

December 14, 2005

INSTRUCTIONS FOR COMPLETION OF THE "CONSERVATION WRITTEN WARNING" - H SERIES

When completing "Conservation Written Warning" forms, the following procedures shall be adhered to:

SPECIAL INSTRUCTIONS:

1. The White/Agency copy shall be forwarded to the Springfield Headquarters within 48 hours of completion.
2. Upon receiving an "Illinois Conservation Written Warning" book, the Officer shall complete the "Receipt Form" completely with their ID#, and shall return the completed card to his/her District Sergeant. The District Sergeant shall be responsible for mailing the completed forms of all written warning books issued to his respective personnel to the Springfield Headquarters within 48 hours of the issuance date. (See Attached)
3. Each written warning number shall be accounted for by the officer who was issued the book. If a written warning is voided:
 - a. All copies of the written warning (except the "Officer" copy, which may be retained, if desired) shall be submitted to the Springfield Officer. "VOID" shall be written across the face of the written warning, and the Officer shall enter the District of Assignment, and his/her name and identification number. **OR**
 - b. In cases where the actual written warning is not available due to loss or other circumstances, a field report must be submitted to the Springfield Office. The field report, at a minimum, must contain the number of the warning(s) to be voided, and the Officer's name, identification number and District of Assignment.

GENERAL INSTRUCTIONS:

The "Conservation Written Warning" shall be completed as follows: (those items marked with an asterisk * are required to be completed for T.I.P.S. compatibility)

- * 1. "County of _____": Indicate the name of the county in which the violation occurred.
- * 2. "District of Assignment": The Officer's assigned geographic District within the Office of Law Enforcement; i.e., Region II, District 2 would read 2. All Command Staff assigned to the Springfield Office and to Region Offices and officers assigned to the Special Operations Unit shall use a zero 0.
- 3. "Department Lands/Body of Water": If the violation occurred either on a Department facility or on any body of water, the name is to be entered here. *NOTE: specific location will be covered later in instruction #8.*
- * 4. "District of Occurrence": The proper number of the District of the Office of Law Enforcement is to be located here. Example: A violation which occurs in Sangamon County would have a number 10 in this space.
- 5. Defendant Section:
 - a. "Name": As indicated, in order of Last, First, and Middle Initial. As always, proper identification should be obtained. Must be individuals name, cannot be a business name.
 - b. "Address": The appropriate street, P.O. Box, Rural Route, etc. to be indicated here.
 - c. "City-State-ZIP Code": To be noted on this line.

Note: The issuing Officer shall verify with the defendant that the address is correct.
 - d. "Driver's License.-State": Driver's license number and State of issuance should be completed if appropriate to the violation. Check box if a CDL.
 - e. Enter Driver's License expiration date.
 - f. "Eyes, Ht., Wt., Hair, DOB, Sex": Every blank shall be completed.
 - g. "License, Permit No": These spaces deal with licenses and/or permits other than driver's licenses (i.e.: hunting, fishing, and trapping licenses, deer permits, commercial licenses or permits pertaining to Conservation Codes, and

F.O.I.D. cards). Print in specific type, check "License or Permit No" and record the respective number.

- * 6. "The undersigned states...": Record the date and time of the alleged violation and circle "AM" or "PM".

7. Vehicle Section:

- a. "Registration No.-State-Year": If appropriate, these lines are to be completed. Although not mandatory on offenses, it can serve as a useful data base for anything from IVC to Wildlife and Boating violations. This item can easily be used for Boat and Snowmobile Violations. "Registration Number" refers to the license plate number of a motor vehicle, or to the registration number of a boat or snowmobile. "State and Year" refers to that specific registration number (i.e., the State of issuance and year of expiration).

- b. "Make, Year, Color": This refers to the vehicle itself including boats, snowmobiles, ATV, etc. Properly fill in the make (manufacture), the year (year of manufacture) and the color (if more than one color, list top to bottom, i.e. blue/white).

- * c. "Ped.-Pass. Car, Etc.": The appropriate box should be marked with an "X" to indicate more details surrounding the violation. For example, a violation of no hunting license may involve one of several choices, (i.e.: check box "0" for hunter on foot, box "4" for

hunting
from a
boat,
etc.)
However,
only one
box may
be
checked.

8. "At the following location": Deals with the location in which the alleged violation was committed. This shall be recorded as specifically as possible.
9. IVC Violation Section (#1-9) Any number of nine (9) different violations may be noted in this section. These are taken directly from the Illinois State Police form due to computer programming. If item #5 is checked you must complete the speeding zones.
10. Conservation Violation Section (#10-21)
Any number of twelve (12) different violations may be noted in this section. The most commonly cited violations are listed here.
11. Other Violation (#22)
 - a. "Chapter, Act, Section" : Indicate the Chapter, Act and Section number of any other violation.
 - b. "Nature of Offense": Briefly describe the violation.
12. Admin. Rule Violation (#23)
 - a. "Chapter, Act, Section": Indicate the Chapter, Act and Section number of the statute authority pertaining to the specific Administrative Rule.
 - b. "Title, Subchapter, Part, Section": Indicate the Title, Subchapter, part and Section of the specific Administrative Rule that was violated.
 - c. "Nature of Offense": Briefly describe the violation.

It may be necessary to use another warning form for additional non-listed offenses.

13. "Patrol, Complaint, etc." (#24): Indicate the origin of the violation detection by placing an "x" in the appropriate box (ONLY ONE).
14. "Signature of Officer, I.D. No., Date" (#25): The officer is to sign in this space and indicate his Office of Law Enforcement-assigned identification number. Enter the date the warning was issued.
15. "Signature of Offender" (#26): The violator is to sign in this space. If the violator refuses to sign, write "REFUSED" in this space.

DISPOSITION OF COPIES:

White: To be forwarded to District Sergeant within 48 hours of the issuance.
District Sergeant will forward to Springfield Headquarters within 48 hours of receipt from officer.

Yellow: Violator

Pink: Officer