

INVESTIGATIVE AUDIT REPORT

CITY OF LAKEWOOD
FEBRUARY 1, 2006, THROUGH JANUARY 31, 2009



State of Tennessee



**Comptroller of the Treasury
Department of Audit
Division of Municipal Audit**



STATE OF TENNESSEE

COMPTROLLER OF THE TREASURY

Justin P. Wilson

Comptroller

STATE CAPITOL

NASHVILLE, TENNESSEE 37243-9034

PHONE (615) 741-2501

November 24, 2009

Honorable Mayor and Members of the
Board of Commissioners
City of Lakewood
3401 Hadley Avenue
Old Hickory, TN 37138

Mayor and Members of the Board of Commissioners:

Presented herewith is the report on our investigative audit of selected records of the City of Lakewood. This investigative audit focused on the period February 1, 2006, through January 31, 2009. However, when the examination warranted, this scope was expanded.

Section 9-2-102, *Tennessee Code Annotated*, requires that the Comptroller of the Treasury prescribe a uniform system of bookkeeping designating the character of books, reports, receipts and records, and the method of keeping same, in all state, county and municipal offices, including utility districts, which handle public funds. This code section also requires that all officials adopt and use the prescribed system. The Comptroller has prescribed a minimum system of recordkeeping for municipalities, which is detailed in the *Internal Control and Compliance Manual for Tennessee Municipalities* combined with Chapters 1-7 of *Governmental Accounting, Auditing, and Financial Reporting*. The purpose of our audit was to determine the extent of the entity's compliance with certain laws and regulations, including those in the above-mentioned manuals.

Our investigative audit revealed that the former Lakewood City Court Clerk apparently misappropriated traffic citations collections totaling at least \$11,423. Auditors also identified a bank deposit totaling \$497 that could not be accounted for. The deposit consisted of cash from traffic collections. This matter has been referred to the local district attorney general.

The findings and recommendations in this report also relate to those conditions that we believe warrant your attention. All responses to each of the findings and recommendations are included in the report.

Honorable Mayor and Members of the
Board of Commissioners
City of Lakewood
November 24, 2009

Copies of this report are being forwarded to Governor Phil Bredesen, the State Attorney General, the District Attorney General, certain state legislators, and various other interested parties. A copy is available for public inspection in our office.

Very truly yours,

A handwritten signature in black ink, appearing to read "Justin P. Wilson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Justin P. Wilson
Comptroller of the Treasury



STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
DEPARTMENT OF AUDIT
DIVISION OF MUNICIPAL AUDIT

Justin P. Wilson
Comptroller of the Treasury

BANK OF AMERICA PLAZA
414 UNION STREET, SUITE 1100
NASHVILLE, TENNESSEE 37243-1402
PHONE (615) 532-4460
FAX (615) 532-4499

Dennis F. Dycus, CPA, CFE, Director
Division of Municipal Audit

November 24, 2009

Mr. Justin P. Wilson
Comptroller of the Treasury
State Capitol
Nashville, TN 37243-9034

Dear Mr. Wilson:

As part of our ongoing process of examining the records of municipalities, we have completed our investigative audit of selected records of the City of Lakewood. This investigative audit focused on the period February 1, 2006, through January 31, 2009. However, when the examination warranted, this scope was expanded.

Section 9-2-102, *Tennessee Code Annotated*, requires that the Comptroller of the Treasury prescribe a uniform system of bookkeeping designating the character of books, reports, receipts and records, and the method of keeping same, in all state, county and municipal offices, including utility districts, which handle public funds. This code section also requires that all officials adopt and use the prescribed system. The Comptroller has prescribed a minimum system of recordkeeping for municipalities, which is detailed in the *Internal Control and Compliance Manual for Tennessee Municipalities* combined with Chapters 1-7 of *Governmental Accounting, Auditing, and Financial Reporting*. The purpose of our audit was to determine the extent of the entity's compliance with certain laws and regulations, including those in the above-mentioned manuals.

Our investigative audit revealed that the former Lakewood City Court Clerk apparently misappropriated traffic citations collections totaling at least \$11,423. Auditors also identified a bank deposit totaling \$497 that could not be accounted for. The deposit consisted of cash from traffic collections. This matter has been referred to the local district attorney general.

