

	POLICY & PROCEDURE	SERIES # 1423	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	<p style="text-align: center;"><b>PROCESSING SUMMONSES</b></p>		<p style="text-align: center;"><b>02/20/03</b></p>
<p style="text-align: center;">OVERSIGHT <b>Support Services</b></p>			
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #1423 dated 5/28/97		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the control, issuance and processing of summonses.

II. POLICY:

The issuing and accounting of summonses shall be rigidly controlled. This control will begin in the Records Section and shall extend to the courts and Virginia Department of Motor Vehicles.

III. PROCEDURE:

A. ISSUANCE:

1. Virginia Uniform Summonses are issued by the Records Section or Communications Section by using the Hampton Police Division Traffic Summons/Parking Ticket Dispense Voucher as a record of accounting.
2. Issuance of summonses will preferably occur through the Records Section during regular business hours. During non-business hours the Communications Section may issue summonses.

B. ACCOUNTABILITY:

1. Officers are responsible for maintaining summonses in a secure manner and shall be held accountable for all summonses issued to them. Personnel are to refrain from loaning summonses.
2. Summonses are issued to officers in consecutive numbers and should be written in consecutive order.
3. Periodically, summonses must be voided (e.g., offender taken into custody, writing error, etc.). Summonses will be voided only when absolutely necessary. When this occurs, the officer will immediately notify his supervisor via radio or telephone of the necessity to void a

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APPROVED:  
CHIEF OF POLICE



summons. The officer will then submit a Special Report with the reason for voiding the summons to the supervisor for his approval & signature prior to the end of the shift. Both the Voided summons and a copy of the Special Report will be forwarded to Records in the usual manner.

4. In the event summonses are missing or stolen, a Special Report or Crime Report, as appropriate, will be submitted.
5. As summonses are written by officers and returned to the Records Section they will be checked for numerical sequence. The Records Clerk will inform the Records Supervisor of any summons returned out of sequence or an apparent missing summons which is not returned. A memo will be sent to the officer requesting accountability of the missing summons.

C. FILING AND STORAGE:

1. Upon the return of summonses issued, the completed summonses will be filed in the Central Records Unit. Summonses data is entered into the Pistol Records Management System under the officer's name.
2. In compliance with the State Records Retention and Disposition Schedule, all summonses will remain in a current file for a period of one year.
3. At the conclusion of the storage period these summonses will be destroyed.

D. CROSS REFERENCES:

1. Summons data is cross-referenced under the officer's name, defendant's name, defendant's social security or control number and the uniform summons number.
2. All summonses are cross-referenced in the court's computer under the defendant's name or docket number. These court records are maintained for a period of ten years.
3. The Virginia Department of Motor Vehicles also maintains microfilm records of all Virginia Uniform Summonses for a period of ten years.

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