



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TICKET BOOK ISSUANCE		PG914.0	
Reporting Procedures	A	02/08/10	02/08/13
REPLACES PG914.0 - "Ticket Book Issuance", issued 08/02/04			
RELATED DIRECTIVES PG1002.0, 1004.0, and 1100.0	REFERENCES CALEA 72	AUTHORITY Larry M. Brownlee, Sr., Division Chief	

I. PURPOSE

To facilitate the issuance of ticket books to officers in compliance with State rules and regulations and to provide a mechanism for strict accountability of each ticket.

II. POLICY

The policy of the Division is to establish procedures to insure accountability of each State issued citation book in accordance with the laws in the State of Maryland. Citations (citation books) will be stored in a secure area for safekeeping and accountability purposes. Accurate logs and tracking systems will be maintained for each issued and/or un-issued citation.

III. PROCEDURES

A. Officers will be issued one each from the following ticket book categories:

1. State Citations
2. Municipal Infractions/Civil Citations
3. Criminal Citations
4. Parking Tickets
5. DC-16 – “Juvenile Alcohol Civil Citation Use Only”
6. DR-15a – Order of Suspension Book

- B. The above listed ticket books will be issued by a member of the Records Management Section during their official work hours only.
1. Exceptions will be made for those officers working midnights who are unable to comply. In this case, the officer will submit a request via electronic mail (e-mail) or telephone (voicemail) to Records Management staff. The request must specify the type of ticket book required and the number of tickets remaining in the officer's last assigned/issued book.
 2. Records Management staff will complete any other necessary paperwork for submission to the State and receipts.
- C. Unless one of the following exceptions apply, an officer may possess only one ticket book at a time from each category:
1. Radar assignments;
 2. Long holiday weekends;
 3. Special assignments/events; and/or
 4. Ten or less tickets remaining in the ticket book.
- D. Accountability
1. Lost tickets and/or ticket books must be reported to the Records Management Section **immediately**. Depending upon the type of citation, procedures for notification of loss may vary.
 2. A tracking sheet is maintained in the Records Management Section for each officer and each assigned ticket book. It is preferred that tickets be written in numerical sequence. The Records Management Section will make immediate notification to supervisors of any skipped tickets in the sequence, once it is recognized.
 3. The State Judicial Information System (SJIS) requires this Agency's full cooperation in the accountability and disposition of **each** State Citation. If an officer has lost or misplaced a citation, **he/she must write a letter of explanation**. The letter must be addressed to the Records Management Section who will then forward it to the appropriate State Agency.
 - a. Accountability for Criminal Citations and Municipal/Civil Citations have similar procedures to State Citations. **Immediate** notification must be made to the Records Management Section if your criminal or civil book is lost.
 - b. A letter of explanation must be written to the Records Management Section. Always include the series numbers from the lost ticket book. The Records Management Section will prepare the appropriate District Court transmittal form and make notification to the appropriate authorities.
 4. **Ticket books are NOT interchangeable between officers.** Each officer is held accountable for his/her own supply of ticket books. Upon departure from this Division, **each officer is responsible** for returning all remaining ticket books to the Records Management Section.

E. Voiding Citations

1. An officer voiding a citation must follow the below listed procedures:
 - a. If possible, the officer must retrieve all copies of the citation before voiding.
 - b. Submission of all copies of **each** citation/ticket is **mandatory** for the voiding process.
 - c. Each officer **must write** his/her **signature, I.D. number**, and the word “**VOID**” across all copies in large letters.
 - d. The **date of voiding** is also **mandatory**.
2. In accordance with State regulations, when an officer must void a citation that he/she has already written and issued to a defendant; the citation must be disposed of in open court via regular procedures.
3. Depending on the circumstances, different procedures may apply. If a citation book becomes destroyed or mutilated, notify the Records Management Section immediately in writing regarding State Citations the explanation will then be forwarded to the District Court by the Records Management Section. Return all un-used tickets to the Records Management Section and obtain a new ticket book.
 - The Records Management Section personnel are not authorized to void citations.

IV. USE OF WARNING TICKETS

Many of our park patrons are visitors who are unfamiliar with our Commission infractions. When these violators unintentionally violate Commission regulations or other laws or minor traffic laws, enforcement action may be tempered with some degree of leniency. The Warning Ticket is ideally suited to this purpose and frequent use is strongly encouraged.

Juveniles will not be issued the Warning Ticket. Officer will use the Field Contact Form.

A. Obtaining Warning Ticket Books

1. Warning Ticket books are kept in all roll call areas for officer's convenience and use.

B. Routing of Completed Warning Tickets

1. Warning Tickets consist of two parts; an original (white), which is turned in on the date of issuance to Records Management Section; a second copy (tan) which is issued to the violator.

End of Document
Signed Copy on File