Our examination also resulted in findings and recommendations related to the following:

1. Inadequate separation of duties
2. Failure to account for citations

Mr. Justin P. Wilson
Comptroller of the Treasury
November 24, 2009

3. Failure to issue prenumbered receipts for all collections; failure to account for prenumbered receipts
4. Failure to properly maintain court docket
5. Deposits not made intact

In addition to our findings and recommendations, we are also providing management's response. If after your review, you have any questions, I will be happy to supply any additional information which you may request.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis F. Dycus". The signature is fluid and cursive, with a large initial "D" and "F".

Dennis F. Dycus, CPA, CFE, Director
Division of Municipal Audit

**INVESTIGATIVE AUDIT OF SELECTED RECORDS
OF THE CITY OF LAKEWOOD
FOR THE PERIOD FEBRUARY 1, 2006, THROUGH JANUARY 31, 2009**

LEGAL ISSUES

1. **ISSUE: Apparent misappropriation**

Our investigative audit revealed that the former Lakewood City Court Clerk apparently misappropriated traffic citations collections totaling at least \$11,423. The former court clerk used several methods to conceal this activity from management:

- She altered city receipts to indicate that she had collected less than she really had. [Refer to Exhibits 1 and 2.]
- She failed to issue any receipt for some payments made using checks and money orders.
- She issued receipts from a receipt book that was unknown to both her co-workers and city officials.

On January 8, 2009, the former court clerk admitted to state auditors that she had borrowed money from her cash drawer throughout her employment with the city and conceded that she had not paid back the full amount.

2. **ISSUE: Unaccounted for bank deposit**

Auditors also identified a bank deposit totaling \$497 that could not be accounted for. The deposit consisted of cash from traffic collections. According to city employees, the money was being prepared for deposit into the city bank account. However, the money was never deposited into a city account and it could not be located in city hall.

Unaccounted for collections	Amount
Traffic fine and cost collections	\$11,423
Unaccounted for bank deposit	<u>497</u>
Total unaccounted for	<u>\$11,920</u>

These matters have been referred to the local district attorney general.

THIS PAGE LEFT BLANK INTENTIONALLY.

FINDINGS AND RECOMMENDATIONS

1. **FINDING: Inadequate separation of duties**

Management failed to ensure that there was adequate separation of duties related to the court clerk's responsibilities. The former court clerk collected payments for traffic citations while she was also responsible for recording all of the payments received. She also had control and custody of the applicable city records and routinely prepared bank deposits that consisted almost entirely of collections for traffic fines, court costs, and traffic safety school tuition. For over 2½ years, this effectively gave the former court clerk complete control over thousands of collection transactions without adequate compensating oversight.

According to the *Internal Control and Compliance Manual for Tennessee Municipalities*, Title 1, Chapter 2, Section 2:

Municipal officials should enforce division of duties to provide a system of checks and balances so that no one person has control over a complete transaction from beginning to end. Work flow should be established so that one employee's work is automatically verified by another employee working independently. When possible, different persons should be responsible for the authorization, recordkeeping (posting), custodial (cash and materials handling), and review procedures to prevent manipulation of records and minimize the possibility of collusion.

Title 1, Chapter 2, Section 4, of the *Manual* adds:

Municipal officials should ensure that automatic proof techniques are applied whenever possible. These techniques include the use of an employee without prior access to the records to ... open mail and prelist mail receipts for the cashier ... [and] reconcile unpaid court fines with the court docket.

The same section also recommends mandatory vacations for all cash handling employees. Another employee should perform all of the vacationing employee's job duties during his or her absence.

Finally, this section ends with the mandate that "All tests and reconciliations should be documented and the documentation retained."

RECOMMENDATION:

To decrease the risk of undetected errors and irregularities, management should review employees' responsibilities to ensure that no employee has control over a complete transaction.

MANAGEMENT'S RESPONSE:

Mayor and Members of the Board of Commissioners:

We concur. The responsibilities outlined in Finding 1 have been separated among employees to the extent possible.

