

# City of Johns Creek Police Department

<i>Subject:</i>	Voiding of Uniform Traffic Citations and City Appearance Citation	<i>Number:</i>	02-28
<i>Reference:</i>		<i>Amends:</i>	
<i>Effective:</i>	04/08	<i>Review Date:</i>	Annually
		<i># of Pages:</i>	2

**PURPOSE:**

Establish procedures for voiding Uniform Traffic Citations and City of Johns Creek city appearance citations

**POLICY: (02-28)**

The Johns Creek Police Department is accountable for all sequentially numbered (or serialized Uniform Traffic citations, and the City of Johns Creek appearance citations. Citations cannot be torn up or discarded. Supervisors at all levels shall ensure the following procedures are adhered to by all departmental personnel.

**PROCEDURES:**

**Voiding Citations (Prohibitions) (02-28-01)**

Uniform Traffic Citations or City Appearance Citations may only be voided if the citation has been altered and/or damaged in some manner, or the information on the citation to be voided is incorrect and, in either case, a new citation is to be issued.

When a Uniform Traffic Citation or Johns Creek City Appearance Citation is voided, *all copies* of the citation must be gathered and turned in the same manner required for turning in any other citation.

When an officer resigns or is terminated, his/her shift supervisor will insure all citations are returned to the Administrative Division Supervisor. The citation register, maintained by the Department’s Records Section, shall document the citations were returned, or any portion thereof. The citations may then be reissued.

## **Changing Citations after Submission to Court (02-28-02)**

**Once a citation has been submitted to the courts and the officer decides the citation warrants dismissing or reduction to a warning, the officer must complete the required Municipal Court Officer's Recommendation Form. The officer's supervisor must also approve and sign the form before the request is submitted to the Court's office.**