



DEPARTMENT MEMORANDUM

SUBJECT

Court Dates on All Traffic and Parking Citations and General Ordinance Summons

AMENDS

PI: 03-9A

REFERENCE

PI: Arrest Guidelines

RESCINDS

The Kansas City Missouri Municipal Court is implementing a new Court Case Management System. Effective immediately, members will assign a court date to all traffic and parking citations. Court dates will be assigned to General Ordinance Summons (GOS) in accordance with the current written directive entitled, "Arrest Guidelines." Members will also adhere to the current procedure regarding City Pick-Ups. A City Wanted/Cancellation Notice, Form 42A P.D., will be completed when probable cause for arrest exists and the suspect is known (identified) but is not in custody (e.g., suspect has left the scene of an offense, hospital walkaways). Since the suspect is not in custody, the officer will not assign a court date or time on the GOS.

The following procedures will be followed for all traffic and parking citations:

A. Non-Mandatory Court Appearance Violations

1. The member will fill out the court date section on the citation (moving or parking). For the parking citation, used primarily by Parking Control Officers, check the "Other" box in the Fixed Fine section. Below the check box, write in the court date, time, and court room. If the fine amount needs to be written in, check the "Other" box, record the fine next to it, then, below the check box write in the court date, time, and court room.
2. The member will check the appropriate fine amount on a non-mandatory parking violation. The member will not check a fine amount on a non-mandatory moving violation. The Municipal Court will send a notice to the recipient informing them of the fine amount along with an envelope for mailing the fine. For the purpose of the court's mailer, it is important that the officer ascertain the person's current mailing address and zip code whenever possible.
3. Non-mandatory violations (moving and parking) do not require a court appearance by the recipient as long as the fine is paid by the court date entered on the ticket. Persons who desire to plead guilty may satisfy the ticket by mailing in the fine amount indicated on the ticket or Municipal Court notice, responding to the Traffic Violations Bureau to pay the fine, or by paying the fine online at WWW.KCMO.ORG.
4. On a non-mandatory parking violation, the member will advise the recipient that if the plea is not guilty, the recipient must appear in Municipal Court on the court date, time, and in the court room indicated on the ticket.

5. When questioned regarding a mail-in fine for a non-mandatory moving violation, the member will advise the recipient of the following court procedures:
 - a. The recipient may telephone the Municipal Court for the fine information.
 - b. If the plea is guilty, pay the fine as listed in section A, 3 above.
 - c. If the plea is not guilty, the recipient must appear in Municipal Court on the court date, time, and in the court room indicated on the ticket.

B. Mandatory Court Appearance Violations

The current procedure regarding setting court dates on mandatory court appearance violations shall be followed. For further information, see the current written directive entitled, "Arrest Guidelines."

Members are advised that their court dockets may contain more cases than usual as a result of placing a court date on all traffic and parking citations and GOS's. However, the majority of the cases that can be disposed of by paying a fine will be satisfied prior to the court date.

James D. Corwin
Chief of Police

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