City Manager:

Response is the same as that of the mayor and board of commissioners.

Recorder:

Response is the same as that of the mayor and board of commissioners.

2. **FINDING: Failure to account for citations**

The former court clerk did not account for or properly file all issued citations. She did not file the city's copies of traffic citations numerically. Paid citations appeared to be misplaced. For instance, paid citations issued in 2008 were improperly filed with citations issued in 2005. In addition, during audit fieldwork, the city recorder was unable to locate city copies of several citations requested by the state auditor. Finally, city records indicated that collections from at least seven of these missing citations were not deposited into the city's bank accounts.

The *Internal Control and Compliance Manual for Tennessee Municipalities*, Title 3, Chapter 5, describes the proper procedures for traffic citations and court collections. Those procedures include physically controlling unissued citations, accounting for all issued and voided citations, filing citations numerically, issuing prenumbered receipts for all fines, maintaining a court docket, recording dispositions of all citations, and establishing efforts to collect all outstanding fines.

RECOMMENDATION:

To decrease the risk of loss of revenue, municipal officials should establish and require strict adherence with good internal control policies, in accordance with the *Internal Control and Compliance Manual for Tennessee Municipalities*. Officials should ensure

that all citations are accounted for, a court docket is maintained, and the court clerk's copies of citations are marked with the disposition and signed by the judge.

MANAGEMENT'S RESPONSE:

Mayor and Members of the Board of Commissioners:

We concur. An accounting system providing good internal control policies is being implemented.

City Manager:

Response is the same as that of the mayor and board of commissioners.

Recorder:

Response is the same as that of the mayor and board of commissioners.

3. **FINDING: Failure to issue prenumbered receipts for all collections; failure to account for prenumbered receipts**

Records obtained directly from the city's financial institutions indicated that the former court clerk failed to issue receipts on at least 22 occasions, representing collections of \$3,953. In addition, on at least three other occasions, the former court clerk apparently prepared a receipt from a book that was unknown to the city recorder and finance director and was not found at city hall; **no collections documented in the unaccounted for receipt book were deposited to the city's bank account.**¹

Section 9-2-103, *Tennessee Code Annotated*, states, "Each state, county and municipal official who receives any sum or sums in such official's capacity shall issue to the payer thereof a receipt and shall retain a duplicate thereof in the office of such official...."

Section 9-2-102, *Tennessee Code Annotated*, requires the department of audit to "... prescribe a uniform system of bookkeeping designating the character of books, reports, receipts, and records, and method of keeping same, in all state, county, and municipal offices ... which handle public funds."

The *Internal Control and Compliance Manual for Tennessee Municipalities*, Title 3, Chapter 1, Section 2, requires the use of duplicate, **prenumbered** receipts for collections

¹Two of the transactions are included in the shortage described in the Legal Issues. The other transaction was apparently canceled when the person paying decided to use a credit card instead of cash; the city recorder found receipt fragments in a paper shredder in the former court clerk's office. In all, 123 receipts from the then-unknown book are missing and not recorded on the city court docket. Auditors estimated that the 123 missing receipts *COULD* represent as much as \$12,900 of additional unaccounted for and undeposited collections.

from each revenue source, with allowable alternative documentation for property taxes and utility service. The same section requires all unused and all voided receipts to be accounted for.

RECOMMENDATION:

To properly record and account for collections, officials should ensure that a duplicate, prenumbered receipt is issued for every collection.

MANAGEMENT'S RESPONSE:

Mayor and Members of the Board of Commissioners:

We concur. A duplicate, prenumbered receipt is required to be issued by employees for each financial transaction. All unused or voided receipts are required to be accounted for.

City Manager:

Response is the same as that of the mayor and board of commissioners.

Recorder:

Response is the same as that of the mayor and board of commissioners.

4. **FINDING: Failure to properly maintain court docket**

The former court clerk apparently recorded many incorrect entries regarding fine payments in the city court docket. She completely failed to record several payments in the docket. Many of those unrecorded payments were also unreceipted, unaccounted for, and not deposited into the city's bank account.² On other occasions, she failed to record the citation numbers in the court docket.

