



## **Functional Specifications**

for

## **Electronic Citations**

---

Authors: Lisa Goodwin, Carla Chandler  
Bureau Chief: Sherri Akers

---

June 30, 2010

---

# Table of Contents

<b>GLOSSARY .....</b>	<b>4</b>
<b>CONTEXT LEVEL DATAFLOW DIAGRAM.....</b>	<b>6</b>
<b>WORKFLOW DIAGRAMS .....</b>	<b>7</b>
<i>Traffic Stop Diagram incorporating E-Citation Process.....</i>	<i>7</i>
<b>CITATION STATUS DIAGRAM .....</b>	<b>8</b>
<b>BUSINESS PROCESS REQUIREMENTS.....</b>	<b>9</b>
<i>Maintaining Essential Data Processes .....</i>	<i>9</i>
<i>Electronic Citation and Warning Essential Processes.....</i>	<i>9</i>
<b>1) PROCESS DETAILS: TICKET BOOK ACCOUNTING .....</b>	<b>10</b>
<i>Ticket Book Reports and Forms.....</i>	<i>13</i>
<i>Ticket Book Database Entities .....</i>	<i>14</i>
<i>Ticket Book Accounting Business Information Requirements.....</i>	<i>14</i>
<b>2) PROCESS DETAILS: HIREBACK PATROL MANAGEMENT.....</b>	<b>19</b>
<i>Hire Back Program Reports .....</i>	<i>21</i>
<i>Hireback Database Entities .....</i>	<i>21</i>
<i>Hireback Program Business Information Requirements.....</i>	<i>21</i>
<i>Hireback Issues.....</i>	<i>23</i>
<b>3) PROCESS DETAILS: OFFENSE CODE TABLE MAINTENANCE.....</b>	<b>24</b>
<i>Offense Code Table Maintenance and Forms.....</i>	<i>26</i>
<i>Offense Code Table Maintenance Database Entities.....</i>	<i>26</i>
<i>Offense Code Table Maintenance Business Information Requirements .....</i>	<i>27</i>
<i>Offense Code Table Maintenance Issues .....</i>	<i>28</i>
<b>4) PROCESS DETAILS: COMPLETING THE CITATION .....</b>	<b>29</b>
<i>Citation Data Business Information Requirements.....</i>	<i>31</i>
<i>Entities .....</i>	<i>31</i>
<i>Completing the Citation Business Rules .....</i>	<i>32</i>
<i>Issues regarding Citation Business Rules (not including Bond Collection) .....</i>	<i>36</i>
<b>5) PROCESS DETAILS: COMPLETING THE WRITTEN WARNING.....</b>	<b>37</b>
<i>Written Warning Forms .....</i>	<i>38</i>
<i>Written Warning .....</i>	<i>38</i>
<i>Written Warning Business Information Requirements.....</i>	<i>38</i>
<i>Written Warning Issues.....</i>	<i>39</i>
<b>6) PROCESS DETAILS: VALIDATING THE CITATION .....</b>	<b>40</b>
<i>Validating the Citation Business Information Requirements.....</i>	<i>41</i>
<b>7) PROCESS DETAILS: COLLECTING THE BOND .....</b>	<b>42</b>
<i>Collecting the Bond Business Information Requirements.....</i>	<i>42</i>
<i>Issues regarding Bond Collection Business Rules .....</i>	<i>44</i>
<b>8) PROCESS DETAILS: PRINTING THE CITATION.....</b>	<b>46</b>
<i>Printing the citation Business Information Requirements .....</i>	<i>47</i>
<b>9) PROCESS DETAILS: COLLECTING TSSS DATA.....</b>	<b>51</b>
<i>Collecting TSSS Data Business Information Requirements .....</i>	<i>52</i>
<i>Issues regarding TSSS Collection Business Rules .....</i>	<i>54</i>
<b>10) PROCESS DETAILS: SYNCHRONIZING WITH THE SERVER.....</b>	<b>55</b>
<i>Synchronizing with the Server Business Information Requirements .....</i>	<i>56</i>
<b>11) PROCESS DETAILS: REVIEWING THE CITATION .....</b>	<b>58</b>
<i>Reviewing the Citation Business Information Requirements .....</i>	<i>59</i>
<b>12) PROCESS DETAILS: VOIDING THE CITATION.....</b>	<b>61</b>

