



**Division of State Patrol
Policy and Procedure**

Number
10-16

Subject PROCESSING UNDERAGE ALCOHOL OFFENSE CITATIONS	
Author/Originator Bureau of Field Operations	Approved by <i>Stephen Fitzgerald</i> Superintendent
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to take enforcement action for underage alcohol offenses that occur in the officer's presence and issue the Wisconsin Uniform Citation Underage Alcohol/Tobacco/Harassment/Sporting Event Safety Violations (Form GF-116) or the electronic Wisconsin Non-Traffic Citation and Complaint (NTC).

II. BACKGROUND

Section 110.07(1)(a)1 and (3) authorizes troopers and inspectors to enforce violations of ss. 125.07(4)(b), underage Alcohol Possession and Consumption and ss. 125.085(3)(b), Identification Card Violations.

III. PROCEDURE

A. Sworn Employees:

1. Enter all required information on the electronic NTC or print all information on the written Wisconsin Uniform Citation Underage Alcohol/Tobacco/Harassment/Sporting Event Safety Violations (Form GF-116) when charging a person between the ages of 12-20 for violations of ss. 125.07(4)(b) or 125.085(3)(b).

NOTE: Children under the age of 12 who violate this section are referred to the county juvenile intake worker using an electronic Offense/Incident Report (eSP4500), Temporary Physical Custody Request (Form JI-03), and Court Referral-Juvenile (Form JI-01).

2. Follow instruction sheet as applicable on completing the citation differentiating between the requirements for “adults” and “juveniles.”
 3. Check for previous violations, keeping in mind that juvenile records are confidential and cannot be released via radio voice transmission through normal procedures.
 4. Distribute copies of the NTC to the violator and appropriate court entities as required.
 5. Distribute copies of paper Uniform Citation Underage Alcohol/Tobacco/Harassment/Sporting Event Safety Violations as indicated on bottom of each copy.
 - a. The green copy of the citation (intake worker/parent notice) requires special handling. Submit to region/post Headquarters with “Juvenile Notice Required” printed on bottom of the citation if the person cited is age 12-17. If the person is age 18-20, destroy the green copy.
 - b. Record information regarding citation number, name, date, and section number on the inside cover of citation book. When the last citation is issued, forward the cover to region/post headquarters.
- B. Supervisors will periodically check the underage citations to ensure they are completed accurately.
- C. Region/Post Office Operations Associate or designee
1. Distribute copies using established format according to region/post standard operating procedures.
 2. If required, send copy of the citation and any notification letters to the juvenile's parent/guardian and a copy of the citation to the intake worker of the county in which the offense occurred.
 3. File completed agency copies.
 4. Maintain file of issued and completed citation books.
- D. Court Officer:
1. Process and record disposition on buff copy of the paper uniform Citation Underage Alcohol/Tobacco/Harassment/Sporting Event Safety Violations. Return completed citation to applicable region/post headquarters.
 2. Coordinate with the intake worker to assure they are receiving a copy of the citations for persons between ages 12-17.

IV. REFERENCES

Wisconsin Statutes, ss. 110.07, 125.07(4)(b), 125.085(3)(b)

Wisconsin Uniform Citation Underage Alcohol/Tobacco/Harassment/Sporting Event
Safety Violation (Form GF-116)

Wisconsin Non-Traffic Citation and Complaint (NTC)