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19-121
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Notice of Correction and Proof of Service Form TR-100 (Re-issue DB 17-121)

Members **shall not** make corrections on an original 'Notice to Appear' citation when the copy has already been given to the violator (See §40505 CVC).

When a member recognizes that a traffic infraction citation they have issued is incomplete or contains a mistake, members shall use Judicial Council of California Form TR-100, "Notice of Correction and Proof of Service." This form provides a legal mechanism that allows the officer to correct the citation after the copy has already been given to the violator.

Officers must complete Form TR-100 to correct the error or omission. Upon completion, have a Sergeant review it, submit the original in the same manner as a completed citation, and mail a copy to the defendant.

Members can mail the form themselves or the member doing the transfer and orders can place it in the "needs postage" bin for outgoing mail at Police Headquarters, 1245 3rd Street.

This form shall be used in a manner consistent with DGO 5.06 (*Citation Release Policy*) and shall only be used with traffic infraction citations. This form shall not be used for misdemeanor citations.

A copy of Form TR-100 is attached to this bulletin and is also located in the SFPD Forms Folder.


WILLIAM SCOTT
Chief of Police

Per DB 19-070, sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS. Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.

