

# Chapter 2

## Use of Citation

- 1-2-1 Authorization for Use of Citation
- 1-2-2 Officials Authorized to Issue Citation
- 1-2-3 Form of Citation
- 1-2-4 Schedule of Cash Deposits
- 1-2-5 Receipt of Cash Deposits
- 1-2-6 Procedure
- 1-2-7 Nonexclusivity of Chapter

### **Sec. 1-2-1 Authorization for Use of Citation.**

The Village of Muscoda hereby elects to use the citation method of enforcement of ordinances. All Village officers and other Village personnel charged with responsibility of enforcing the provisions of this Code of Ordinances are hereby authorized pursuant to Sec. 66.119(1)(a), Wis. Stats. , to issue citations for violations of this Code of Ordinances, including ordinances for which a statutory counterpart exists.

### **Sec. 1-2-2 Officials Authorized to Issue Citation.**

Citations authorized in Section 1-2-1 above may be issued by law enforcement officers of the Village and by the following designated Village officials with respect to sections of the Code which are directly related to the official's area of responsibility. The officials granted authority to issue citations under this Section may delegate the authority to other Village employees within the designated official's department with the approval of the Village Board:

- (a) Weed Commissioner.

### **Sec. 1-2-3 Form of Citation.**

The form of the citation to be issued by Village police officers or other designated Village officials is incorporated herein by reference and shall provide for the following information:

- (a) The name, address, date of birth and physical description of the alleged violator;
- (b) The factual allegations describing the alleged violation;

- (c) The date and place of the offense;
- (d) The Section of the Ordinance violated;
- (e) A designation of the offense in such manner as can be readily understood by a person making a reasonable effort to do so;
- (f) The time at which the alleged violator may appear in court;
- (g) A statement which in essence informs the alleged violator:
  - (1) That the alleged violator may make a cash deposit of a specified amount to be mailed to a specified official within a specified time;
  - (2) That if the alleged violator makes such a deposit; he need not appear in court unless subsequently summoned;
  - (3) That if the alleged violator makes a cash deposit and does not appear in court, he will be deemed to have tendered a plea of no contest and submitted to a forfeiture and a penalty assessment imposed by Sec. 165.87, Wis. Stats. , and court costs as imposed by Sec. 800.10, Wis. Stats. , not to exceed the amount of the deposit, or will be summoned into court to answer the complaint if the court does not accept the plea of no contest;
  - (4) That if the alleged violator does not make a cash deposit and does not appear in court at the time specified, an action may be commenced against the alleged violator to collect the forfeiture and the penalty assessment imposed by Sec. 165.87, Wis. Stats.;
- (h) A direction that if the alleged violator elects to make a cash deposit, the alleged violator shall sign an appropriate statement which accompanies the citation to indicate that he read the statement required under Subsection (g) and shall send the signed statement with the cash deposit;
- (i) Such other information as may be deemed necessary.

#### **Sec. 1-2-4 Schedule of Cash Deposits.**

The schedule of cash deposits for the various ordinances for which a citation may be issued are as established on the deposit schedule adopted by the Village Board, a copy of which is on file with the Village Clerk-Treasurer. In addition to the deposit amount listed, the deposit must include a penalty assessment imposed by Sec. 165.87, Wis. Stats. , and court costs as imposed by Sec. 66.011 and 66.0113, Wis. Stats. The Chief of Police shall be provided a copy of all bond schedules and amendments thereto.

**Sec. 1-2-5 Receipt of Cash Deposits.**

Deposits shall be made in cash, money order, personal checks or certified check to the Clerk of Circuit Court. Receipts shall be given for all deposits received.

**Sec. 1-2-6 Procedure.**

Section 66.119(3) of Wisconsin Statutes relating to violator's options and procedure on default, is hereby adopted and incorporated herein by reference.

**Sec. 1-2-7 Nonexclusivity of Chapter.**

- (a) Adoption of this Chapter does not preclude the Village Board from adopting any other ordinance providing for the enforcement of any other law or ordinance relating to the same or other matters.
- (b) The issuance of a citation hereunder shall not preclude the Village or any authorized officer from proceeding under any other ordinance or law or by any other enforcement method to enforce any ordinance, regulation or order.