

AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF A TRAFFIC VIOLATIONS BUREAU AND PROVIDING FOR THE RULES AND PROCEDURES TO BE EMPLOYED BY SAID BUREAU.

Be it ordained by the Board of Aldermen of the City of Portage Des Sioux, St. Charles County, State of Missouri, as follows:

SECTION I There is hereby established a traffic violations bureau, as provided for in the state rules of practice and procedure in municipal and traffic courts.

SECTION II The clerk of the municipal court, and any assistant clerk serving under him, are hereby designated as violations clerks of the traffic violation bureau.

SECTION III The following duties are hereby imposed upon the traffic violations bureau in reference to the traffic offenses:

(a) It shall accept designated fines, issue receipts, and represent in court such violators as are permitted and desire to plead guilty, waive court appearance and give power of attorney.

(b) It shall receive and issue receipts for cash bail from the persons who must or wish to be heard in court, enter the time of their appearance on the court docket, and notify the arresting officer and witnesses if any, to be present.

SECTION IV The traffic violations bureau shall keep records and submit summarized monthly reports to the municipal court of all notices issued and arrests made for violations of the traffic laws and ordinances in the city and of all the fines collected by the traffic violations bureau or the court, and of the final disposition or present status of every case of violation of the provisions of said laws and ordinances. Such reports shall be so maintained as to show all types of violations and the totals of each. Said records shall be public records.

SECTION V The traffic violations bureau shall follow such procedure as may be prescribed by the traffic ordinances or the city or as may be required by any laws of this state.

SECTION VI This ordinance shall take effect and be in force from and after its passage and approval.

Enacted _____, 198__

Mayor

Attest:

Clerk

Aldermen