


Traffic and Parking Citations

504.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	March 27, 2026
Authorization:  Jason Haberman Chief of Police	

504.2 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing, correcting, voiding and dismissing traffic and parking citations.

504.3 POLICY

It is the policy of the Mt. Lebanon Police Department to enforce traffic laws fairly and equally. Authorized members may issue a traffic citation, parking citation, or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

A citation may be issued to persons who violate an ordinance related to traffic law the Department is empowered to enforce.

504.4 RESPONSIBILITIES

The Chief of Police or their authorized designee shall be responsible for the supply and accounting of all traffic and parking citations issued to members of this department. Members will sign for any received paper citations when issued or upon return of unused citations.

Members of the Mt. Lebanon Police Department shall only use department-approved traffic and parking citation forms.

504.4.1 WRITTEN OR VERBAL WARNINGS

Written or verbal warnings may be issued when the department member believes it is appropriate. The Traffic Services Unit should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this department in accordance with the established records retention schedule.

504.5 TRAFFIC CITATIONS

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504.5.1 VOIDING

Voiding a traffic citation may occur when the citation has not been completed or when it is completed but not issued. All copies of the voided citation shall be presented to a supervisor for approval. The citation and copies shall then be forwarded to the Records Department.

504.5.2 WITHDRAWAL / DISMISSAL

Should a member determine that a citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the court to dismiss the citation during the court proceeding. When a member initiates the dismissal, the member shall notify his/her immediate supervisor of the circumstances surrounding the dismissal. The member shall complete any paperwork as directed by the supervisor, including the Mt. Lebanon Police Department [Citation Withdrawal and Dismissal Form](#) .

504.5.3 DISPOSITION

The court and file copies of all traffic citations issued by members of this department shall be forwarded to the member's immediate supervisor for review by the end of each shift. The citation copies shall then be filed with the Records Department.

Upon separation from appointment or employment with this department, all members who were issued traffic citations shall return any unused citations to the Records Department.

504.5.4 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing a juvenile a citation. The citation shall note if the person is under 18 years of age and whether the juvenile's parents were notified of the citation (Pa.R.Crim.P. 403).

504.5.5 DATA COLLECTION

Officers shall collect the following information regarding traffic law enforcement in the manner required by the Pennsylvania State Police (PSP), as applicable under 75 Pa.C.S. § 6329:

- (a) Reason for the traffic stop
- (b) Perceived race and ethnicity of the driver
- (c) Age and gender of the driver
- (d) Information regarding searches, when conducted, including whether the search was conducted with the consent of the operator or passengers and the result of the search
- (e) Outcomes of the stop or search, when applicable
- (f) Any additional information as required by PSP

The Records Department shall submit the collected information for the annual submission to the PSP.

504.6 PARKING CITATION APPEALS

Parking citations may be appealed in accordance with local and state law (75 Pa.C.S. § 6109).

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Attachments

Form 22 - Citation Withdrawal and Dismissal Form.pdf



Mt. Lebanon Police Department

Citation Withdrawal / Dismissal Request



Officer: _____ Badge #: _____

Citation #: _____ Date of Citation: ____/____/____

Reason for Withdrawal / Dismissal: _____

Issuing Officer Signature: _____ Date: ____/____/____

DCOP Approval: _____ Date: ____/____/____