Section 18-1-105(a), *Tennessee Code Annotated*, states:

It is the duty of the clerk of each of the courts to: ... (4) Keep an execution docket, in which shall be entered, within the time after the adjournment of each court prescribed for issuing executions, all judgments or decrees, in the order of their rendition, with the names of all the plaintiffs and defendants in full, the day and year of rendition, the amount of the recovery and the amount of costs, the character and number of the execution, the date of its issuance and to what county issued, the person to whom delivered and the

²The overall shortage described in the Legal Issues includes multiple transactions that were incorrectly recorded as well as multiple transactions that were not recorded at all.

date of delivery, the date and substance of the return, and the dates and amounts of money paid into and paid out of the clerk's office.

The *Internal Control and Compliance Manual for Tennessee Municipalities*, Title 3, Chapter 5, provides guidance regarding the maintenance of police citations and the information to be included in the court docket.

RECOMMENDATION:

To maintain adequate control over court cases and better account for citations collections, the court clerk should ensure that the city's copies of all citations are properly accounted for and should record detailed information related to each citation in the court docket, including disposition and collection information for each alleged offense.

MANAGEMENT'S RESPONSE:

Mayor and Members of the Board of Commissioners:

We concur. All citations are to be properly accounted for with detailed disposition and collection information. The failure of the former court clerk to properly record a credit card receipt resulted in the identification of the irregularities by another city employee. The Comptroller's Office was then immediately notified.

City Manager:

Response is the same as that of the mayor and board of commissioners.

Recorder:

Response is the same as that of the mayor and board of commissioners.

5. **FINDING: Deposits not made intact**

Records received directly from the city's financial institutions indicated that the former court clerk often failed to make intact deposits. Intact means each collection is deposited in the amount and form in which it was originally received. We also noted that in at least one instance, the former court clerk cashed another employee's personal check through her cash drawer.

Section 6-56-111(a), *Tennessee Code Annotated*, states:

Every municipal official handling public funds shall be required to, as soon as practical, but no later than three (3) working days after the receipt by such municipal official of any public funds, deposit

the funds to the credit of such municipality's official bank account, or bank accounts.

The *Internal Control and Compliance Manual for Tennessee Municipalities*, Title 3, Chapter 1, Section 5, states:

Collections should be deposited promptly and intact and only in designated depositories. The bank's night depository should be used, if necessary, to avoid large accumulations of currency overnight.... The municipality should make daily deposits when large amounts of money are involved.

RECOMMENDATION:

To help prevent the misuse or loss of collections, officials should ensure that all collections are deposited intact within three business days into an official municipal bank account. Cashing checks through the cash drawer should be strictly prohibited.

MANAGEMENT'S RESPONSE:

Mayor and Members of the Board of Commissioners:

We concur. All required procedures are to be followed. No checks will be cashed from municipal cash drawer.

City Manager:

Response is the same as that of the mayor and board of commissioners.

Recorder:

Response is the same as that of the mayor and board of commissioners.

EXHIBITS

THIS PAGE LEFT BLANK INTENTIONALLY.

Exhibit 1

Example of Altered 3-Part Lakewood City Court Receipt

CITY OF LAKEWOOD
3401 HADLEY
OLD HICKORY, TN 37138

61847
DATE 12/1/08

RECEIVED FROM Brenda L. [redacted] \$ 239.75
04009
FOR P0581009 Citation Satisfied

AMOUNT OF ACCOUNT
THIS PAYMENT
BALANCE DUE

CASH
 CHECK
 M.O.

BY [Signature]

Thank You

Photocopy of original receipt 61847 for \$239.75, obtained from the individual that paid this amount. The individual stated that the payment consisted solely of \$239.75 cash.

CITY OF LAKEWOOD
3401 HADLEY
OLD HICKORY, TN 37138

61847
DATE 12/1/08

RECEIVED FROM Brenda L. [redacted] \$ 39.75
04009
FOR P0581009 Citation Satisfied

AMOUNT OF ACCOUNT
THIS PAYMENT
BALANCE DUE

CASH
 CHECK
 M.O.

BY [Signature]

Thank You

Identical to original, except amount is \$200 less.

