



City of Racine Police Department  
**Policy and Procedure**

**Number: 916**

Subject: <b>Voiding Electronic Traffic Citations (ELCI) and Electronic Citations – Non-Traffic (NTC)</b>		
Date Issued: <b>05-12-1989</b>	Date Revised: <b>03-31-17</b>	Revision Number: <b>5</b>

**POLICY**

The Racine Police Department recognizes that at times it may be necessary to void a Badger Tracs citation (ELCI or NTC) that has been issued in error. The purpose of this policy is to ensure the voiding of a Badger Tracs citation is done in accordance with acceptable guidelines and with approval by the appropriate authority. The standards for voiding Badger Tracs citations shall be uniformly applied to ensure all members of the community are treated in a fair and consistent manner.

**PROCEDURE**

**MEMBER**

When considering the voiding of a Badger Tracs citation (ELCI or NTC), the following steps shall be taken:

1. Citations may be voided by the Member prior to being printed (Issued status). A reason will need to be entered into Tracs.
2. Once a citation has been printed (Issued status) through the status of "Accepted", the member must consult with a supervisor to gain approval prior to the citation being voided in Tracs. A reason will need to be entered into Tracs. Confer with a supervisor to ensure one or more of the following criteria are met:
  - a. The citation was issued in error (improper date, location, etc.).
  - b. The citation was filled out utilizing incorrect information or an inappropriate format.
  - c. The citation was completed with an incorrect offense statute or subsequent investigation reveals that the elements of a more appropriate charge exist.
  - d. The citation was prepared and issued to a person who provided false or improper identification.
  - e. The citation was issued for a violation that ultimately should have been handled through the filing of a criminal complaint or juvenile apprehension.
  - f. For NTC's, the citation was issued to a juvenile residing outside of Racine County.
3. Upon Supervisor approval:
  - a. Request Supervisor to void citation.
  - b. Issue a new citation, if appropriate.
4. Once a citation is in "Transmitted" status and prior to the initial court date, the Member must consult with a supervisor to gain approval prior to the citation being voided. Confer that the above criteria are met. Issue a new citation, if appropriate.

**SUPERVISOR**

1. When approached by a member about voiding a Badger Tracs citation:
  - a. Confer with the member over the request to void the citation.
  - b. Insure that voiding the citation is in accordance with Department policy.
2. For citations that have been printed (Issued status) through the status of "Accepted", the supervisor shall void the citation and enter the reason in Tracs.

3. For citations that are in "Transmitted" status and prior to the initial court date, the supervisor shall contact a Records Clerk to have the citation voided in Phoenix.
4. Once the Member voids the citation, review any replacement citations for completeness and accuracy.

## **PUBLIC SERVICE COUNTER**

When a Supervisor requests a citation be voided prior to this initial court date, properly void the citation in Phoenix adding a note documenting the name of the Supervisor authorizing the citation to be voided.

## **COURTS**

The Court Supervisor may elect to void an ELCI/NTC in lieu of the issuing member.

## **RELATED PROCEDURES**

[913 – Electronic Citation Issuance – Non-Traffic](#)

[1929 – Issuance of Electronic Traffic Citations](#)

[1930 – Issuance of Electronic Traffic Citations as Warning Tickets](#)

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