



TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY



STANDARD OPERATING PROCEDURE

SUBJECT Serial Accountability for Citations		NO. OF PAGES: 1
REFERENCE: N/A	EFFECTIVE DATE: Jan. 1, 2009	REVIEW DATE: N/A
General Order 017	SPECIAL INSTRUCTIONS/SUPERSEDES: N/A	ISSUING AUTH.: CHIEF OF POLICE

PURPOSE: To assure an unbroken chain of serial number accountability for citations

Citation books will be issued in numerical order. All numbered tickets, including spoiled or voided, will be turned in when all the tickets in the book have been used.

A. Records:

1. Store completed and voided tickets and issue log to assure unbroken serial number accountability for paper ticket citations.
2. Files for handwritten tickets (white & green copy) will be stored until end of fiscal year + 2 years.
3. Will keep a log of beginning and ending number on each ticket book.

B. Officers:

1. Will assure that ticket books are maintained and used only by the officer to whom issued. Upon completion of a ticket book, the officer will turn in the front cover of the book, which displays the book number.

APPROVED:

_____ Date
Roger Byars
Chief of Police

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008

