

Traffic Citations

504.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations, the collection of data, the procedure for dismissal, correction and voiding of traffic citations.

504.2 RESPONSIBILITIES

Employees of this department shall use the approved traffic citation for all traffic offense citations.

504.3 DISMISSAL OF TRAFFIC CITATIONS

No employee of this department has the authority to dismiss a citation once it has been issued. Only the court or the University administrative appellate committee has the authority to dismiss a citation that has been issued. Any request from a recipient to dismiss a citation shall be referred to court or appellate committee.

504.4 VOIDING TRAFFIC CITATIONS

Voiding a traffic citation may occur when a traffic citation has not been completed properly or where it is completed but not issued. The citation and copies shall be clearly marked as VOID and forwarded to Records.

504.5 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the officer issuing the citation shall contact the recipient, and reissue the corrected citation. The voided citation will be properly destroyed. If the citation has already been processed through the Records Division, the officer will contact the appropriate court to amend the original citation.

504.6 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles vary from the procedure for adults (CRS § 42-4-1707(1)(b)). The juvenile's age, place of residency and the type of offense should be considered before issuing the juvenile a citation.