

Traffic and Parking Citations

504.1 PURPOSE AND SCOPE

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

504.2 POLICY

It is the policy of the Plymouth Township Police Department to enforce traffic laws fairly and equally. Officers may issue a traffic citation, parking citation, 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

The officers shall be responsible for the accounting of all traffic and parking citations. Citations will be kept in a secure location. Officers will log receipt of any paper citations.

Officers of the Plymouth Township Police Department shall only use department-approved traffic and parking citation forms.

504.3.1 WRITTEN OR VERBAL WARNINGS

Officers have lawful discretion to issue a written or verbal warning, unless assigned to a specific traffic enforcement detail.

504.4 TRAFFIC CITATIONS

504.4.1 VOIDING

Voiding a traffic citation may occur when the citation has not been completed or when it is completed but not issued. All copies of the voided citation shall be presented to a supervisor for approval. The citation and copies shall then be forwarded to the Records Division.

504.4.2 WITHDRAWAL

Should an officer determine that a citation should be withdrawn in the interest of justice or where prosecution is deemed inappropriate, the member may request to withdraw the citation during the court proceeding. Prior to withdrawal, the officer shall notify his/her immediate supervisor of the circumstances surrounding the withdrawal and shall complete and submit the appropriate form.

504.4.3 DISPOSITION

The court copy and department copy of all traffic citations issued by officers of this department shall be forwarded to the officer's immediate supervisor for review by the end of each shift. The citation copies shall then be filed with the Records Division.

Upon separation from appointment or employment with this department, officers who were issued traffic citations shall return any unused citations and log the return.

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504.4.4 JUVENILE CITATIONS

Completion of traffic citation 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 citation. The citation shall note if the person is under 18 years of age and whether the juvenile's parents were notified of the citation (Pa.R.Crim.P. 403).

504.5 PARKING CITATION APPEALS

Parking citations may be appealed in accordance with local and state law (75 Pa.C.S. § 6109).

504.6 PARKING ENFORCEMENT

- (a) All parking regulations will be enforced with reasonableness and impartially in all areas of the Township.
- (b) Officers shall enforce parking violations with discretion, taking into account the seriousness of the violation.
- (c) Special attention should be given to the following areas:
 - 1. handicap parking violations (including impediment of the space designated for unloading/loading);
 - 2. fire hydrant/lanes parking violations; and
 - 3. during snow emergencies, designated snow emergency routes.
- (d) When vehicles are parked in such a manner as to require their immediate removal, officers should attempt to locate the owner/operator to afford them the opportunity to move the vehicle. If unsuccessful, the vehicle shall be towed in accordance with departmental policy.