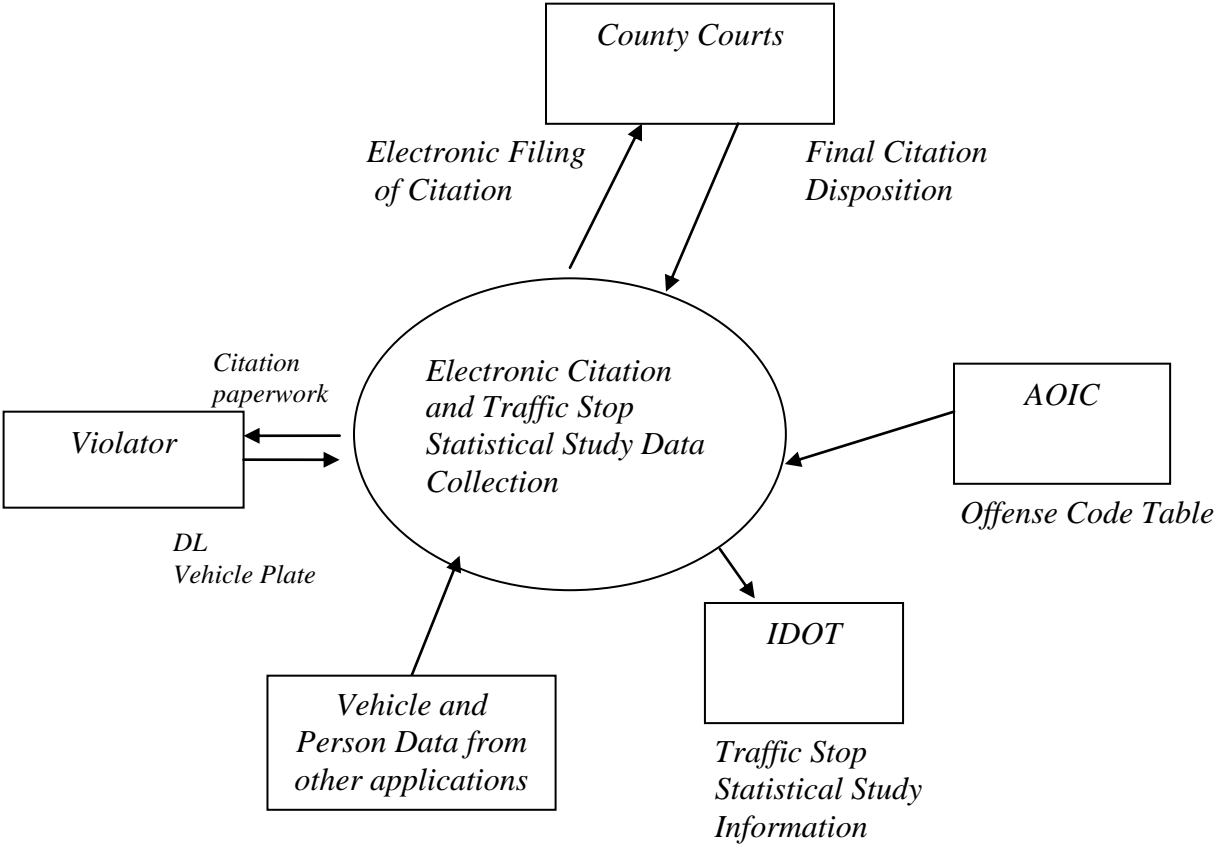
<i>Voiding the Citation Business Information Requirements</i> .....	62
<i>Sending Electronic Citation Data to the Courts</i> .....	63
<i>Court Disposition Process</i> .....	63
<b>USER ROLES</b> .....	64
<i>System Use Case list</i> .....	66
<i>User Interface Requirements</i> .....	67
<b>PERFORMANCE REQUIREMENTS</b> .....	<b>69</b>
<b>SECURITY REQUIREMENTS</b> .....	<b>70</b>
<b>SECURITY OF DATA</b> .....	70
<i>Hard Drive Encryption</i> .....	70
<b>AUTHENTICATION OF CITATION DOCUMENT AND OFFICER SIGNATURE</b> .....	70
<i>Signature Authentication with Entrust</i> .....	70
Quality Requirements .....	71
Disaster Recovery Requirements .....	71
Revision Log .....	72

