



Division 01 Administration and Organization

Chapter 16 – Policy Regarding Traffic Citations

January 2009

POLICY

This General Order sets forth a procedure that addresses how a traffic citation shall be cleared.

be given to the Office of Professional Standards.

Failure to comply may result in disciplinary action.

DEFINITIONS

N/A

REFERENCES

N/A

PROCEDURES

1. Responsibility

Responsibility for clearing up traffic violations will be the responsibility of the person driving the vehicle at the time of the violation, whether it is an emergency or non-emergency situation.

FORMS/ATTACHMENTS

N/A

2. Internal Procedure

All vehicle citations received by the Fire/Emergency Medical Services (EMS) Department will be handled through the Office of Professional Standards. The Office of Professional Standards will notify the employee/member who was operating the vehicle at the time of the violation.

If the employed member was on an emergency incident, proof must be given to the Office of Professional Standards within five (5) days. The Office of Professional Standards will then notify the issuing agency to have the violation removed.

If the employee/member who was operating the vehicle was not on a call, then the violation must be paid. The violation must be paid within five (5) days and a receipt must