## 215.00 SPECIAL FORM ACCOUNTABILITY

To ensure organizational integrity and to document the fact that certain forms used by the department are not misused to any individual's advantage, a system of accounting for these types of forms is implemented.

215.01 Audit System for Citations

- There are three types of citations that are issued to officers of the Greeley Police Department. University of Northern Colorado Police Department and the Greeley Fire Department receive Weld County Court Summons and Complaints and Greeley Municipal Court Summons and Complaints. The Records Section will issue these citations with a numbered checkout form. This form will include the officer's or employee's signature, badge number, date they are checked out, and the numbers of all citations checked out. The information is then entered into the local computer system. A supply of extra citations under the control of the Greeley/Weld Records Section will be stored in a secured area, accessible only to Records personnel.

- Summons and Complaints: All summons and complaints, after being issued by an officer, will be turned in to the Records Section within 3 days of issue. Records personnel will enter the summonses into the local computer file. After entering the summons, Records personnel will:

  - Transfer the summons and complaint to the appropriate court of jurisdiction,

  - Mail the County penalty assessments to the State of Colorado, and

  - Route all Greeley Municipal Court Summons and Complaints and Penalty Tickets to Greeley Municipal Court.

- Parking Tickets: Parking tickets will be issued by the Records Section for Greeley Police officers and for Parking Enforcement personnel. There will be a numbered checkout form inserted in each book of parking tickets which will include the officer's signature, the officer's number, and the date the parking ticket books were checked out. All handwritten parking tickets that are issued will be forwarded to the Municipal Court which will enter them into the computer. Automated parking tickets will be processed through the Municipal Court Clerk's Office.

- Voided or Lost Citations: When an officer or authorized City employee voids or loses a citation, he will complete a form containing the citation number,

the reason it was voided or lost, the officer or employee's signature and the date. The form and any voided citations will be turned in to the officer's or employee's supervisor who will also sign the form. The form will then be forwarded to the Records Section which will file the form by number under lost or voided citations, as well as enter the summons number as voided into the automated Records Management System.

- Audit: An audit of all citation numbers will be conducted once each year by Internal Affairs to ascertain that the number of citations checked out match the number that were issued, lost, voided, or still in the officer's possession. This will be accomplished in the following manner:

  - The department will maintain a computer file which will identify the citations that have been entered into the system during a designated time period. This will account for all citations issued by officers. A computer program will be used to identify all "outstanding" summonses, that is, all summonses that have been issued to officers and not returned or used.

  - All officers will then complete a form declaring the type and serial number of all citations that they have in their possession and check out new books of citations.

  - Internal Affairs will cross check the printout with the following:

    - The file of citation checkout forms,
    - The file of citations that have been voided,
    - The file of citations that have been lost, and
    - The list of citations that are in the officers' possession.

- All citations will be accounted for in the above procedure. In the event there are citations that have not been accounted for, Internal Affairs will investigate. Further, if the check indicates that an officer has an unusual number of lost or voided citations, the auditor may flag that case for further investigation by a supervisor.