## Glossary

TERM	DEFINITION
ADR	Automated Disposition Reporting. The record layouts that define how disposition data can be transmitted to and from the AOIC.
AOIC	Administrative Offices of the Illinois Courts
DL	Drivers License
DNR	Illinois Department of Natural Resources. Conservation officers enforce Illinois Compiled Statutes using the Uniform Conservation Citation. DNR citation data is stored by the ISP.
IDOT	IL Department of Transportation.
IEPD	Information Exchange Package Documentation. The suite of XML documents that define the data structures in an XML interface.
ILCS	Illinois Compiled Statutes
IWIN	Illinois Wireless Information Network - The wireless network used by the IL State Police and a number of local agencies around the state.
ISP	Illinois State Police
MCR	Mobile Capture and Reporting, an application created by IDOT which currently allows police officers to submit crash reports online.
MDC	Mobile Data Computer, a hardened laptop installed in IL State Police vehicles.
NCIC ORI	National Crime Information Center (NCIC) Originating Agency Identifier is a nine-character identifier assigned by the FBI NCIC which identifies an agency by state and location within a state, and may indicate type of agency (sheriff's department, police department, court, district attorney, etc.)
NIEM	The National Information Exchange Model (NIEM) specification extends the Global Justice XML Data Model (GJXDM) to facilitate timely, secure information sharing across the whole of the justice, public safety, emergency and disaster management, intelligence, and homeland security enterprise. <a href="http://www.niem.gov/">http://www.niem.gov/</a>
OTA	Over the air
PKI	Public Key Infrastructure – a security management program

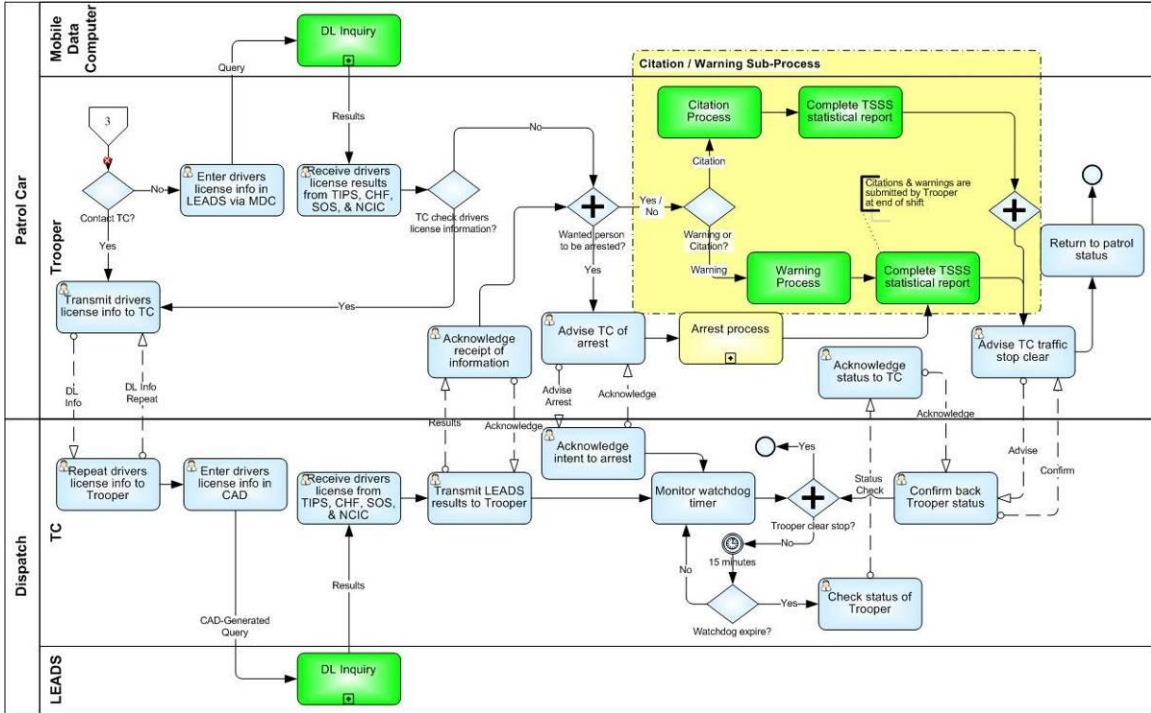
TERM	DEFINITION
	that encrypts data and authenticates users.
RMS	The county court's record management system. Approximately 80 counties in Illinois have electronic RMS, most commonly Goodin, Jano, however some have custom systems. Some counties are paper-based.
SOS	Secretary of State
TIPS	Traffic Information & Planning System. The legacy application where citation data from ISP and DNR is currently stored at the ISP.
TSSS	Traffic Stop Statistical Study

