



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: <p style="text-align: center; margin: 0;">June 15, 2006</p>	REVISED DATE:	NO. PAGES: <p style="text-align: center; margin: 0;">1 of 2</p>	NUMBER: <p style="text-align: center; margin: 0;">1.1.36</p>
SUBJECT: <p style="text-align: center; margin: 0;">TRAFFIC VIOLATIONS INCURRED WITH CITY VEHICLES</p>			
ASSOCIATED MANUAL:		RELATED ORDERS: <p style="text-align: center; margin: 0;">3.4.13 8.2.08</p>	
CHIEF OF POLICE: <p style="text-align: center; margin: 0;"><i>Timothy A. Hennessey, Acting Chief</i></p>			

PURPOSE: To establish guidelines for Division employees in the event an automated traffic enforcement camera identifies a Division of Police vehicle driven by an employee violating a traffic law while on duty or commuting.

POLICY: Cleveland Division of Police employees are required to operate vehicles in a safe manner according to traffic laws and posted speeds.

PROCEDURES:

- I. The Clerk of Courts shall issue a citation to the City of Cleveland if an automated traffic enforcement camera identifies a Division of Police vehicle driven by an employee who violates a traffic law while on duty or commuting. This citation will be forwarded to the Chief of Police through the Department of Public Safety.

- II. The citation will be forwarded, as a Chief’s Inquiry, to the district/bureau where the vehicle is assigned. If the driver of the vehicle cannot be immediately determined or the vehicle is used by a pool of drivers, the District/Bureau Commander shall cause a supervisor to track the use of the vehicle and determine the driver. Where a vehicle is used by a pool of drivers, supervisors shall implement a system where the identity of the driver of the vehicle can be determined.

- III. The supervisor of the employee responsible for the violation shall order the employee to pay the fine within the allotted time and present proof of payment. After compliance the supervisor shall complete a report indicating the citation has been paid, along with proof of payment, and forward the information to his/her commander for return with the Chief’s Inquiry.

- IV. If the employee believes they received the traffic citation in connection with the operation of a Division vehicle in error or that the citation is improper, they may challenge that citation through the normal appeal process for traffic citations (i.e. In-Person Hearing Request, Ex-Parte Hearing Request, or Affidavit For Request of

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Ticket Dismissal of Government Agency). If the employee chooses to challenge, the supervisor shall complete a report indicating such, along with proof of challenge, and forward this information to their commander to be returned with the Chief's Inquiry. The supervisor shall report the final disposition of the challenge, along with all necessary documentation or proof of payment through the chain of command.

- V. Failing to pay a citation or continuing to incur citations while driving Division vehicles in the performance of their duties may subject employees to discipline.