



FAIRFIELD POLICE DEPARTMENT TRAINING BULLETIN

January 18, 2011

CITATION DISMISSAL/FOLLOW-UP (31VC, 148.9PC, 529.3PC)

ISSUE:

An officer issues a citation to a violator; only to find out months, or possibly years later, the individual was not who he/she said they were, or identified themselves (via ID/CDL) to be. What steps are taken when contacted by the District Attorney's Office requesting follow-up? What should be done regarding the victim, true suspect and citation?

PROCEDURE:

When notified by the District Attorney's Office that a cited individual is claiming to be a victim of identity theft; and not being the person originally cited for the violation, the following procedure will take place:

1. Records receives a letter from the Solano County Superior Court, Traffic Division, requesting follow-up by the issuing officer.
2. A copy of the letter and citation is given to the officer's supervisor for follow-up.
3. The officer requests a case number (if not initially assigned at time of citation) and writes a crime report based on his/her follow-up. This may include:
 - Attempting to re-contact the person (suspect) originally cited, if possible
 - Attempting to contact the actual victim for additional information, if possible
 - Or, if there is no independent recollection, request the case be dismissed in the interest of justice.

The follow-up must be completed before the requested (DA) completion date.

* DO NOT USE THE CITATION NUMBER AS A CASE NUMBER

4. Completed follow-up is then sent back to records and the District Attorney's Office.
5. If warranted, records will remove victim's name regarding the citation from RMS.
6. The citation will be pulled and filed accordingly.
7. Information report will be filed in place of citation.

There is no need to void the citation pursuant to Lexipol Policy 516.

Author: Corporal Don Schneider, Training Unit
Reviewed by: Sgt Mize, Training Unit
Distribution: All Sworn, Records