# Context level dataflow diagram



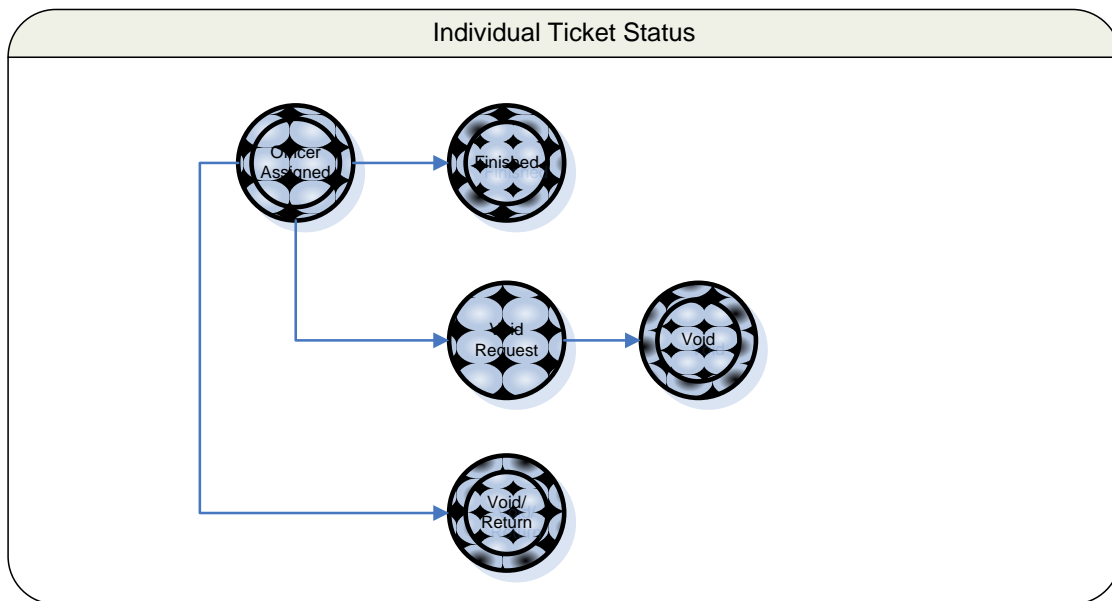
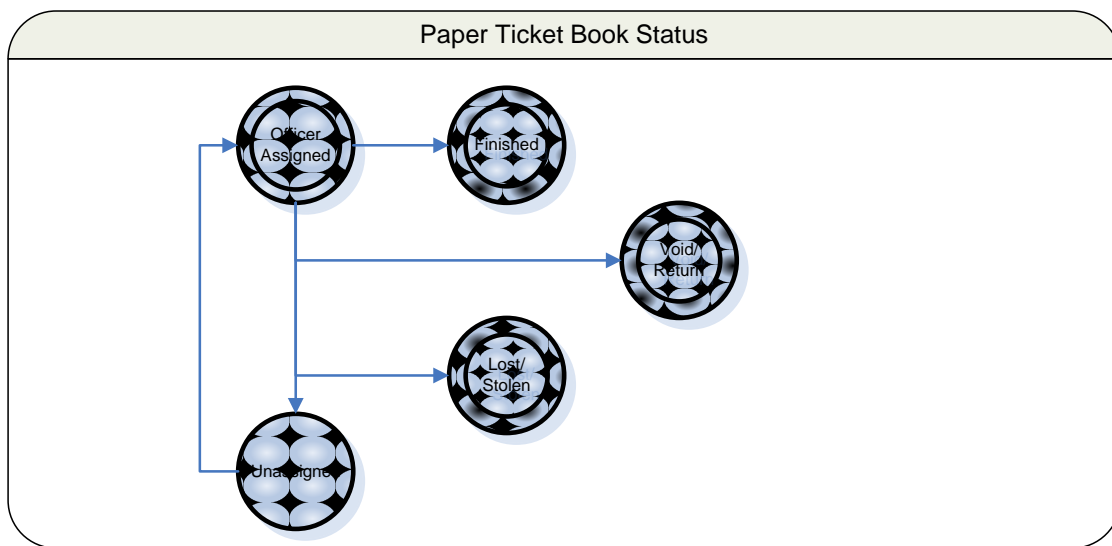
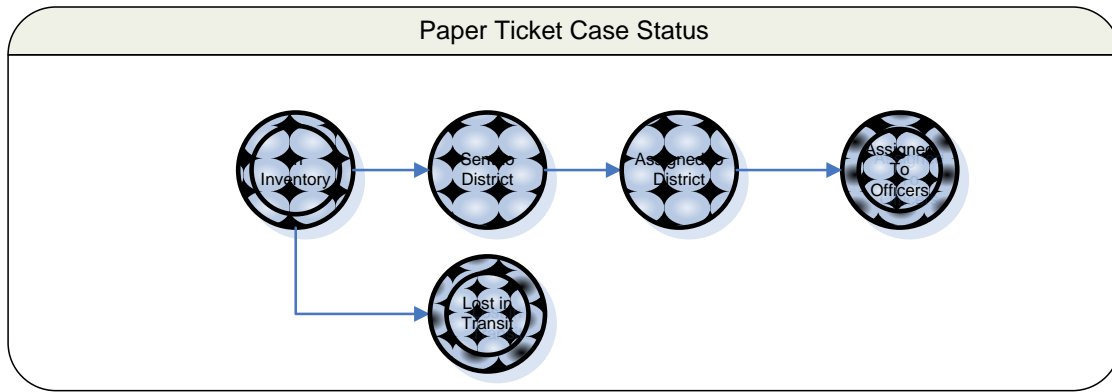
# Workflow Diagrams

## Traffic Stop Diagram incorporating E-Citation Process



File: Traffic Stop Diagrams with Citation 2009.vsd

# Citation Status Diagram



File: Citation State Diagram.vsd

# **Business Process Requirements**

## **Maintaining Essential Data Processes**

1. Ticket book accounting
2. Hireback patrol management
3. Offense code table maintenance

## **Electronic Citation and Warning Essential Processes**

4. Creating the citation
5. Completing the written warning
6. Validating the citation
7. Collecting the bond
8. Printing the citation
9. Collecting the TSSS
10. Synchronizing with the server
11. Reviewing the citation
12. Voiding the citation

