



Santa Cruz Consolidated Emergency Communications Center

231 Union Street
Watsonville, California 95076
(408) 763-4650 Fax (408) 763-4655

Michael J. McDougall
General Manager

9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS OPERATIONS LAW ENFORCEMENT POLICY

Policy No.: 4905
Date Issued: June 1, 1996
Date Revised:

APPROVED: 
Chairperson, Law Enforcement Users Subcommittee

APPROVED: 
General Manager, SCCECC

SUBJECT: TRAFFIC CITATION SIGN-OFFS AND VIN VERIFICATIONS

Ticket Sign-Offs

Any police officer, reserve officer or CSO and some Records Technicians, as appropriate, can sign off a traffic citation.

Request for a sign off at the public desk:

- ◆ Create a dispatch incident for a ticket sign off and assign an officer, reserve, or CSO as appropriate. Attempt to use personnel that may be in the station.

Telephone requests for a ticket sign off:

- ◆ Under normal circumstances, do not dispatch an officer to a residence or business to sign off a ticket.
- ◆ Dispatch an officer to a residence or business if the citizen is disabled or the vehicle is inoperative (within the local jurisdiction limits).
- ◆ Create a dispatch card incident. This type of call is a low priority call.

VIN Verifications

A request for a VIN verification will be assigned to a peace officer (traffic officer, when available).

- ◆ Dispatch an officer to a residence or business for a VIN verification if the vehicle is inoperative or the citizen is disabled. This type of call is a low priority call.