

Department:		Policy #:	
Approval Date:	04/22/2026	Amended Date:	

**Terryville Fire District
Automated Summons for Paid Employees**

1. Purpose

The purpose of this policy is to establish clear, consistent procedures for the management of automated traffic citations issued to employees while operating fire district–owned vehicles during non-emergency situations.

2. Scope

This policy applies to all paid employees of the fire district who operate district-owned vehicles and may receive automated traffic citations in the course of their duties.

Automated traffic citations include, but are not limited to, violations captured by red-light cameras, speed enforcement cameras, school bus cameras.

3. Policy Statement

Employees shall be personally responsible for any fines, penalties, or fees associated with automated traffic citations incurred while operating district-owned vehicles.

The fire district shall administer this policy in a fair, consistent, and transparent manner.

4. Definitions

Automated Traffic Citation: A traffic violation recorded and issued through an automated enforcement system (e.g., red-light, speed cameras, school bus cameras).

District-Owned Vehicle: Any vehicle owned, leased, or otherwise operated under the authority of the fire district.

5. Responsibilities

5.1 Employees

Employees who receive or are identified as the operator of a vehicle associated with an automated traffic citation shall:

- Promptly report the citation to the fire district.
- Resolve the citation by the required deadline through payment or formal appeal. .
- Submit any appeal in accordance with Section 8 of this policy.

5.2 Fire District

The fire district shall:

- Identify the operator of the vehicle at the time of the violation.
 - Notify the employee responsible in a timely manner.
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6. Payment of Citation

- Payment will be made by the Fire District
- Employees will reimburse Fire District for the cost of the citation and any other fee's associated with the citation.

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7. Non-Compliance and Enforcement

Failure to comply with this policy may result in the following actions:

- Disciplinary action, up to and including termination, in accordance with district policies.
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8. Appeal Process

Employees who wish to contest an automated traffic citation shall:

- Submit a formal written appeal to the Board of Fire Commissioners.
 - Ensure the appeal is received no later than two (2) weeks prior to the citation due date.
 - Comply with any additional procedures or documentation requirements established by the Board.
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