

# Memorandum



Date: January 20, 2026  
To: City Manager Tony McGhee  
From: Chief of Police Harvey Burnett  
**Subject: Request to Purchase eCitation Access Annual Contract**

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## **Background**

Officers of the Buchanan City Police Department currently handwrite traffic citations that use a carbonless format. Each citation contains five carbonless copies (three court copies, one agency/officer copy, a misdemeanor copy, and a civil infraction copy) that officers must press through prior to issuing the citation to the offender. Unfortunately, several officers have poor handwriting which results in illegible writing and poor-quality copies provided to the offender and the Court. The Court has also complained of poorly written citations that affected their ability to process.

The Police Department has purchased three in-car printers, two of which have been installed in primary patrol vehicles. The third will arrive within the next month.

Although this purchase is not a part of the police department's overall Capital Improvement Plan, it is able to be covered within its FY25/26 Contractual budget line.

## **Recommendation**

As indicated in the attached RFP, I am recommending the purchase of the annual contract to access eCitation for our three in-car printers through our current eCrash vendor, LexusNexus. The total annual cost is \$2,814.30 and will come from the Department Contractual budget line. The purchase will also ensure legible citations, accuracy of citations, and reduced complaints from the Court regarding the processing our citations.