

	Policy & Procedures				No. 1.50	
	Subject: Traffic E-Citations					
	Issuing Authority: Chief of Police				Effective Date: 09/14/2023	Review Date:
					References:	
Review						
Revision						
Reissued						
Dates:						

CALEA STANDARDS: 82.3.3

Issuing Citations Books 82.3.3

Electronic Citations (e-citations) will be the primary mode of issuing a citation with the paper citations as the back-up.

Traffic paper citations are received from the Registry of Motor Vehicles. Paper Citations are stored in the Dispatch Room. They are only to be used as a back-up to the E-citations (ex. The State's automated site is inaccessible). A receipt citation log is to be filled out by the Officer when a citation book has been issued. The log will contain the citation book number (beginning and ending), Officer's name, signature, and date of issue. The Records Division will maintain a record indicating to whom each citation book is issued.

82.3.3 (2A) *Refer to Motor Vehicle Citations Policy #1.23*

Citation Accountability 82.3.3

Submitting Electronic Citations

- a) Electronic citations are issued from the Motor Vehicle Automated Citation and Crash System (MACCS). MACCS is provided by the Executive Office of Public Safety and Security through the CJISWeb suite of applications. Citation numbers are generated by MACCS. **82.3.3 (3A)**
- b) Electronic citations are the preferred method of issuing citations. When an Officer is assigned, a vehicle equipped with operational hardware and connectivity, the Officer shall issue an electronic citation, NOT PAPER.

E-citations should have a documented annual audit from MACCS by the Traffic Unit Supervisor, the Administrative Sergeant, or as needed by operational demand. The Chief of Police should be notified immediately in writing of any discrepancies noted in the audit. **82.3.3 (3B)**

E-citations Voided: When an officer needs to void a citation, the officer shall notify his/her supervisor immediately so that the citation can be voided in a timely manner. The officer shall also submit a written explanation for voiding the citation to the Chief and document the reasons for the void within the MACCS application.

**Storing
Citations
82.3.3**

Arrest E-citations will be printed and attached to complaint and one stored in the arrest folder, approved by the Shift Supervisor, and processed by the court prosecutor. The records department shall receive the agency copy.

Criminal E-citations will be printed and attached to complaint and one stored in the complaint folder will be approved by the Shift Supervisor. The records department should receive the agency copy of paper citations.

Completed E-citations will be stored in the RMV system (secured storing) for retrieval for audit. **82.3.3 (4)**

For paper citation storage, See Motor Vehicle Citations Policy #1.23.

**Interfering with
the Citation
Process**

The State Ethics Commission has ruled that requests by police officers for consideration of dismissal of traffic citations based on the violator's personal connection with a police officer violates the conflict-of-interest law (MGL 268A s23).

Employees of this department are hereby informed that this activity is unlawful.