First carbonless copy of receipt 61847 shown above, attached to court copy of citation in city files along with a scrap of a credit card receipt that did not include an amount. The apparent implication that this individual had paid the remaining \$200 using a credit card was disproven.

CITY OF LAKEWOOD
3401 HADLEY
OLD HICKORY, TN 37138

61847
DATE 12/1/08

RECEIVED FROM Brenda L. [redacted] \$ 39.75
04009
FOR P0581009 Citation Satisfied

AMOUNT OF ACCOUNT
THIS PAYMENT
BALANCE DUE

CASH
 CHECK
 M.O.

BY [Signature]

Thank You

These marks do not appear on either of the other copies of this receipt.

Second carbonless copy of receipt 61847 indicating a \$39.75 payment. The former court clerk apparently altered this copy to conceal that \$200 cash had been removed from the day's deposit.

Apparently Altered Traffic Citation P 055098

Court Clerk's Copy

Officer's Copy

CITY OF LAKEWOOD

RECORD STATE OF TENNESSEE COUNTY OF DAVIDSON (615) 847-3711 SGT. *04-028* P 055098 NUMBER OF OFFENSES *3*

COMPLAINT

The undersigned certifies to have just and reasonable grounds to believe, and does believe, that:

W e d 1 3 5 - n 2 0 0 7 2 2 1 0
 DAY OF WEEK DATE MONTH YEAR A.M. P.M.

LAST NAME *H* FIRST NAME *Angie* MIDDLE INITIAL

4655 Whites Creek Whites Creek TN 37189
 STREET NO. & STREET CITY STATE ZIP CODE

EMPLOYED BY SOCIAL SECURITY NUMBER OPERATOR LICENSE NUMBER OPERATOR'S LICENSE STATE DATE OF BIRTH MONTH DAY YEAR AGE SEX RACE

PHONE

VEHICLE DESCRIPTION TAG NUMBER TAG STATE TAG YEAR

2000 Chevy Camaro 2d Red 3 TN 07

UPON A PUBLIC STREET OR HIGHWAY, OR OTHER LOCATION NAMELY

Had let AT NEAR 24th

DID UNLAWFULLY COMMIT THE FOLLOWING OFFENSE IN VIOLATION OF METRO CODE & SECTION

A	SPEED RESTRICTION	KPH IN MPH ZONE	KPH ZONE MPH ZONE	RADAR LASER FT.
B	Reckless Driving	12.68.180	12.20.10 12.20.20 12.20.30 12.20.70	
C	Careless Driving	12.68.170		
D	Ran Stop Sign	12.24.40		
E	Violation of Traffic Lane	12.12.110		
F	Seat Belt Law	55.9.603		
G	Driving Unregistered Vehicle	55.3.102		
H	Metro Sticker Law	5.32.150		
I	Expired Registration	12.8.80		
J	Red Light Camera Not in Vehicle	12.8.90		
K	Unlawful Use of License Plate	12.8.90		
L	Driving Unregistered Vehicle	55.3.102		
M	Lights Required On Vehicle	12.32.30		
N	Muffler Law Excessive Noise Fumes Or Smoke	12.32.50		
O	Drivers License Not On Person	55.50.351		
P	Drivers License Change of Address	55.50.333		
Q	Drivers License Not On Person	55.50.351		
R	Drivers License Change of Address	55.50.333		
S	SS-12-130 Proof of Insurance			
T	OTHER DEFINED			

CONDITIONS: NORMAL DAYLIGHT SNOW/ICE RAINING NIGHT IN ACCIDENT

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY OF 20

PROSECUTOR'S SIGNATURE: *James Pugh*

Judge or Clerk: *James Pugh*

COURT APPEARANCE: DAY 12 MONTH 1 YEAR 2007

CONTINUED COURT DATE: DAY MONTH YEAR

I hereby acknowledge receipt of a copy of this citation, and agree to appear at the time and place indicated; I also waive formal issuance and service of a warrant upon me, and agree to stand trial upon this citation that same be treated in all respects as a warrant served upon me. Failure to appear or pay fine prior to court date will result in a default judgement causing suspension of driver's license and issuance of execution.

