

# Traffic and Parking Tickets

## 504.1 PURPOSE AND SCOPE

Best Practice NY\_CALEA6.13 - 61.1.12

This policy outlines the responsibilities for issuing, correcting, voiding and dismissing traffic and parking tickets.

## 504.2 POLICY

Best Practice NYSLEAP- 8.7 - 47.1

It is the policy of the Syracuse Police Department to enforce traffic laws fairly and equally. Authorized members may issue a traffic ticket, parking ticket, or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

## 504.3 RESPONSIBILITIES

Best Practice MODIFIED NY\_CALEA6.13 - 82.3.4 (a), 82.3.4 (b), 82.3.4 (c) NYSLEAP- 8.7 - 47.1 (C)

The Traffic Section shall be responsible for the supply and accounting of all traffic and parking tickets issued to members of this department. Tickets will be kept in a secure location and issued to members by the Traffic Section staff. Members will sign for the ticket books when issued or upon return of unused tickets.

Members of the Syracuse Police Department shall only use department-approved traffic and parking ticket forms.

[See procedures for CONTROL OF TRAFFIC AND PARKING TICKETS ISSUED](#)

### 504.3.1 VERBAL WARNINGS

Discretionary MODIFIED NYSLEAP- 8.7 - 47.2

Verbal warnings may be issued when the department member believes it is appropriate.

## 504.4 TRAFFIC TICKETS

Best Practice

### 504.4.1 CORRECTION

Best Practice MODIFIED

When a traffic ticket is issued but is in need of correction while the ticket is in 'Issued' status, the member issuing the ticket shall submit the ticket and a request to the Commanding Officer of the Traffic Section requesting a specific correction. Once the ticket is in 'Transmitted' status, the requesting officer shall submit a 10.1 to the court having jurisdiction and notify the ticket recipient in writing.

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#### 504.4.2 VOIDING HANDWRITTEN TRAFFIC TICKETS

Best Practice MODIFIED

Voiding a handwritten traffic ticket may occur when the ticket has not been completed or when it is completed but not issued. All copies of the voided handwritten tickets along with a 10.1 explaining the reason for voiding shall be presented to a supervisor for approval. The 10.1, ticket and all copies shall then be forwarded to the Traffic Section.

#### 504.4.3 DISMISSAL

Best Practice MODIFIED

Members of this department do not have the authority to dismiss a traffic ticket once it has been issued. Only the court has that authority. Any request from a recipient to dismiss a ticket shall be referred to the Commanding Officer of the Patrol Services Division. The request must be in writing and should include the reason for dismissal (i.e., in the interest of justice, prosecution is deemed inappropriate). If approved, the ticket will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic tickets whose request for dismissal has been denied shall be referred to the appropriate court.

Should a member determine during a court proceeding that a traffic ticket should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the appropriate prosecutor to dismiss the ticket.

#### 504.4.4 DISPOSITION

Best Practice MODIFIED NY\_CALEA6.13 - 82.3.3 (b) NYSLEAP- 8.7 - 47.1 (C)

The court and file copies of all traffic tickets issued by members of this department shall be forwarded to the Traffic Section.

Upon separation from appointment or employment with this department, all members who were issued traffic ticket books shall return any unused tickets to the Traffic Section.

#### 504.4.5 JUVENILE TICKETS

Best Practice MODIFIED NYSLEAP- 8.7 - 47.1 (B)

Completion of traffic ticket forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing a juvenile a ticket.

#### TRAFFIC VIOLATIONS INVOLVING JUVENILES

#### 504.4.6 DATA COLLECTION

State MODIFIED

The Syracuse Police Department Traffic Section shall submit a report to the commissioner of the New York State Department of Motor Vehicles on June 30th and December 31st of every year. This report shall contain a summary as to the status of all traffic tickets issued by the Syracuse Police Department for the preceding six months (15 NYCRR § 91.10).

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Any lost tickets or ticket packets that are listed in the above report must be supported with a written report by the member who lost the ticket or ticket packet (15 NYCRR § 91.11).

#### 504.5 PARKING TICKETS

Best Practice MODIFIED

##### 504.5.1 PARKING TICKET APPEALS

Agency Content

Parking tickets may be appealed in accordance with local and state law.

##### 504.5.2 DISMISSING OR VOIDING PARKING TICKETS

Agency Content

All copies of the dismissed or voided tickets along with a 10.1 explaining the reason shall be presented to a supervisor for approval. The 10.1, ticket and all copies shall then be forwarded to the Supervisor of the Parking Checker Unit.

#### 504.6 TRACS ELECTRONIC TICKET SYSTEM PROCEDURES

Best Practice MODIFIED

##### 504.6.1 TRACS ELECTRONIC TICKET SYSTEMS ADMINISTRATOR

Best Practice MODIFIED

An electronic ticket system administrator should be appointed by the Chief of Police.

##### 504.6.2 DUTIES OF THE ADMINISTRATOR

Best Practice

The electronic ticket system administrator is responsible for:

- Coordinating routine and periodic software updates of the ticketing software.
- Updating the system databases including, but not limited to, all violation codes in use, bail schedule and court appearance information.
- Completing routine maintenance and damage repair of devices.
- Overseeing the periodic upgrade and replacement of devices as wear and system requirements mandate.
- Monitoring data transfers from the ticketing devices to the Syracuse Police Department servers, to the courts of jurisdiction for the issued ticket and to any state-mandated receiver. This includes the timely transmittal of the data as per the defined schedule.
- Reviewing data on common user error and providing feedback for use at briefings.
- Analyzing data on common system errors and providing feedback to the system vendor for correction.

##### 504.6.3 INOPERABLE TICKETING DEVICE

Best Practice

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At the beginning of every tour of duty, every member who is issued a ticketing device should run a system check to validate that the device functions properly. A replacement ticketing device or alternative should be obtained for any malfunctioning device. Members will not use a malfunctioning ticketing device.