



City of Racine Police Department
Policy and Procedure

Number: 913

Subject: Electronic Citation Issuance – Non-Traffic		
Date Issued: 09-20-89	Date Revised: 02-24-17	Revision Number: 7

POLICY

The Racine Police Department has established a standardized procedure for the issuance of Non – Traffic Citations in Badger Tracs.

PROCEDURE

MEMBER

Upon determining that a Non-Traffic Citation (NTC) is the appropriate method of arrest:

1. Insure that the subject has been properly identified through:
 - a. Photo Identification, i.e. Wisconsin Photo I.D.
 - b. If the person cited has no photo identification issued by their state of residence with them, the member must obtain a right index fingerprint utilizing an ink pad and a Citation Fingerprint ID Card per policy #1935 (Fingerprints on Citations), and place in Records mailbox.
2. Request an NCIC/CIB and capias check (if applicable) from Communications or run the person cited through NCIC utilizing Phoenix.
3. Prepare the NTC insuring that all appropriate fields are completed and:
 - a. In Badger Tracs, place the Complaint Number within the “Police Number” block.
 - b. Complete the NTC in Badger Tracs, ensuring to “Validate” the citation prior to printing or issuing. If any errors are found, make corrections before issuing.
 - c. If the subject is a juvenile aged 12-17, complete the Parent/Guardian section of the NTC insuring that complete and accurate parental information is placed in the form and make an attempt to notify that parent of the violation, providing the parent with a copy of the Parent Notification Letter printed out of Badger Tracs.
 - 1) If the violation is alcohol or drug related, or for curfew, the juvenile must be turned over to a parent or responsible adult.
 - 2) If the juvenile is 12-14 yoa, then he/she must be turned over to a parent or responsible adult or released via authorization by parent or guardian over the phone.
 - 3) If the juvenile is 15-17 yoa, then he/she may be released on his/her own recognizance.
4. Personally issue the NTC to the subject. Printer errors or computer problems can be corrected by logging into another squad, or printing them at the Police Department, and issuing immediately. Mailing citations will only be done under exigent circumstances:
 - a. Errors in citations that need to be corrected, and the defendant lives outside of the City of Racine.
 - b. Defendants cannot be located after several attempts to serve.
5. When issuing the NTC, ensure:
 - a. A clear explanation of the violation is presented to the person cited.
 - b. Provide an explanation of the court information on the NTC:
 - 1) Is court mandatory?
 - 2) Where can the fine(s) be paid?
 - 3) Return the driver’s license to the person cited.
6. Issue a Citation Instruction Form to the Defendant.
7. Advise Communications of the issuance of the NTC.

8. After the person cited has been released by you on the street, or placed in confinement at the Law Enforcement Center, complete the narrative portion of the NTC within 72 hours and review the ticket(s) for completeness and accuracy.
9. Upon completion of your Tour of Duty, submit all NTC's for approval by "End Shifting" in Badger Tracs. Prior to the end of your shift, complete an "End Shift" of all NTC's on the MDT.

SUPERVISOR

1. On a daily basis, review citations needing approval in Badger Tracs.
2. If there are any inconsistencies or the elements of the applicable ordinance/statute do not appear to be met, "reject" the NTC and notify the member, either in person or email, explaining the need for changes or clarification.
3. If no changes or corrections are needed, "accept" the NTC in Badger Tracs.

PUBLIC SERVICE COUNTER CLERK

Check the Badger Tracs Citation Manager on a daily basis:

1. Open transmittal folder before transmitting.
2. Only transmit Badger Tracs citations that are in acceptance status.
3. Check to see if citations landed in Phoenix and WIJIS
 - a. If citations have landed provide documentation to Customer Service Manager.
 - b. If citations did not land notify Customer Service Manager or Lt. of Technology.

CUSTOMER SERVICE MANAGER

Verify Badger Tracs citations are transmitted daily.

RELATED PROCEDURES

[916 – Voiding Electronic Traffic Citations \(ELCI\) and Electronic Citations – Non-Traffic \(NTC\)](#)

[1935 – Fingerprints on Citations](#)

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