

ILLINOIS STATE POLICE DIRECTIVE ENF-011, CITATION COMPLETION AND DISTRIBUTION

RESCINDS: ENF-011, 2002-082, revised 10-04-2002.	REVISED: 03-04-2005 2005-005
RELATED DOCUMENTS: ADM-137	DISTRIBUTION: All employees maintaining an ISP Directives Manual All holders of the ISP Field Manual Office/desk copy
RELATED CALEA STANDARDS: 61.1.2, 61.1.4, 61.1.5, 82.2.2, 82.2.5, 82.3.3, 82.3.4, 82.3.5	

I. POLICY

The Illinois State Police (ISP) will ensure personnel who are provided Illinois State Police Citation and Complaint forms, ISP5-52, will use the forms to document arrests and assistance arrests.

II. PROCEDURES

II.A. Completing the Citation and Complaint

II.A.1. Completion instructions for the Citation and Complaint form are located in Addendum.

II.A.2. Only one circumstance or means for initiating an arrest will be entered on each citation, and only one violation will be recorded on each citation.

II.A.2.a. In cases where several might apply, use the following order of priority:

- II.A.2.a.1) Assist,
- II.A.2.a.2) Accident/Traffic Crash,
- II.A.2.a.3) Complaint Signed,
- II.A.2.a.4) Aircraft,
- II.A.2.a.5) RADAR/HH RADAR,
- II.A.2.a.6) VASCAR,
- II.A.2.a.7) PL Car,
- II.A.2.a.8) Marked, and
- II.A.2.a.9) Other.

II.A.2.b. The literal description of the violation must correspond with the section number used.

II.A.3. Only one citation will be written by ISP for each charge against an individual regardless of the number of officers involved.

II.A.3.a. Officers will not complete "Assist" citations for assisting another ISP officer.

II.A.3.b. In group apprehensions (raid, roadblock, etc.), the detail supervisor will determine who will complete citations and for what charges.

II.A.4. Citations will be completed with a black ball-point pen.

II.A.4.a. Legibility of all copies is critical.

II.A.4.b. Particular attention must be given to legibly reporting the officer's identification number.

II.A.5. Supervisors will quality check a minimum of 10 percent of all citations written by officers under their supervision.

II.B. Distributing Citation and Complaint Form Copies

II.B.1. Distribution of Citation and Complaint form copies will be made in accordance with Addendum 2.

II.B.2. Upon completion of data entry, the police record copy of the citation will be sequentially ordered by document number and forwarded to the Strategic Management and Information Bureau (SMIB), where the citation will be microfilmed. The microfilm will be retained in accordance with a schedule created under the State Records Act, (see directive ADM-137, "Records Retention and Destruction Schedules").

II.B.3. Disposition reports will be destroyed at the District after data entry has been completed.

II.B.4. Officers issuing citations outside of their District of assignment may submit the police record copies to their assigned District or to the District of occurrence for data entry into the Traffic Information Planning System, (TIPS).

II.B.4.a. After data entry, the police record copy will be forwarded to SMIB , where the citation will be microfilmed. The microfilm will be retained in accordance with a schedule created under the State Records Act, (see directive ADM-137, "Records Retention and Destruction Schedules").

II.B.4.b. Officers issuing citations outside their District of assignment should contact the Court Officer of the District where the citation is issued to determine copy distribution procedures for the county where the offense(s) occurred.

II.B.5. The "Report of Conviction and Disposition Report" copies of "Complaint Signed" citations will be attached to the long form complaint when a long form complaint is used to initiate prosecution.

II.C. Voiding Citation and Complaint Copies

II.C.1. Once a citation has been issued to a violator and the contact has been terminated, the citation must be processed. In accordance with a June 28, 1982, Attorney General Opinion, an officer is not authorized to terminate proceedings after the issuance of a citation and complaint document.

II.C.2. In order to void a document, a memorandum of explanation for the void and the document must be forwarded to the District Commander or their designee.

