



**Division of State Patrol  
Policy and Procedure**

Number  
**10-14**

Subject <b>LETTER TO PARENT OR SPONSOR OF CITED JUVENILE</b>	
Author/Originator  Bureau of Field Operations	Approved by  <i>Stephen Fitzgerald</i> <b>Superintendent</b>
Records Management Statement  Supersedes P&P 16-4 dated April 20, 2009 Posted on WisDOT Internal Website (SharePoint) at <a href="https://wigov.sharepoint.com/sites/dot-dsp/policy/SitePages/Home.aspx">https://wigov.sharepoint.com/sites/dot-dsp/policy/SitePages/Home.aspx</a>	

**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to send uniformly worded letters of notice to parents or guardians of cited persons under 18 years of age to ensure compliance with Section 343.15(5), Wisconsin Statutes.

**II. GENERAL PROVISIONS**

Sworn personnel are required to prepare and mail letters of notice to parents or guardians/sponsors of cited juveniles (persons under 18 years of age) within seven days of date of citation issuance. The format for such letters will be uniform within the Division (See Attachment).

**III. PROCEDURE**

**A. Issuing Officer**

1. Prepare letter to parent or guardian/sponsor, whichever is appropriate.
2. Mail letter to parent or guardian/sponsor within seven (7) days of issuance of related citation.
3. Provide copies of the letter to the applicable first-line supervisor and court officer. *May be sent electronically.*
4. Mail letter the day it is prepared.

- B. The region Commander will ensure proper practice of filing and retention of letters of notice to parent or sponsor of cited person under 18 years of age is accomplished in a manner as required by Policy and Procedure 10-17, Records Disposal.

**IV. REFERENCES**

Sec. 343.15(5), Wis. Stats.

DSP Policy and Procedure 10-17, records Disposal

January 8, 2014

(Letter to be typed on region/Post letterhead)

MS. JANE DOE  
123 MAIN STEET  
MADISON, WI 53703-1234

Citation No.: C000000-0

Name: JOHN P. DOE

Charge: SPEEDING-FIXED LIMITS

Location: WAUKESHA COUNTY

Dear Ms. Doe:

Recently, a Wisconsin State Patrol Trooper found it necessary to issue a citation to your teenage driver. We are bringing this to your attention because Section 343.15(5) of the Wisconsin Statutes requires that:

“When a citation for a moving traffic violation under Chapter 341 to 349 or under a local ordinance in conformity therewith is issued to a person who is under 18 years of age and required to have a sponsor under this section, the issuing agency shall, within seven days, notify the person’s sponsor or parents of the violation.”

Our young people are very precious to us. We realize that they have the ability to be better drivers than their records indicate. Statistics show that they are involved in a disproportionate share of fatal or serious injury automobile crashes.

We believe by calling this traffic violation to your attention you will provide the necessary guidance and influence to help your teenage driver avoid similar situations in the future.

Sincerely,

John Doe, Trooper  
Wisconsin State Patrol