



B
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Correctable Violations and Proper Completion of Traffic Citations
(Re-issue DB 15-100)

In order to avoid the invalidation of traffic citations due to incorrect officer procedure, officers should be aware of the following:

- Requests for officer verifications of one of the below listed "Correctable Violations" (i.e. "fix-it tickets") shall be directed to Room 101 at the Hall of Justice:

Drivers license not in possession- 12951(a) CVC

Expired registration- 4000(a) (1) CVC

Proof of insurance- 16028(a) or 16028(c) CVC

Officers may verify (i.e. "sign off") all other correctable violations.

- When issuing citations, officers should ensure the inclusion of proper subsections, when required, on certain violations. *The Superior Court's computer system will not accept citations if the officer writes only the violation number when that violation number requires a subsection.*

For example, the computer will not accept Vehicle Code Section "24603" alone because that code section contains subsections "a through g," one of which must be included. Another example is Vehicle Code Section 22450a; officers are still citing 22450 even though a subsection was added several years ago. Again, the computer will not accept Section 22450 without the subsection.

Following this procedure will help ensure that all traffic citations are processed properly.

William Scott
WILLIAM SCOTT
Chief of Police