II.C.2.a. If the document(s) has been accidentally destroyed or is defective, the District Commander, or designee, must be notified by memorandum of the circumstances, the citation number(s), and the identification number of the officer to whom the citations are issued.

II.C.2.b. The District Commander, or designee, will ensure the voided document number is "voided" in the TIPS database.

II.C.2.c. The voided document may be destroyed by the District Commander or their designee.

II.D. Unnumbered Citations

II.D.1. If, after completion of the original citation the citation is lost or accidentally destroyed, an unnumbered citation will be used as a replacement.

II.D.1.a. When an unnumbered citation is used, a memorandum of explanation must accompany the police record copy when it is forwarded to SMIB.

| II.D.1.b. Unnumbered citation books are available from SMIB upon the written request of the District Commander.

| Indicates new or revised items.

-End of Directive-

**ILLINOIS STATE POLICE DIRECTIVE
ENF-011, CITATION COMPLETION AND DISTRIBUTION
ADDENDUM 1, CITATION COMPLETION INSTRUCTIONS**

RESCINDS: ENF-011, Addendum 1, 2002-082, revised 10-04-2002.	REVISED: 03-04-2005 2005-005
RELATED DOCUMENTS: None	DISTRIBUTION: All employees maintaining an ISP Directives Manual All holders of the ISP Field Manual Office/desk copy
RELATED CALEA STANDARDS: 61.1.2, 61.1.4, 61.1.5, 82.2.2, 82.2.5, 82.3.3, 82.3.4, 82.3.5	

NOTE: For all dates, use six-digit month, day, and year numeric designators, e.g., 07/21/47.

DEFINITIONS

Document Control Number (DCN) - This number is required only when the individual is fingerprinted as a result of an arrest. This number is a critical data element and can be obtained from the top left hand corner of the arrest fingerprint card. The DCN is used to link the arrest event to the corresponding state's attorney filing decision and subsequent court disposition. The subject's complete criminal history cannot be posted to the criminal history record database without the DCN.

State Identification Number (SID) - This number is required only when it is available to the officer. This is an identification number assigned to an individual by the Bureau of Identification when an arrest fingerprint card is processed. All subsequent arrests, court dispositions, custodial events and other criminal history record transactions relating to a specific individual are maintained in the state criminal history record database under the same SID. The SID identifies the individual rather than a specific arrest transaction.

United States Department of Transportation Number (U.S. DOT) - This number is required only when the vehicle has one assigned to it. This number is the census number issued to motor carriers by the U.S. DOT. This number should be displayed in association with the carrier's name on each side of the power unit.

COMPLAINT SECTION

1. Enter the Document Control Number (DCN) - a box at the top, right side of the citation.
2. Enter the Case number - this number is assigned by the Circuit Clerk.
3. Enter two digits for the District in which the violation occurred, e.g., 06, 22 (in District Chicago use 03.)
4. Enter two digits for the District of assignment, e.g., 06, 22 (in District Chicago use 03.)
5. Enter the full name of the county in which the violation occurred.
6. Enter township/road district in which the violation occurred. If a citation is issued at a fixed scale location, enter the scale number along with township/road district. Use applicable four digit designator in place of the township name "Chicago" for activity which occurs on interstate highways in Chicago.
7. If violation occurred on a township road, check the box.
8. Check the appropriate box for the violation: State Statute or Municipal Ordinance.

DEFENDANT SECTION

- | 1. Print name of defendant: last name, first name, and middle initial.
- | 2. Enter the State Identification Number (SID.)
- | 3. Print defendant's street address, city, state of residence, and zip code. If no address is provided, enter N/A.
- | 4. Enter the color of defendant's eyes.
- | 5. Check the appropriate box for gender.
- | 6. Enter the color of defendant's hair.
- | 7. Enter defendant's height using three digits; e.g. 602 for 6 feet 2 inches and weight using the "lbs" abbreviation.
- | 9. Enter defendant's drivers license number. If a commercial drivers license, check CDL box.
- | 10. Enter the state in which drivers license was issued.
- | 11. Enter the expiration date of the drivers license.
- | 12. Enter defendant's date of birth using numeric designators, (Mo/Day/Yr).
- | 13. Enter date violation occurred (numeric designators) and the time of violation, ensuring to use a.m. or p.m., as appropriate.

