



**Division of State Patrol  
Policy and Procedure**

Number  
**10-9**

Subject <b>UNIFORM TRAFFIC CITATION (UTC)</b>	
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Records Management Statement  Supersedes P&P 16-4 dated October 4, 2007 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**

The Uniform Traffic Citation is used by Division of State Patrol (DSP) sworn personnel to bring court action on violations referenced in ss. 345.11. All personnel utilizing the UTC shall comply with the provisions of applicable manuals or other published guidance.

**II. BACKGROUND**

The credibility and honesty of the Wisconsin State Patrol are often judged by the integrity of our citations and supporting records system. It is imperative that the utmost care be exercised by all members of this organization to assure the accuracy and completeness of the citation and support system.

**III. OBJECTIVE**

It is the objective of this policy to establish a consistent procedure for the completion, distribution and disposition of UTCs.

**IV. GENERAL PROVISIONS**

- A. Sworn personnel are required to use the electronic version of Wisconsin’s UTC (MV4017) when citing for traffic violations and other violations enumerated in ss. 345.11. The UTC paper form (MV4016) may be used in those situations where software or hardware malfunctions or limitations prohibit using the electronic version.

- B. Sworn employees are issued electronic citations in blocks of 200; paper citations are issued in books of 25, which are sequentially numbered. Issued paper citations shall be documented on the citation log located on the back inside cover of each citation book. Electronic citations shall be transmitted electronically at least once each shift and, for shifts prior to days off, must be transmitted electronically by the end of the shift. Paper citations shall be forwarded to the court officer within the time frame noted in the respective post SOP manual for each county.
- C. Employees are accountable for all citations in their possession until they are forwarded to the court officer or disposed of within the provisions of this policy.

## V. ISSUING OFFICER

- A. All citations will be issued in accordance with the instructions outlined in the manual for completion of the UTC.
- B. Employees shall request blocks of electronic citations or citation books through the post requisition process. Upon receiving the citation book(s), the employee will complete the information on the Citation Receipt Card (SP4361) for each book received and return the card to the person designated by the post to issue UTCs.
- C. Once a citation book is completed, the finished citation log will be forwarded to the post employee assigned to coordinating citation issuance, filing and auditing.
- D. Officers will complete citations in a clear and readable format and proofread them for accuracy prior to printing (in the case of electronic UTCs) and/or issuing to the defendant. No pen and ink changes may be made to electronic UTCs. If the printed electronic citation contains an error, it shall be voided and re-issued if warranted. Officers will notify their immediate supervisor of any voided electronic citations by the end of each shift.
- E. Voiding paper UTCs – Prior to issuing a citation to a motorist, it may be voided due to damage or obvious error. The employee shall write “VOID” on the top copy of the citation and check to make sure it transfers to the other three copies. The employee will print their name and WSP number under the word “VOID” and shall write the reason for voiding the citation on the back of the buff copy. All four copies will be forwarded to post within five (5) days.
- F. Withdrawal of paper UTCs – After a citation has been issued to a motorist, it may be withdrawn by the agency in the event the citation is issued for an erroneous charge, such as no driver’s license, revocation or other instances in which there is conclusive proof that the motorist is in compliance at the time the citation was issued. Agency withdrawal requires review and approval of the Region Commander. The officer and/or court officer will forward the information to the Region Commander and request the citation be withdrawn prior to the initial court date. The Region Commander will approve or deny such requests as warranted. A

letter will be sent to the motorist advising the citation was withdrawn and the reason for the withdrawal.

**VI. OFFICE OPERATIONS ASSOCIATE/TRACS COORDINATOR**

Each post shall assign personnel who are responsible for issuing citations to sworn personnel, filing citations and citation logs, and to prepare information for the annual citation audit. Citations may be adjudicated, voided or, in some cases, withdrawn by the agency. These personnel shall:

- A. Establish and maintain a citation file at the post.
- B. Issue citations upon request from field personnel. Receive the Citation Receipt Card (SP4361) from the employee and file in proper numerical order.
- C. Adjudicated citations – Receive the buff copies of paper citations as they are returned to the post. File the buff copies in the citation file at the post.
- D. Voided paper citations – Receive citations which have been marked “VOID” and check to ensure all four copies are present. If one or more copies are missing, contact the issuing officer to retrieve the missing copies. Forward copies to the Region Commander, or designee, for review. After the citation has been reviewed, forward the blue-on-white copy to DOT/DMV, Citation Unit, Room 301, Hill Farms State Transportation Building (HFSTB); file the buff copy and shred the remaining copies, white-court and pink-defendant.
- E. Withdrawn paper citations – Receive citations which have been withdrawn by the agency and check to make sure the Region Commander has approved the withdrawal. For paper citations, forward the blue-on-white copy to DMV, file the buff copy and shred the remaining white-court copy.
- F. Prepare information for the citation audit and forward to DOT/DMV Citation Unit.

**VII. REGION COMMANDER**

- A. The Region Commander shall review all voided paper citations and approve justifications. After approval, the paper citation copies will be forwarded to the office operations associate for processing.
- B. Requests to withdraw a citation will be forwarded to the Region Commander for approval. Requests will be approved or denied based on whether or not the charge has been issued in error. When such requests are approved, the Region Commander will notify the motorist that the citation was withdrawn from prosecution.

**VIII. REFERENCES**

Wis. Stats. Ch. 345.11

MV4016, Uniform Traffic Citation

MV4017, Uniform Traffic Citation, Electronic Version

SP4361, Citation Receipt Card