

## Citation Dismissal, Correction, and Voiding

### 424.1 PURPOSE AND SCOPE

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

### 424.2 RESPONSIBILITIES

The Police Services Supervisor shall be responsible for the development and design of all Department citations in compliance with County standards, state law, or the Illinois Supreme Court.

The Services Division shall be responsible for the supply and accounting of all citations issued to employees of this department.

### 424.3 DISMISSAL OF CITATIONS

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued. All recipients of citations who request dismissal of a citation shall be referred to the appropriate court or prosecutor.

Should an officer determine that a citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the officer may request the prosecutor to dismiss the citation after consultation with his/her supervisor.

### 424.4 VOIDING CITATIONS

Voiding a citation may occur when a citation has not been completed or where it is completed, but not issued. All copies of the citation shall be appropriately voided by writing the word VOID across the ticket and copies. The citation and copies shall then be forwarded to the Services Division.

### 424.5 CORRECTION OF CITATIONS

When a citation is issued and in need of correction, the officer issuing the citation shall submit the citation or copy and a memo requesting a specific correction to the State's Attorney's Office and his supervisor.

### 424.6 DISPOSITION OF CITATIONS

Supervisors shall review all citations before they are turned in to the Services Division. The citation copies shall then be filed with the Services Division.

Upon separation from employment with this department, all employees issued citations books shall return any unused citations to the Services Division.