

**RESOLUTION NO. 07-2015**

**CITY OF DIAMOND CITY, BOONE COUNTY, STATE OF ARKANSAS**

**A RESOLUTION OF THE CITY OF DIAMOND CITY, ARKANSAS  
ADOPTING PROCEDURES AS TO THE MANNER IN WHICH POLICE  
FINES WILL BE PAID, WHO SHALL COLLECT THE FINES, AND  
PROCEEDS TO DIAMOND CITY FROM FINES.**

**WHEREAS**, the city of Diamond City, Arkansas has re-established the Police Department for the city; and

**WHEREAS**, to ensure accountability for traffic and criminal citations procedures need to be established for the issuing, processing and collection of fines related thereto;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DIAMOND CITY, AS FOLLOWS:**

**SECTION 1: CITATION BOOKS**

1. The Chief of Police will be responsible for procuring all citation books from a reputable printing firm who will provide a certification of numbers for any amount ordered.
2. The Chief of Police will issue citation books to Diamond City officers as needed. The Chief will ensure that documentation is maintained recording the date, the officer, and the beginning and ending citation numbers issued. Once the book(s) is/are issued it will become the responsibility of the issuing officer to maintain the book(s). After the book is used up it will be returned to the Chief of Police to be filed in a secure location under the control of the Chief of Police.
3. The Chief of Police will prepare a report each month of citations issued and disposition if available. This report will be included in the monthly police report presented to the City Council at each regular meeting of the Diamond City City Council each month.
4. All citations issued will be turned into the Boone County Clerk of Courts Office in Harrison, Arkansas within 48 hours after being issued (excluding weekends). Any citations issued over a weekend will be taken to the Clerk of Courts office on the next business day. It will be the responsibility of the Chief of Police to ensure the citations are taken to the Clerk of Courts office.

**SECTION 2: COLLECTION AND DISTRIBUTION OF FINES**

1. All fines and court costs will be collected by the Court of Boone County located in Harrison, Arkansas. The court will be responsible for collecting all fines associated with any Diamond City citation issued by the Diamond City Police Department and adjudicated by the Boone County Courts. The Boone County Clerk of Courts Office will send, on a monthly basis, a report and a check to the Mayor of the City of Diamond City listing case numbers and fines collected.

2. The City of Diamond City will receive an amount from the courts that is agreed upon by both the City and the Boone County courts. The proceeds received will be deposited in the General Fund account in accordance with Ark. Code 16-10-204 in the handbook for Arkansas Municipal Officials.

**SECTION 3: TICKET AND FINE INQUIRIES**

1. Any and all inquiries about citations or fines will be directed to the Chief of Police. No other diamond City employee or elected official will provide any information concerning a citation or fine to any inquiries by citizens.

**SECTION 4: AUDITS**

1. There will be two audits required. The Finance Officer of the City of Diamond City will, on a quarterly basis, audit the citation process. This will consist of a review of the following:

The procuring of citations from a reputable printer with certification  
The secure storing of the citations in the Chief of Police's Office  
Issuing citations to officers and storage of books when all citations have been used  
Transmittal to the Clerk of Courts Office  
Monthly accounting reports by Chief of Police  
Receipt of funds from Clerk of Courts Office  
Distribution of Funds

2. The second audit will be completed by the Arkansas Legislative Audit according to State laws, rules, and regulations.

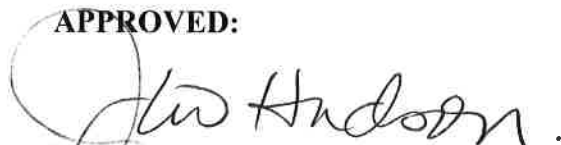
**PASSED AND APPROVED** this 25 day of August, 2015 in a regular meeting.

Ayes 5 Nays 0 Absent 1 Abstain 0

**ATTEST:**

  
Cheryl Guthrie, Recorder/Treasurer

**APPROVED:**

  
Jan Hudson, Mayor