



City of Racine Police Department
Policy and Procedure

Number: 1930

Subject: Issuance of Electronic Traffic Citations as Warning Tickets		
Date Issued: 03-08-2002	Date Revised: 9/13/16	Revision Number: 3

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 Warning Ticket, 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 members for any reason, 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 shall 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 experiences 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.

The use of ELCI Warning Tickets is limited to those types of violations that are addressed in Wisconsin Chapter 347 supported by detailed information in the Administrative Code known as Trans 305, or minor registration and operator's license infractions as listed below.

341.04(1)	Non-registration of a motor vehicle
341.15(1)	Failure to display registration plates
341.335(1)	Failure to notify DMV of change of address
343.18	Operator's License to be carried
343.22(1)	Failure to notify DOT of address/name change
344.62(1)	Operate Motor Vehicle without Insurance (When driver claims they have Insurance but don't have proof)

PROCEDURE

MEMBER

When a member determines the need to issue an ELCI Warning Ticket in place of a verbal warning for an equipment violation or a minor registration/operator's license violation:

1. Determine the appropriate violation and prepare the ELCI.
 - a. In addition to the standard entries on the ticket required by the state:
 - 1) Place the Complaint Number within the "Police Number" block.
 - 2) Place the phrase "10-Day Warning" in the "Agency Space" block.
 - 3) 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.
 - 4) If the person cited has no photo identification issued by their state of residence, complete a Citation Fingerprint ID Card per Policy #1935 (Fingerprints on Citations).
2. If the person cited is under the age of 18, complete a Sponsor Notification (PP26) insuring that complete and accurate parental information is placed on 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 the person cited with a copy of the Warning Citation Instructions pamphlet.
 - c. There is an explanation of the court information on the ELCI.
 - 1) Is court mandatory?
 - 2) Where can the fine(s) be paid?
 - 3) Will points be assessed and how many?
 - 4) What obligations does the driver/owner have with regards to the subject of the warning ticket (is the car permitted to be driven prior to repair of the defect)?
 - 5) Return the drivers' license to the person cited unless the person was also being cited for OVWI (per Policy # 903) or it is being inventoried for evidentiary reasons.
 - 6) When the driver's license is being confiscated for evidentiary reasons, issue a property receipt (RPD122) and inventory per Procedure 1201.
 - 7) Issue Citation Instructions (Blue) Form to the operator.
 - d. You let the vehicle operator or owner know the conditions required in order to get the warning ticket satisfied.
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 or placed in confinement at the Law Enforcement Center:
 - a. Complete the narrative portion of the ELCI within 72 hours and review the ticket(s) for completeness and accuracy.
 - b. Prior to the end of your shift, complete an "End Shift" of all ELCI on the MDT.

SUPERVISOR/ SHIFT 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](#)
- [1929 – Issuance of Uniform Traffic Citations](#)
- [1935 – Fingerprints on Citations](#)
- [Table of Contents](#)

RELATED STATUTES/ CODES

Wisconsin Chapter 347 (Equipment of Vehicles)

Wisconsin Administrative Code Trans 305 (Standards for Vehicle Equipment)