

## Traffic and Parking Citations

### 504.1 PURPOSE AND SCOPE

This policy outlines the responsibility for issuing, correcting, voiding, and dismissing traffic and parking citations.

### 504.2 POLICY

It is the policy of the Reno Police Department to enforce traffic laws fairly and impartially. Authorized members may issue a traffic citation, parking citation, or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

### 504.3 RESPONSIBILITIES

The Traffic Section shall be responsible for the supply and accounting of all electronic devices used to prepare citations issued to members of this department. Electronic devices will be kept in a secure location and issued.

Members of the Reno Police Department shall only use department-approved traffic and parking citation forms.

#### 504.3.1 WRITTEN OR VERBAL WARNINGS

Written or verbal warnings may be issued when the department member believes it is appropriate. Warnings are retained by this department in accordance with the established records retention schedule.

### 504.4 TRAFFIC CITATIONS

#### 504.4.1 VOIDING

Voiding a traffic citation may occur when a traffic citation has not been completed or where it is completed, but not issued. The citation and copies shall then be forwarded to the Records Division.

#### 504.4.2 DISMISSAL

Members of this department do not have the authority to dismiss a traffic citation once it has been issued.

#### 504.4.3 DATA COLLECTION

Officers shall record traffic stop information in an electronic traffic citation system in the manner prescribed by the Department and Department of Public Safety protocols (NRS 484B.830) (see the Bias-Based Policing Policy for additional guidance).