## 1) PROCESS DETAILS: Ticket Book Accounting

<b>Process ID:</b>	1
<b>Process Name:</b>	Ticket Book Accounting
<b>Relevant Use Cases</b>	UC Request Ticket Book.doc UC Return-Void Book.doc UC Ticket Book Case Management.doc
<b>Detailed Description:</b>	<p>Illinois State Police (ISP) uses enforcement documents (tickets) that are in compliance with guidelines defined in Article V of the Illinois Supreme Court Rules and associated authority defined in the Illinois Compiled Statutes. The ticket types include Uniform Citation and Complaint, Conservation Citations, and Overweights. Stop Cards and Written Warnings are not defined by the Supreme Court however will be governed by the same ticket book accounting process.</p> <p>Printed tickets are bundled into books of 25, 50, and 10 respectively. These ticket books must be properly controlled, maintained, and reported in accordance with Directive ENF-029, Enforcement Document Accountability/Receipt.</p> <p><b>Ticket Ordering and Printing</b> One or more times per year, ISP Records places orders for each type of ticket. Historically, over 800 cases per year have been ordered. That number is expected to diminish as the number of e-citations increases.</p> <p>Specifications that detail the printing and packaging requirements are included with the order. Specifications include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Type of ticket <ul style="list-style-type: none"> <li>○ Uniform Citation and Complaint</li> <li>○ Stop Cards and Written Warnings</li> <li>○ Overweights</li> <li>○ Conservation Citation and Complaint</li> <li>○ Conservation Written Warnings</li> </ul> </li> <li>• Number of tickets ordered</li> <li>• First ticket number in the shipment</li> <li>• Last ticket number in the shipment</li> <li>• Number of tickets per plastic-wrapped ticket book</li> <li>• Number of sequentially numbered tickets per case</li> <li>• Exterior labeling of case <ul style="list-style-type: none"> <li>○ First ticket number in the case</li> <li>○ Last ticket number in the case</li> <li>○ Sequential number of the case with case #1 containing the lowest</li> </ul> </li> </ul>

numbered ticket

- Missing ticket numbers if tickets were ruined during processing and ticket numbers are missing from the case

### **Ticket Receiving**

The shipment is received from the vendor to the supply depot and checked in by a Ticket Book Administrator (TBA) who is an employee of Records. The TBA checks the label on the outside of each case, making sure that it conforms to the specifications listed above, and adds to the case label the year and shipment number, e.g. 0901 for the first shipment in calendar year 2009. Additionally, the TBA spot checks the contents of the cases.

The TBA then enters shipment data into the system. This data include:

- The year and shipment number
- The Authorization or PBC number
- The date the shipment was received
- The ticket type
- The number of cases
- The number of ticket books per case
- The number of tickets per book
- The lowest ticket number in the shipment
- The highest ticket number in the shipment

The system will create a record for each case received based on the number of cases entered by the TBA; calculate the beginning ticket number and ending ticket number in each case, and mark the case status as "in inventory". The system will generate an Intake Report that lists the case numbers and their beginning and ending ticket numbers. The TBA will cross check the Intake Report with the actual cases received. The TBA must be able to edit the beginning and ending ticket numbers on a case-by-case basis when discrepancies are found, and be able to provide a description of the edit. The TBA will also void the ticket numbers for any tickets missing from initial shipment.

The ticket book cases will be stored securely at the supply depot.

### **District Distribution**

When a district office needs to replenish its supply of tickets, the District Ticket Book Administrator (DTBA), an employee of the district who has been authorized by the District Commander, will notify the TBA of the type and number of ticket book cases required. The TBA will query the system and "assign" the required number of cases to the district and record the date assigned. The system will update the case statuses to "sent to district" and identify the district. When cases of ticket books are received by the district office, the DTBA will update the case status to "assigned to district" and record the date the cases arrived.

**Officer Distribution**

The ticket books will be stored securely at the district office until they are issued to an officer. An officer will request to be issued additional ticket books through an online form. The ticket books are issued to officers on an as-needed basis by the DTBA, and will not be self-issued by the officer. The DTBA will query the system, by ticket type needed, for "unassigned" ticket books. The DTBA will then "assign" one or more ticket books to the officer by entering the officer's user id and the date assigned. The system will create a ticket book record for each ticket book assigned and mark the ticket book status as "officer assigned". The DTBA will verify that the beginning and ending ticket numbers reported by the system are the actual beginning and ending ticket book numbers. If there is a discrepancy, the DTBA will note the discrepancy in the system and void the ticket numbers for any tickets missing from the ticket book.

