

# Wyoming Supreme Court

## ELECTRONIC CITATION IMPLEMENTATION GRANT APPLICATION

### SUMMARY

This grant provides one-time matched funding to local law enforcement (Grantee) seeking to implement electronic citation issuance capability. This includes funding for broad hardware, software, data sharing and integration of technology solutions that are conducive to the needs of local law enforcement and the courts.

### PROBLEM

The issuance of criminal and traffic citations by law enforcement is a manual process. It involves the officer hand-writing information on a uniform, pre-numbered, multi-copy, paper citation and then filing the original citation in a local court for adjudication. In addition to the original, copies of each citation are also distributed to the offender, local records staff, WYDOT Division of Driver's Services and the officer.

There are several key inefficiencies identified with the manual citation process that have broad impact on many agencies-- law enforcement, the courts, other non-court agencies and the public. These grant funds seek to solve the following problems:

1. Duplicity - Citation information is manually entered multiple times by multiple agencies after issuance by clerks and other records personnel.
2. Accuracy - Accuracy of citation information is prone to error with manual data entry each time citation information is entered. Reasons typically include typos, inability to read officer handwriting and incomplete or inaccurate information provided by the officer.
3. Timeliness - The period between citation issuance and filing the citation with the court can be a few days or longer. This introduces delays, such as timely adjudication of the citation and availability of information which impact other organizations.
4. Safety - Safety is a complex topic. As it applies to citation issuance, safety typically falls into two areas- officer safety and public safety. Examples to improve safety may include decreasing the time an officer spends on the road-side, or the timeliness of which citation information is available concerning repeat criminal offenders.
5. Reporting - Statistics and reporting are closely linked to safety. Aggregate reporting can be tedious or prohibitive on a statewide level. Typically, this is because of organizations using dissimilar record information systems, diverse

methods of record keeping and differences in local staff resources available for compiling data.

## **SOLUTION**

Uniform electronic citation issuance capability by local law enforcement, combined with automated filing in the local court of jurisdiction is critical to the dramatic reduction and/or outright elimination of the stated inefficiencies. These grant funds intend to support the following objectives:

## **OBJECTIVES**

1. Provide funding assistance in order for local law enforcement to implement electronic citation issuance capability.
2. Automate the filing of citation data in the circuit court by way of the Wyoming E-Citation Repository Gateway (“WyCite Gateway”) for adjudication.
3. Automate the filing of citation data in the local municipal court for adjudication and submission of municipal citation data in the WyCite Gateway for sharing municipal charge information for statistics and reporting.

## **APPLICATION**

To apply for Supreme Court grant funding, potential applicants need to submit the following for consideration before May 30<sup>th</sup> of each year:

- Grant Application Page (attached);
- A two page narrative summarizing the overall objectives, timeframes and relevant details necessary to implement electronic citation issuance and electronic filing/submission to the local court of jurisdiction and WyCite Gateway;
- A one page project budget breakdown, including local match;
- Certificate of Local Approval (attached) to be signed by an appropriate local official to state who is authorized to directly receive award funds from the Supreme Court.

Applications may be submitted via electronic or regular mail to:

E-Citation Grant Request  
C/O Supreme Court Administrator  
Wyoming Supreme Court  
2301 Capitol Avenue  
Cheyenne, WY 82002  
lsharpe@courts.state.wy.us

## **REQUIREMENTS**

Successful applicants are required to submit quarterly invoices for reimbursement and submit a 1 page year-end report by June 30<sup>th</sup> of each year to the Supreme Court. Please see the timeline on the page 4 concerning the schedule of important award and reimbursement dates.

Successful applicants must match funding on a cash basis equal to 50% of the requested amount. The Supreme Court reserves the right to adjust match requirements at its sole discretion.