VEHICLE SECTION

- | 1. Enter registration number, state, and year of issuance of vehicle involved. Also indicate the U.S. Department of Transportation (DOT) Number, if applicable. If no vehicle is involved, enter N/A.
- | 2. Enter make, year, and color of vehicle involved, if applicable.
- | 3. Check appropriate box (boxes 1 through 7) for type of vehicle involved. If applicable, check box(es) "8" and "9" in addition to 1 through 7. If a pedestrian, check "0."

NOTE: If the subject vehicle is designed to transport passengers (16 or more), or hazardous materials required to be placarded in accordance with 49 C.F.R., part 172, sub-part f, or the vehicle (or combination thereof) has a GVWR of 26,001 pounds or more, then box 8 will also be checked.

- | 4. Enter location where violation occurred.

VIOLATION SECTION

- | 1. Check appropriate box for IVC violations listed under 625 ILCS 5.
 - a. Add appropriate sub-sections for 6-303, 11-501, 11-502, and 11-709.
 - b. Write in the proper speeds for 11-601(b).
 - c. Check the appropriate "Driver" or "Passenger" box for 12-603.1.
 - d. If the violation is Driving Under the Influence (DUI), enter the test in the speed field and the test results in the speed zone field. Please refer to directive ENF-018, "DUI Enforcement and Processing."
- | 2. Check appropriate box for State Statute or Local Ordinance and provide the cite.
- | 3. Enter the nature of offense.

INCIDENT SECTION

1. Check appropriate box(es) for type of traffic crash.
2. Enter traffic crash and/or Field Report number (in the "Rep No." box), if applicable.
3. Check appropriate box(es) for road conditions at time of violation.
4. Check appropriate box(es) indicating visibility at time of violation.
5. Check the appropriate box indicating how the arrest was made.
 0. H.H. Radar - action resulting from Hand-Held Radar operation.
 1. PI Car - action resulting from plain car observation.
 2. Radar - action resulting from moving radar operation.
 3. A.Craft - action resulting from aircraft observation.
 4. Marked - action resulting from marked car observation.
 5. VASCAR - action resulting from a VASCAR operation.
 6. C. Signed - action resulting in a long form complaint; complete citation for each charge.
 7. Assist - Arrest made on warrant; active assist to another jurisdiction; apprehension for which prosecution will not follow (e.g., juvenile, mental patient).
 8. Accident - a citation issued for any offense charged as a result of traffic crash investigation.
 9. Other - unusual circumstances, i.e., while off-duty, foot patrol, roadside safety check, etc.
6. Add any notes relevant to the incident in the "notations" area.

BOND SECTION

1. Check the appropriate box corresponding to the type of bond posted.
 1. Check box 1 for cash and indicate the amount received. Check the appropriate box to indicate whether it was the full amount of the bond or 10% of the full amount.
 2. Check box 2 if the defendant's drivers license is used for bond.
 3. For a bond card, record the bond card number and the company who issued the card.
 4. Enter the ticket number that was posted on the bond.
 5. If no bond, was confined at county jail or other holding facility.
 6. Check if there is a Notice To Appear.
 7. Check if there is a Promise To Comply.
 8. Check if the defendant provided an individual bond for the full bond amount. Enter full amount.
2. Defendant's signature is required for Box "7" (Promise to Comply) or Box "8" (Individual Bond). No admission of guilt is implied by the signature.

COURT PLACE/DATE SECTION

1. Enter the address of the court in which the violator must appear.
2. Enter the date and time violator is to appear in court.
3. Check appropriate box indicating if a court appearance is or is not required.
4. Enter the date citation was written, officer's name, and ID number.

