

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 19.10	Effective: 06/18/2018	Supersedes: 09/01/2016	Number of Pages: 3
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RECORDS CONTROL: SUMMONS AND CITATION ACCOUNTABILITY

- A. The District Commander or designee will maintain a supply of these forms within a secured locker at each district station.
- B. Patrol supervisors will have access to the secured lockers and will issue the forms to members as needed.
- C. The issuing supervisor will record the following information on the bound log that is provided:
 - 1. The name of the member the forms are issued to.
 - 2. The VUS and parking citation control numbers.
 - 3. The date of issuance.
 - 4. The name of the issuing supervisor.
- D. Voiding VUS forms.
 - 1. Summonses (VUS forms) may not be voided once the violator has signed the signature block. At that point, the document is an official court record. The signed summons will be forwarded to the Records Section as outlined in G.O. [19.09 Traffic Records](#) (B). Intervention with regard to the final court disposition will be done through the court system in compliance with G.O. [28.05 Observation of Violators](#) (B-2).
 - 2. Summonses that have not been signed by the violator may only be voided by sworn supervisors, and only for just cause. In most cases, the reason for voiding a summons will center on a written error made by the officer completing the summons.
 - 3. If a supervisor determines that there is just cause to void the document, they will print "VOID" clearly across the face of the document, along with their name, code number, date, and brief reason for the action. The member issuing the ticket and the reviewing supervisor will ensure that their printing is legible and does not obliterate any other writing on the document. In no case will any member cross out or otherwise alter any comments written on the summons. If ample room does not exist on the citation, the member will attach a sheet of paper with the required information.
 - 4. All copies of the voided summons will be forwarded to the Records Section.

5. An email must be completed immediately by the member's supervisor when the need to void an electronic summons arises. This email should be sent to the **Police – Summons void** mailbox on the County email system. The supervisor should follow-up with appropriate members if they do not receive a response.

E. Voiding Parking Citations.

1. Parking citations may be voided for just cause by sworn supervisors, supervisors in the Licensing Section or Crossing Guard Section, and designated support staff assigned to the Office of the Chief within 30 days of the issuance of the citation. If any doubt exists whether the document should be voided, the violator will be directed to contest the matter in court. A copy of any voided parking citation will be provided to the person requesting the action.
2. Voided parking citations will be forwarded to the Licensing Section along with any supporting documentation. The PD-266 Parking Citation Void Codes form will be completed and attached to the parking citation being voided.
3. After 30 days of the date of issuance, a parking citation shall only be voided through designated staff assigned to the Licensing Section.

F. Contesting a parking citation in court shall only be done within 30 calendar days of issuance. All contested parking citations shall be documented on the PD-229 Parking Citation – Notice Of Contest form. Additional guidance for completing this form is found on the PD-229A - Parking Citation Contest Instructions form.

G. Lost or stolen traffic summonses and/or parking citations will immediately be reported to a supervisor.

1. The member involved will submit a memorandum through channels to the Administrative Services Commander.
2. The Administrative Services Commander will cause the VUS/parking citation files to be updated accordingly.

H. The District Commander or designee shall forward the issuance log to the Records Section by the 5th of each month.

I. The Records Section will maintain an audit file of all VUS's assigned to members.

J. Members will issue the forms to violators in numerical order.

1. Virginia Uniform Summons (VUS).
 - a. Supervisors may audit traffic summonses written by members during a given time period for purposes of evaluation or to verify Department guidelines are being followed.
 - b. Information available for auditing purposes includes:

- 1) Number of traffic summonses issued to the member.
 - 2) Charges placed.
 - 3) Voided traffic summonses.
- c. This information is maintained in part by the Records Section and in part by the District Courts.
 - d. The Records Section Manager will cause an audit of traffic summonses on a monthly basis for accountability purposes. Any discrepancies will be reported within fifteen (15) days to the appropriate Division Commander for clarification and/or investigation. Any investigation conducted will be completed within twenty-one (21) days. The results will be reported back to the appropriate Records Section supervisor who will update the records system accordingly.
2. Members should customarily use VUS forms and citations issued to them. Members lending a VUS or citation form or number to another member should make a copy and make an electronic note in the system (or other appropriate notes) of the issued summons and retain it for audit purposes.