

ILLINOIS STATE POLICE DIRECTIVE ENF-012, STOP CARD AND WRITTEN WARNING FORM

RESCINDS: ENF-012, 2005-006, revised 03-04-2005.	REVISED: 02-18-2008 2008-023
RELATED DOCUMENTS: ENf-025, ENF-045	DISTRIBUTION: All employees maintaining an ISP Directives Manual All holders of the ISP Field Manual Office/desk copy
RELATED CALEA STANDARDS: 1.2.6, 61.1.12, 82.3.3, 82.3.4	

I. POLICY

The Illinois State Police (ISP) will provide guidelines to ensure uniformity in the processing of and accounting for ISP Stop Card and Written Warning forms.

II. AUTHORITY

625 ILCS 5/11-212, "Traffic stop statistical study"

III. PROCEDURES

III.A. Accountability

III.A.1. The Ticket Book Receipt, ISP 5-42, will be completed and signed by the receiving officer or Truck Weighing Inspector (T.W.I.) each time a new Stop Card and Written Warning form book is issued.

III.A.1.a. The warning form book must be entered on the officer's or T.W.I.'s on-line active warning form book accounting prior to issuing any warning forms from the book.

III.A.1.b. The receipt will be kept at the District for at least two years.

III.A.2. Officers and T.W.I.'s are responsible for assuring all warning forms for which they sign are, in fact, received. Stop Card and Written Warning forms are prepared 50 per book with the first number ending with "0" and the last number ending with "49" or "99."

III.A.3. Stop Card and Written Warning forms not issued to the public and turned in by officers who are transferring, separating from service, or retiring will be voided in the officer's warning form book accounting. Those documents should be forwarded to the Firearms and Information Resource Bureau, Information and Technology Command, where they will be transferred to the ISP Academy for cadet training purposes.

III.A.4. After an open query/Traffic Information Planning System (TIPS) entry of the completed Stop Card and Written Warning form data, the white copy of the issued warning form will be maintained by the District for a minimum of two years.

III.B. Completion Instructions

III.B.1. Instructions for completion of the Stop Card and Written Warning form are located on the cover of each ticket book.

III.B.2. For each offense checked, the officer or T.W.I. will advise the violator that each block checked or written section added/written is considered a separate vehicle code violation.

III.B.3. Supervisors will quality check Stop Card and Written Warning forms.

III.C. Dissemination of Stop Card and Written Warning Form Data

Dissemination of Stop Card and Written Warning form data (except to the violator) is not permissible outside the Department and/or the criminal justice system without documented approval by the appropriate Colonel or a court order.

III.D. Truck Weighing Inspectors (T.W.I.s)

| III.D.1. Uniform Citation and Complaint books will not be issued to T.W.I.s.

| III.D.2. T.W.I.s should not complete the Traffic Stop Statistical Study form on the back of the Stop Card and Written Warning documents.

| Indicates new or revised items.

-End of Directive-