



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

**Number: 1929**

Subject: <b>Issuance of Electronic Traffic Citations</b>		
Date Issued: <b>03-08-2002</b>	Date Revised: <b>9/13/16</b>	Revision Number: <b>3</b>

## POLICY

It is the policy of the Racine Police Department that whenever a member of the Department determines the need to issue an Electronic Traffic Citation(ELCI), it is done under the basis that the enforcement action taken will help maintain and improve the safety for all persons utilizing the roadways. All persons stopped by police, or involved in a motor vehicle crash, shall be treated in a fair and consistent manner. By insuring that traffic enforcement is handled in a consistent manner, we can improve the safety of vehicle operators, occupants, and pedestrians alike.

Members will use good judgment and discretion when choosing to make traffic stops for violations of city ordinance or state statute. Members shall also rely upon previous training and experience to insure that the traffic stop or investigation is conducted in a manner that is safe for the member as well as their fellow officers. The safety of the violator or other citizens utilizing the roadways of the City of Racine is also paramount.

## PROCEDURE

### MEMBER

When a member determines that there is a need to issue an Electronic Traffic Citation in Badger Tracs, they shall:

1. Determine the appropriate violation and prepare the Electronic Traffic Citation.
  - a. In addition to the standard entries on the ticket required by the state:
    - 1) In Badger Tracs, place the Complaint Number within the "Police Number" block
    - 2) Complete the ELCI in Badger Tracs, ensuring to "Validate" the citation prior to printing or issuing. If any errors are found, make corrections before issuing.
    - 3) 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. If the person cited is under the age of 18, complete the Sponsor Notification section of the ELCI insuring that complete and accurate parental information is placed in the form.
3. Personally issue the ELCI to the driver. 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. PAC citations issued when the results are from blood analysis.
  - c. Defendants cannot be located after several attempts to serve.
4. When issuing the ELCI, ensure:
  - a. A clear explanation of the violation is presented to the person cited.
  - b. Provide an explanation of the court information on the Electronic Traffic Citation:
    - 1) Is court mandatory?
    - 2) Where can the fine(s) be paid?

- 3) Will points be assessed and how many?
- 4) Return the driver's license to the person cited.
- 5) Issue the operator a Citation Instructions (Blue) Form.
5. If the circumstances do not mandate taking the person cited into physical custody:
  - a. Answer any other questions the person cited might have.
  - b. Insure that the person cited is able to return into the traffic pattern safely.
6. If the circumstances mandate taking the person into physical custody, utilize good officer safety skills and follow the Arrest and Incarceration procedure (#901).
7. 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 Electronic Traffic Citation within 72 hours and review the ticket(s) for completeness and accuracy.
8. Upon completion of Tour of Duty, submit all ELCIs for approval by "End Shifting" in Badger Tracs. Prior to the end of your shift, complete an "End Shift" of all ELCI on the MDT.

## NOTE

**For felony traffic charges complete and issue an Electronic Traffic Citation, along with an Arrest Header or Juvenile apprehension.**

## SUPERVISOR/SHIFT/UNIT COMMANDER

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, electronically "reject" the Electronic Traffic Citation 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 Electronic Citation 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.
4. Customer Service Manager verify Badger Tracs citations were transmitted daily.

## RELATED PROCEDURES

- [901 – Arrest and Incarceration](#)
- [917 – Voiding Uniform Traffic Citations](#)
- [1935 – Fingerprints on Citations](#)
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