

Automated and Parking Citations Issued to Agency Vehicles

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Effective Date: 10/01/15

I. Purpose

The purpose of this directive is to establish uniform procedures for the processing and disposition of automated traffic citations and parking violations issued to vehicles owned, operated, or otherwise utilized by employees of the Office of the Sheriff. Automated citations are any citation issued by a traffic control monitoring system, speed monitoring system, or toll facility monitoring system.

II. Policy

It is the policy of the Queen Anne's County Office of the Sheriff that automated citations and parking violations generated while off-duty, or while conducting business for the Office of the Sheriff, will be the responsibility of the employee who incurred the violation. In addition, any violation known to have occurred while operating an agency vehicle must be reported to the employee's immediate supervisor within 3 business days unless exigent circumstances exist that prevent doing so.

III. Definition

For purposes of this directive, an Automated Citation is defined as any citation issued by a traffic control monitoring system (red light camera, etc.), speed monitoring system, or toll facility monitoring system.

IV. Procedures

A. Fleet Coordinator Responsibilities

When an automated citation is received by the Queen Anne's County Office of the Sheriff it will be forwarded to the Fleet Coordinator within 3 business days. The Fleet Coordinator will ensure the following:

1. Determine the unit to which the vehicle recorded on the citation is assigned; and
2. Send notification in writing to the affected employee's commander that includes the following:

- a. A copy of the citation/notification;
- b. The vehicle number and citation number;
- c. The operator of record for the vehicle.
- d. A statement that if late fees are incurred, and it was determined that the employee was responsible for the delay in payment of the fine, the employee will be responsible for the late fees; and
- e. Notification that the employee's commander needs to provide a written response to the Fleet Coordinator detailing the final disposition of the citation.

B. Division Commander Responsibilities

1. Upon receipt of a citation from the Fleet Coordinator, the affected Division Commander, within 3 business days, will:

- a. Determine who was operating the vehicle at the time of violation;
- b. Determine if the vehicle was being operated off-duty or while conducting official business for the Office of the Sheriff;
- c. Inform the operator of the vehicle that they are responsible for resolving the citation by either paying the fine or appearing in court to contest the citation if it was not being operated in the performance of a specific law enforcement function.

2. If it is determined that the citation was received while carrying out an official law enforcement function, the employee's Division Commander, within 3 business days, will:

- a. Determine the controlling entity for the jurisdiction in which the citation was issued;

b. Send a letter to the Chief/Director/Sheriff of the agency issuing the citation, explaining the circumstances of the violation and requesting that the citation be administratively voided; and

3. The Fleet Coordinator will provide a written update to the Undersheriff as to the disposition within 3 business days of final disposition.

C. Employees Responsibilities

1. Employees wishing to pay the fine will do so in accordance with the instructions on the citation.

2. Employees who wish to contest the citation may do so in accordance with the instructions on the citation. Employees who incurred the violation while on-duty will attend court in an off-duty capacity.

3. Employees will be responsible for paying any fines incurred as a result of violations occurring while not in performance of a specific law enforcement function.

4. Only late fees incurred as a result of inaction or delay by the employee will be the responsibility of the employee.

5. The employee will provide his commander with proof of final disposition and/or payment within 3 business days.

D. Disciplinary Action

1. For all violations commanders will document the incident and take appropriate action where necessary.

2. For initial violations documented counseling may be sufficient. Repeated violations should be handled with progressive supervision and discipline.

3. The failure and/or refusal by an employee to make disposition of an automated citation in accordance with the directive may result in further disciplinary action.

V. CALEA Reference(s): None

VI. Proponent Unit: Administrative Services

VII. Cancellation: None

Sheriff Gary Hofmann