TRAFFIC STOP STATISTICAL STUDY COLLECTION REQUIREMENTS (the form is located on the back of the green Police Record copy)

- | Effective January 1, 2004, all Illinois law enforcement officers are required to comply with 625 ILCS 5/11-212 "Traffic Stop Statistical Study," which requires specific data be collected under the following two circumstances.
- | 1. Whenever a law enforcement officer issues a uniform traffic citation or stop card/written warning for an alleged violation of the Illinois Vehicle Code, or
- | 2. Whenever a law enforcement officer stops a motorist for an alleged violation of the Illinois Vehicle Code and does not issue a uniform traffic citation or stop card/written warning.
- | The stop card /written warning is the primary document to record this data. If an officer issues a citation(s) and a stop card/written warning, ONLY collect the study data on the stop card/written warning document. If no enforcement action is taken, officers must still complete a warning and indicate "No Enforcement Action". However, no copy is given to the violator.

| **Instructions For Completing The Traffic Stop Statistical Study Citation**

- | 1. RACE - Officer's subjective determination of the race of the driver from the five choices provided. Only one box should be checked.
- | 2. CUSTODIAL ARREST - Indicate whether or not the stop resulted in a custodial arrest (Yes or No).
- | 3 & 4. SEARCH / PRIMARY REASON FOR SEARCH - Indicate whether a search was conducted on a vehicle, driver, and passengers (Yes or No). If "Yes", mark the primary reason for the search by entering the appropriate number from the search list next to the entity searched, i.e., Passenger 1 5 (Consent).
- | **Incidental to Arrest** is defined as: "the search of a person, place, or thing that is related to an arrest but is not a search of the person arrested."
- | **Custodial Arrest** is defined as: "the search of a person who has been arrested and taken into custody."
- | 5. CONTRABAND FOUND - Indicate whether or not contraband was found (Yes or No). If "Yes", mark the appropriate box/es which describe what contraband was found.
- | 6. PRIMARY REASON FOR THE STOP - Indicate the primary reason for the stop from the four choices provided.
- | Indicates new or revised items.

-End of Addendum-

**ILLINOIS STATE POLICE DIRECTIVE
ENF-011, CITATION COMPLETION AND DISTRIBUTION
ADDENDUM 2, DISTRIBUTION OF CITATION AND COMPLAINT COPIES MADE BY
ISSUING OFFICER**

RESCINDS: ENF-011, Addendum 2, 2002-082, revised 10-04-2002.	REVISED: 03-04-2005 2005-005
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CITATION COPIES COLOR CODING	TRAFFIC CITATION REGULAR	COMPLAINT SIGNED TRAFFIC	COMPLAINT SIGNED CRIMINAL	ASSIST ARREST
Complaint (White)	Deliver to Court	Attach to Long Form Complaint and file with State's Attorney	To District Headquarters for destruction	To District Headquarters for destruction
Report of Conviction (Yellow)	Deliver to Court	Attach to Long Form Complaint	*Attach to Long Form Complaint	To District Headquarters for destruction
***Disposition Report (White)	*Deliver to Court	*Attach to Long Form Complaint	*Attach to Long Form Complaint	To District Headquarters for destruction
Police Record (Green)	To District Headquarters TIPS Data Entry	To District Headquarters TIPS Data Entry	To District Headquarters TIPS Data Entry	To District Headquarters TIPS Data Entry
Violator's Copy (Goldenrod)	To Violator	To Violator or Destroy	To Violator or Destroy	To Jailor or Destroy
Court Communications (Blue)	Leave Attached to Violator Copy	Leave attached to Violator Copy	*Destroy or Retain for Officer Use	Leave Attached to Violator Copy or Destroy

* Cook and Lake County -- District Headquarters for handling by Court Officer

*** In those counties that are reporting automated disposition information through the Administrative Office of the Illinois Court, districts should determine the court's need for the disposition copies.

| Indicates new or revised items.

-End of Addendum-