The system will generate an electronic form ISP-5-42 for each ticket book assigned. The ISP 5-42 will record the type of ticket, the beginning and ending ticket numbers, the assigning district number, the date of assignment, the Officer ID, and the Officer Rank. The electronic ISP 5-42 must be electronically signed by the DTBA and the officer, and optionally may be printed for the officer's records. An example of ISP 5-42 is attached.

When the last ticket book in a case has been assigned to an officer, the DTBA will update the case status to "assigned to officers".

**Returned/Unused Tickets**

When an officer separates from the Department, e.g. retirement or resignation, the officer must return any unused or partially used ticket books to the DTBA. If the ticket book that is returned, because of separation or any other reason, is partially used, the DTBA will update the ticket book status to "return/void", and void the ticket numbers for any tickets remaining in the ticket book. If the ticket book that is returned is a complete, unused one, the DTBA will update the ticket book status to "unassigned," so that it can be reassigned to another officer.

The DTBA will prepare an on-line Receipt for Returned Ticket Book form for each ticket book returned. The form will record the type of ticket, the beginning and ending ticket numbers, the receiving district number, the Officer ID, the Officer Rank, the reason for the return, the return date, and the user id of the receiving DTBA. The on-line Receipt for Returned Ticket Book form must be digitally signed by the DTBA and the Officer, and optionally may be printed for the officer's records.

The DTBA will destroy the return/void tickets, or void punch these tickets and forward them to the TBA for distribution to the ISP Academy for the

	<p>training of Cadets.</p> <p><b>Lost/Stolen Tickets</b>  If ticket books are lost or stolen after being assigned to an officer, that officer will immediately submit a field report to his/her District Commander, setting forth the circumstances involving the lost/stolen ticket books. The field report will be forwarded to the DTBA who will determine the beginning and ending ticket numbers for the missing tickets, void these ticket numbers, update the ticket book status to "lost or stolen", and record the field report number.</p> <p><b>Ticket Transfers</b>  District transfer of ticket book inventory can be conducted by the DTBA. Transfers require an explanatory note affixed to the transfer and copied to the agency TBA who will update the system accordingly.</p> <p>Generally, district transfers are limited to addressing ticket shortages in the event of an emergency or local disaster. District to district transfer of paper ticket inventory is not expected to be routine.</p>
<b>External Agents Involved:</b>	Printing vendor
<b>What causes the process to occur?</b>	Ticket books are ordered from the designated printing vendor. Process resumes when ticket book cases are received at the supply depot.
<b>What happens after the process is complete?</b>	Ticket book cases in the supply depot are marked as "in inventory". Ticket book cases that have been distributed to the districts are marked as "assign to district" and indicate which district. Ticket book cases that have been emptied are marked as "assigned to officer". Audit records exist for the movement of each case.
<b>Additional notes:</b>	
<b>Information source:</b>	Directive ENF-029, Enforcement Document Accountability/Receipt
<i>Functional Requirement – AS IS</i>	
<i>Functional Requirement – Suggestions/notes for TO BE</i>	

## Ticket Book Reports and Forms

- Intake Form
- Ticket Book Officer Request Form 5-42.pdf (provided in requirements package)
- Receipt for Returned Ticket Book form – base this form on 5-42 to provide a receipt back to the officer for returning a ticket book.
- Cases in supply inventory report (new)
- Cases in district inventory, by district report (new)
- Ticket number history report (new)
  - query status by ticket number produces report listing in chronological order from when ticket was received in inventory, assigned to district, assigned to officer, final ticket issuance status and date on which disposition(s) were received.
  - Electronic ticket number history begins with final ticket issuance status through dispositions(s)
  - Note that more than one disposition may be received on a citation.
- Ticket book accounting exception reports – tickets reported under a different officer ID, skipped/delinquent tickets by officer ID, ticket numbers reported out of date sequence, void and void/requested tickets (new)
- Delinquent Ticket Report - Incomplete ticket books (ticket books that have been assigned to an officer but have none or some, but not all tickets data entered into e-citation system, sorted by ticket number. Non sequential tickets will be flagged to indicate a possible missing ticket. (new)

### Ticket Book Database Entities

Ticket book accounting data entities are defined in the E-Citation Data Reference spreadsheet, on the Ticket book tab. The data is divided into the two sections: one for the ticket book case data, and one for ticket book data.