DEFENDANT'S SIGNATURE: *In Custody Arrest*

NOT AN ADMISSION OF GUILT

CITY OF LAKEWOOD

RECORD STATE OF TENNESSEE COUNTY OF DAVIDSON (615) 847-3711 SGT. *04-028* P 055098 NUMBER OF OFFENSES *4*

The undersigned certifies to have just and reasonable grounds to believe, and does believe, that:

W e d 1 3 5 - n 2 0 0 7 2 2 1 0
 DAY OF WEEK DATE MONTH YEAR A.M. P.M.

LAST NAME *H* FIRST NAME *Angie* MIDDLE INITIAL

4655 Whites Creek Whites Creek TN 37189
 STREET NO. & STREET CITY STATE ZIP CODE

EMPLOYED BY SOCIAL SECURITY NUMBER OPERATOR LICENSE NUMBER OPERATOR'S LICENSE STATE DATE OF BIRTH MONTH DAY YEAR AGE SEX RACE

PHONE

VEHICLE DESCRIPTION TAG NUMBER TAG STATE TAG YEAR

2000 Chevy Camaro 2d Red 3 TN 07

UPON A PUBLIC STREET OR HIGHWAY, OR OTHER LOCATION NAMELY

Had let AT NEAR 24th

DID UNLAWFULLY COMMIT THE FOLLOWING OFFENSE IN VIOLATION OF METRO CODE & SECTION

A	SPEED RESTRICTION	KPH IN MPH ZONE	KPH ZONE MPH ZONE	RADAR LASER FT.
B	Reckless Driving	12.68.180	12.20.10 12.20.20 12.20.30 12.20.70	
C	Careless Driving	12.68.170		
D	Ran Stop Sign	12.24.40		
E	Violation of Traffic Lane	12.12.110		
F	Seat Belt Law	55.9.603		
G	Driving Unregistered Vehicle	55.3.102		
H	Metro Sticker Law	5.32.150		
I	Expired Registration	12.8.80		
J	Registration Certificate Not in Vehicle	55.4.108		
K	Unlawful Use of License Plate	12.8.90		
L	Driving Unregistered Vehicle	55.3.102		
M	Lights Required On Vehicle	12.32.30		
N	Muffler Law Excessive Noise Fumes Or Smoke	12.32.50		
O	Drivers License Not On Person	55.50.351		
P	Drivers License Change of Address	55.50.333		
Q	Drivers License Not On Person	55.50.351		
R	Drivers License Change of Address	55.50.333		
S	SS-12-130 Proof of Insurance			
T	OTHER DEFINED			

CONDITIONS: NORMAL DAYLIGHT SNOW/ICE RAINING NIGHT IN ACCIDENT

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY OF 20

PROSECUTOR'S SIGNATURE: *James Pugh*

Judge or Clerk: *James Pugh*

COURT APPEARANCE: DAY 12 MONTH 1 YEAR 2007

CONTINUED COURT DATE: DAY MONTH YEAR

I hereby acknowledge receipt of a copy of this citation, and agree to appear at the time and place indicated; I also waive formal issuance and service of a warrant upon me, and agree to stand trial upon this citation that same be treated in all respects as a warrant served upon me. Failure to appear or pay fine prior to court date will result in a default judgement causing suspension of driver's license and issuance of execution.

DEFENDANT'S SIGNATURE: *In Custody Arrest*

NOT AN ADMISSION OF GUILT

Both copies indicated that the subject had been taken into custody. However, the court clerk's copy was apparently altered to indicate that the officer had decided to issue only a warning for the careless driving charge, even though the subject had been arrested. The former court clerk apparently used this altered citation to conceal that money had been removed from the day's deposit. Enlargements of the offense sections of these copies are presented on the following page.

