3.3 The date delivered to the Commander of Support Services

2.4 The Commander of Support Services will designate one officer who will receive and review each "Traffic Citation Envelope" to verify that all citations are enclosed.

2.4.1 The designated officer will clearly PRINT the following information in the spaces provided on each "Traffic Citation Envelope."

2.4.1.1 The officer name

2.4.1.2 The officer's badge number

2.4.1.3 The date received at the Central Records and Reporting Unit

- 2.4.2 The designated officer will log each citation on the PBP Form #22.20, "Traffic Citation Log Form."
- 2.4.3 The designated officer will deliver the "Traffic Citation Envelopes" (with citations enclosed) and a copy of the daily "Traffic Citation Log Form" to Traffic Court.
- 2.4.3.1 The designated officer will insure that the designated person at Traffic Court signs and copies the "Traffic Citation Log Form."
- 2.4.4 The designated officer will maintain a file of all signed "Traffic Citation Log Forms."
- 2.5 If there is a discrepancy as to the citations in the "Traffic Citation Envelope" and those noted on the "Traffic Citation Envelope", the designated officer will notify the zone commander and the officer who submitted the "Traffic Citation Envelope." This notification shall be made by e-mail communication.

Approved By:

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Nathan Harper  
Chief of Police