

 MIDDLETON POLICE DEPARTMENT	DATE March 16, 2013	POLICY 10.1.08
	REVIEWED July 23, 2018	<i>MRR</i>
SUBJECT: Citation Control		

Refer to:
History: 3/2013, 04/2015
WILEAG (5th Ed.) Standards: 10.1.8: 10.1.8.1; 10.1.8.2; 10.1.8.3

Purpose

The purpose of this policy is to establish how citations are stored, issued and accounted for.

TraCs Citations

The accountability and maintenance of electronic TraCS citations (traffic and municipal) is managed by the TraCS Administrator using the TraCS system.

- A. TraCS citations are ordered electronically from the Wisconsin Department of Transportation and inventoried in the Contact Manager of the TraCS Administrator.
- B. TraCS citations are electronically distributed as needed to specific computer workstations and field units (MDCs). They are not assigned to specific officers.
- C. Officers will contact the TraCS Administrator when a workstation and/or field unit indicates that citations are low. The TraCS Administrator will distribute the citations as requested. This process automatically creates an electronic record of how many were distributed and to which computer.
- D. TraCS citations that need to be voided prior to transmission to Global Justice RMS will be presented to the TraCS Administrator for approval. Withdrawn citations need to be processed by the Middleton Municipal Court.
- E. The TraCs Administrator is responsible for the periodic review of the TraCs database for citation accounting purposes.

Parking Citations and Paper Citations

In addition to parking citations, paper traffic and municipal citations are maintained for those occasions when the TraCs system is not practical or unavailable. In order to provide accountability and maintenance of department paper citations, all citations issued to officers will be recorded on the Citations Issued Ledger by the issuing supervisor.

- A. A supply of citations and the Citations Issued Ledger are kept in the supervisor’s secure equipment room. A reserve inventory of citations is maintained in the secure Administrative Records Room by the Office Manager.

- B. Officers needing citations will contact their supervisor. The supervisor will issue the citations and record the officer's name and beginning and ending numbers of the citation book in the Citations Issued Ledger. Supervisors should attempt to issue citation books in sequential order.
- C. Officers may void a citation if an error is made on the face of the citation or the violation is corrected (optional) prior to the issuance of the citation. (Once issued, citations can only be withdrawn by the Operations Captain.) Traffic, Municipal and Parking citations that are voided shall be presented to a supervisor for approval. Once approved, the voided citation will be forwarded to the Office Manager. The word "void" shall be written on the face of the citation with the officer's name and approving supervisor's initials.
- D. Employees shall return all unissued citations to the Office Manager when their employment ends.
- E. The Office Manager is responsible for maintaining an inventory of paper citations and supplying citations to the supervisor's secure equipment room. The Office manager is responsible for incorporating the Citations Issued Ledger, and returned and voided citation data into the Citation Control Ledger. Periodically the Office Manager will perform an accounting of paper citations comparing records of issued, used, voided, and returned citations.