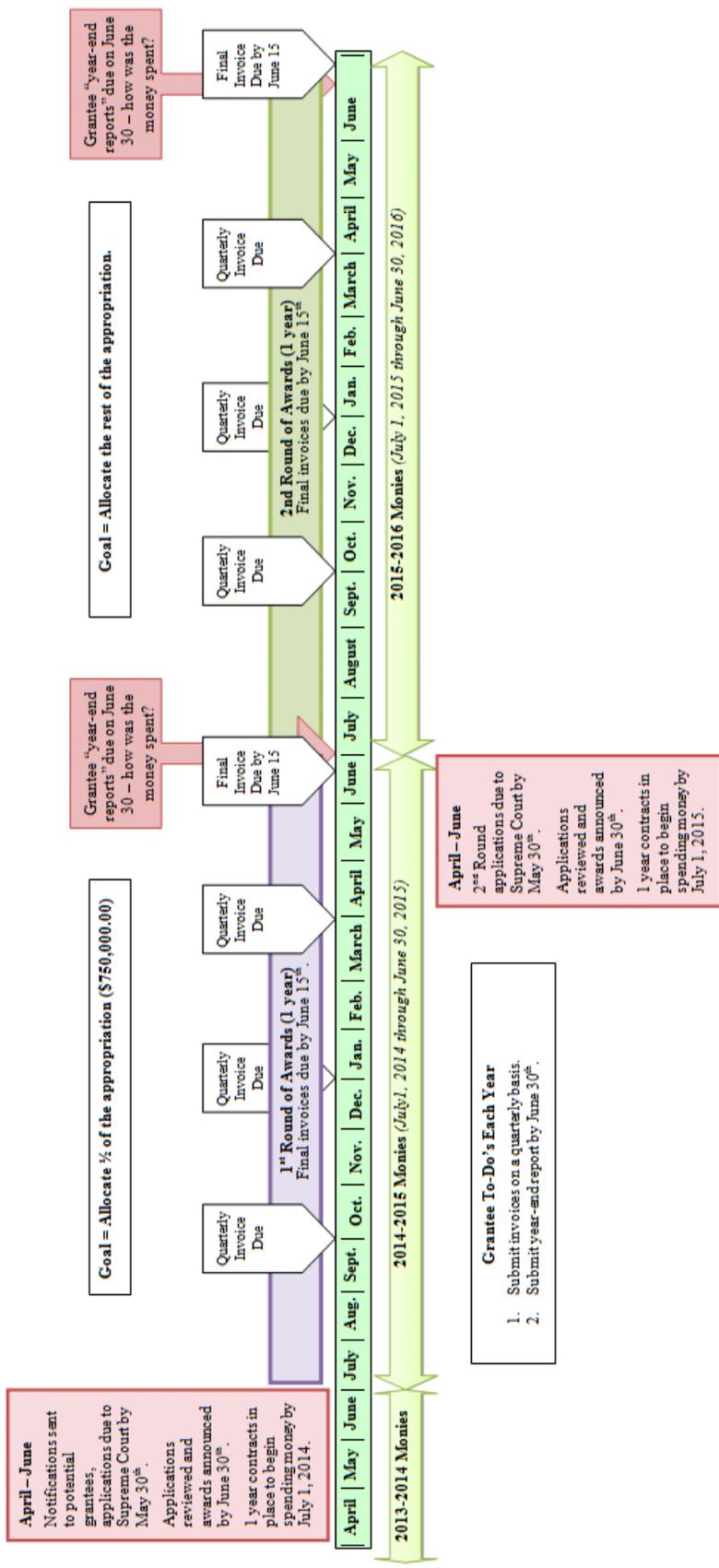
## **FUNDING AVAILABILITY**

The total amount of matched funding available for all grants is \$1,500,000, distributed in two yearly rounds of \$750,000 each July 1st. Funding availability is based on a first come, first serve basis.

## **AWARD ANNOUNCEMENTS**

Applications will be reviewed and awards announced by June 30<sup>th</sup> with monies available July 1st of the same year.

# E-Citation Implementation Grant Timeline





# E-CITATION IMPLEMENTATION GRANT APPLICATION

WYOMING SUPREME COURT

2301 CAPITOL AVE

CHEYENNE, WY 82002

PHONE (307) 777-6130

## APPLICANT AGENCY (GRANTEE)

NAME:  
ADDRESS:  
CITY:  
STATE:  
ZIP CODE:

## FUNDING REQUEST SUMMARY

TOTAL GRANT FUNDS REQUESTED: \$

TOTAL MATCH: \$

GRANT MATCH PERCENT: %

FUNDING PERIOD  
FROM:

TO:

## IMPLEMENTATION SCOPE

COUNTY SHERIFF  (check one)  
LOCAL POLICE DEPARTMENT   
INTEGRATED (Sheriff and PD)   
CURRENT RIS SYSTEM: \_\_\_\_\_

## APPLICANT SIGNATURES

### PROJECT DIRECTOR

NAME:  
TITLE:  
PHONE:

DATE:

SIGNATURE:

### AUTHORIZING OFFICIAL OF GOVERNMENT UNIT

NAME:  
TITLE:  
PHONE:

DATE:

SIGNATURE:

## SUPREME COURT ADMINISTRATOR APPROVAL

SIGNATURE:

DATE:

*Wyoming Supreme Court*  
**CERTIFICATE OF LOCAL APPROVAL**

The \_\_\_\_\_ (Name of approving agency, commission or council) has reviewed the Electronic Citation Implementation grant application, prepared by the \_\_\_\_\_ (County Sheriff or Chief of Police), and approves of submission to the Wyoming Supreme Court, and

- [ ] agrees to receive, administer and be accountable for all funds awarded by the Supreme Court, pursuant to the application;
  
- [ ] hereby designates \_\_\_\_\_ as the entity to receive, administer and be accountable for all funds awarded by the Supreme Court, pursuant to the application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number