



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: March 30, 2006	REVISED DATE: March 30, 2006	NO. PAGES: 1 of 4	NUMBER: 3.4.01
SUBJECT: <p style="text-align: center;">ACCOUNTABILITY FOR MMCs, PINs AND UTTs</p>			
ASSOCIATED MANUAL: DISTRICT, TRAFFIC, IU, SUPPLY		RELATED ORDERS:	
CHIEF OF POLICE: <p style="text-align: center;"><i>Michael McGrath, Chief</i></p>			

*Changes in italics*

**PURPOSE:** To set guidelines for the accountability of Parking Infraction Notices (PINs), Minor Misdemeanor Citations/Summons (MMCs), and Uniform Traffic Tickets (UTTs).

**POLICY:** The Cleveland Division of Police in cooperation with the Clerk’s Office shall insure and account for MMCs, PINs and UTTs using the Division’s lock box.

**PROCEDURES:**

**I. General Responsibilities**

- A. Officers and traffic controllers shall complete the top identifier portion of the Officer’s Ledger of Violations immediately, including their badge and ID numbers. They shall complete and return the Misdemeanor Citation Book Receipt, the PIN’s control card – Start, and the UTT’s Traffic Citation Book Receipt to their Officer in Charge (OIC) or the administrative supervisor.
- B. As MMCs, PINs and UTTs are issued or voided, officers shall record the transaction on the Officer’s Ledger of Violations.
- C. The pink copy (MMC or UTT) or, in the case of the PIN, the neon envelope, shall be given to the violator unless there is an arrest. The remaining copies shall be given to the OIC. When there is an arrest, the booking officer shall attach the white and goldenrod copies to the booking card and the arresting officer shall give the green copy to the OIC immediately following booking.

- D. MMCs, PINs, and UTTs may be voided only for reasons listed on the Form-1 (Appendix). Write "VOID" on the MMC, UTT or PIN, attach the completed Form-1 and maintain at the district or bureau.
- E. *Any summons not issued to a violator at the scene shall be sent to the Clerk's Office via the district/bureau lock box. The word SUMMONS shall be clearly printed in capital letters across the signature space of the citation and the court date box on the lower right corner will be left blank.*

## II. Responsibilities of Districts/Bureaus

### A. Districts/Bureaus shall:

1. Complete all ticket fields (including social security number, type of vehicle, etc.).
2. Enter tickets into the Record Management System (RMS) at the district/bureau issued. A district/bureau supervisor shall verify (by their signature) that all tickets are complete.
3. UTTs, PINs, MMCs and Juvenile citations shall be bundled separately in numerical order and accompanied by one RMS log for each bundle. A district/bureau supervisor shall verify completeness by their signature on the log form. All tickets shall be delivered to the Clerk's Office within seven days of issuance.
4. All copies of a voided UTT and MMC shall be maintained at the District/Bureau with the accompanying VOID Form-1.
5. For a voided PIN, only the VOID Form-1 shall be kept at the District, and the voided PIN will be sent to the Clerk's Office via the lock box.
6. Districts/Bureaus shall maintain (minimum of two years) a file of the green UTT and MMC copies and the RMS log form.
7. Districts/Bureaus shall be responsible for any investigation into missing or voided tickets (UTTs, PINs, and MMCs) and shall run a RMS accountability report monthly.

**B. Lock Box**

1. If no arrest is made, tickets issued for Driving Under Suspension (DUS) must be sent via the lock box to the Clerk's Office by the next working day. DUS citations are issued a five day court date for a violator cited and released for DUS whose vehicle is seized under ORC 4510.41.
2. Only UTTs, MMCs and PINs, (with attached log forms) shall go into the lock box.
3. ALL OTHER CORRESPONDENCE SHALL BE SENT VIA DIVISION MAIL, faxed or hand delivered.
4. All lock boxes shall be delivered to the Clerks Office (third floor of the Justice Center at WINDOW 3), Monday through Friday between 0800 - 1100 hours. No deliveries will be made on designated Court *holidays, weekends or after hours.*
5. *No officer or employee shall hand carry a PIN, UTT or MMC to the Clerk's Office independently of the lock box.*

**III. Clerk's Office Responsibilities**

- A. Unlock and remove UTTs, MMCs and PINs from the lock box and verify that all tickets match the accompanying RMS log form. Tickets that do not match, or any other items, shall be returned to the district/bureau via the district/bureau mail officer the following day.
- B. Refuse to accept any UTT or MMC that has a green copy attached.
- C. Maintain the juvenile UTTs for pickup by the Juvenile Liaison Officer.
- D. Sole possessor of the lock box keys.
- E. Maintain a daily log sheet for lock box items dropped off and those returned.
- F. *Refuse to accept any PIN, UTT, or MMC that is not delivered to the Clerk's Office in the lock box.*

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MM/TAH/MAD/JM  
Policy & Procedures Unit  
APPENDIX