

TEXARKANA, TEXAS POLICE DEPARTMENT  
GENERAL ORDERS MANUAL

<i>Effective Date</i> <b>February 1, 2008</b>		<i>Amended Date</i>		<i>Directive</i> <b>7.22.1</b>	
<i>Subject</i> <b>Security and Accountability of Traffic Citations</b>					
<i>Reference</i>					
<i>Distribution</i> <b>All Personnel City Manager City Attorney</b>		<i>TPCA Best Practices Recognition Program Reference</i> <b>7.22.1 Security and Accountability of Traffic Citations</b>		<i>Review Date</i> <b>October 25, 2023</b>	
				<i>Pages</i> <b>1</b>	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this policy is to provide for the security and accountability of traffic citations.

**SECTION 2 POLICY**

It is the policy of the Department that all citations will be tracked as they are issued to officers, issued to violators, and accounted for as they are turned in for collection by the municipal court.

**SECTION 3 PROCEDURES**

- A. All citations will be kept in a secure area with limited access in the Operations Services Division Secretary's office.
- B. The Operations Services Division Secretary will issue citation books to officers by logging the officer's name and record the starting and ending numbers in the series of citations in the citation log book.
- C. The citation log will be maintained by the Operations Services Division Secretary.
- D. Upon issuing each citation, the officer will provide the pink copy to the violator, submit the yellow copy to the on-duty supervisor to be forwarded to the municipal court, and retain the white copy.
- E. Upon issuing all fifty (50) citations, the officer will organize all white copies in numerical order ensuring that all fifty (50) are accounted for. The white copies will be submitted to the Operations Services Division Secretary who will make a note in the log and maintain all copies in a secure location.

**RESPONSIBILITY**

- 1. All members of the Department shall know and comply with all aspects of this directive.
- 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.