Exhibit 2b

Apparently Altered Section of Traffic Citation P 055098 (Refer to Exhibit 2a)

Court Clerk's Copy

UPON A PUBLIC STREET OR HIGHWAY, OR OTHER LOCATION NAMELY <i>Hadley</i>									
AT									
NEAR		<i>24th</i>							
DID UNLAWFULLY COMMIT THE FOLLOWING OFFENSE IN VIOLATION OF METRO CODE & SECTION									
A	SPEED RESTRICTION		KPH IN	KPH ZONE	RADAR				
	<input type="checkbox"/> 12.20.10 <input checked="" type="checkbox"/> 12.20.20 <input type="checkbox"/> 12.20.30 <input type="checkbox"/> 12.20.70		MPH IN	MPH ZONE		LASER FT.			
B	Reckless Driving 12.68.180	C Careless Driving 12.68.170	D	Ran Stop Sign 12.24.40	E	Violation of Traffic Lane Violation 12.12.110	G	Seat Belt Law 55.9.603	
H	Metro Sticker Law 5.32.150	I	Registration 12.8.80	J	Registration Certificate Not In Vehicle 55.4.108	K	Unlawful Use Of License Plate 12.8.90	L	Driving Unregistered Vehicle 55.3.102
M	Lights Required On Vehicle 12.32.30	P	Muffler Law Excessive Noise Fumes Or Smoke 12.32.50	Q	Drivers License Not On Person 55.50.351	R	Drivers License Change of Address 55.50.333	W	Ran Red Signal Light 12.12.90
S	SS-12-139 Proof of Insurance						T.C.A./ METRO CODE SECTION		
T	OTHER DEFINED						T.C.A./ METRO CODE SECTION		
CONDITIONS		<input checked="" type="checkbox"/> NORMAL <input type="checkbox"/> DAYLIGHT <input type="checkbox"/> SNOW/ICE	<input type="checkbox"/> RAINING <input checked="" type="checkbox"/> NIGHT <input type="checkbox"/> IN ACCIDENT	BOOKING COMPLAINT NUMBER		-			
SWORN TO AND SUBSCRIBED BEFORE ME			PROSECUTOR'S SIGNATURE						
THIS _____ DAY OF _____ 20__			OFFICER (PRINT) <i>James Pugh</i>						

Officer's Copy

UPON A PUBLIC STREET OR HIGHWAY, OR OTHER LOCATION NAMELY <i>Hadley</i>									
AT									
NEAR		<i>24th</i>							
DID UNLAWFULLY COMMIT THE FOLLOWING OFFENSE IN VIOLATION OF METRO CODE & SECTION									
A	SPEED RESTRICTION		KPH IN	KPH ZONE	RADAR				
	<input type="checkbox"/> 12.20.10 <input checked="" type="checkbox"/> 12.20.20 <input type="checkbox"/> 12.20.30 <input type="checkbox"/> 12.20.70		MPH IN	MPH ZONE		LASER FT.			
B	Reckless Driving 12.68.180	C Careless Driving 12.68.170	D	Ran Stop Sign 12.24.40	E	Violation of Traffic Lane Violation 12.12.110	G	Seat Belt Law 55.9.603	
H	Metro Sticker Law 5.32.150	I	Registration 12.8.80	J	Registration Certificate Not In Vehicle 55.4.108	K	Unlawful Use Of License Plate 12.8.90	L	Driving Unregistered Vehicle 55.3.102
M	Lights Required On Vehicle 12.32.30	P	Muffler Law Excessive Noise Fumes Or Smoke 12.32.50	Q	Drivers License Not On Person 55.50.351	R	Drivers License Change of Address 55.50.333	W	Ran Red Signal Light 12.12.90
S	SS-12-139 Proof of Insurance						T.C.A./ METRO CODE SECTION		
T	OTHER DEFINED						T.C.A./ METRO CODE SECTION		
CONDITIONS		<input type="checkbox"/> NORMAL <input type="checkbox"/> DAYLIGHT <input type="checkbox"/> SNOW/ICE	<input type="checkbox"/> RAINING <input type="checkbox"/> NIGHT <input type="checkbox"/> IN ACCIDENT	BOOKING COMPLAINT NUMBER		-			
SWORN TO AND SUBSCRIBED BEFORE ME			PROSECUTOR'S SIGNATURE						
THIS _____ DAY OF _____ 20__			OFFICER (PRINT) <i>James Pugh</i>						

The officer's copy does NOT indicate that he issued a warning for careless driving.