Entity ID	Entity Name	Number of Occurrences		Owner/Author
		Current	Future	
tbc-	Ticket Book Case Accounting	0 to N	0 to N	Ticket Book Administrator
tb-	Ticket Book Accounting	0 to N	0 to N	District Ticket Book Administrator

### Ticket Book Accounting Business Information Requirements

Business Rule ID	Business Rule	Related requirements components
1-1	The system must ensure that the issuance of ticket books (Uniform Citation and Complaint (citation), Conservation Citations and Written Warnings, Stop Cards and Written Warnings (warning), and	

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
	Overweight Ticket Books (overweight ticket) are properly controlled and maintained. (See ENF-029.pdf for ISP governance rules.)	
1-2	The system must control access to paper ticket book accounting procedures by role. Assignment of ticket books is restricted to Ticket Book Administrator (TBA) and District Ticket Book Administrator (DTBA).	
1-3	The Ticket Book Administrator has unlimited control over all district inventory and officer inventory. This role is expected to be held by someone in Records.	
1-4	The District Ticket Book Administrator is responsible for assigning the district inventory to individual officers.	
1-5	Both TBA and DTBA roles may transfer ticket book inventory to other districts. Transfer of ticket book inventory requires an explanatory note affixed to the transfer. This functionality is provided to accommodate local district paper ticket book shortages in the event of an emergency or local disaster. District to district transfer of paper ticket inventory is not expected to be routine, but must be supported by the system.	
1-6	Officers may obtain ticket books at any district headquarters, not just their district of assignment.	
1-7	The officer must complete an online form when obtaining a paper ticket book. The process of obtaining a paper ticket book requires two digital signatures, one from DTBA and one from officer obtaining the book.	
1-8	All roles have unrestricted access to ticket number reports.	
1-9	<p>When a shipment of ticket books is received, the Ticket Book Administrator must record case data into ticket book inventory. These data include:</p> <ul style="list-style-type: none"> <li>• The year and shipment number</li> <li>• The Authorization or PBC number</li> <li>• The date the shipment was received</li> <li>• The ticket type</li> <li>• The number of cases</li> <li>• The number of ticket books per case</li> <li>• The number of tickets per book</li> </ul>	

Business Rule ID	Business Rule	Related requirements components
	<ul style="list-style-type: none"> <li>• The lowest ticket number in the shipment</li> <li>• The highest ticket number in the shipment</li> </ul>	
1-10	When the vendor identifies ticket numbers that were spoiled during printing, the TBA must void these ticket numbers.	
1-11	<p>When cases of ticket books are requested by a district office, the TBA must "assign" the cases to the district office.</p> <ul style="list-style-type: none"> <li>• Case Status = "sent to district"</li> <li>• District Assignment= district case sent to</li> <li>• Date of District Assignment = date case sent</li> </ul>	
1-12	<p>When cases of ticket books are received by a district office, the DTBA must acknowledge receipt</p> <ul style="list-style-type: none"> <li>• Case Status = "assigned to district"</li> <li>• Date Received at = date case received</li> </ul>	
1-13	<p>DTBAs will assign ticket books to officers on an as-needed basis and will not be self-assigned by an officer. DTBAs will "assign" ticket books to the officer recording the officer's id and date assigned. An online ISP 5-42 will be created for each ticket book assigned and will be digitally signed by the officer and the DTBA. The ISP 5-42 will record the following:</p> <ul style="list-style-type: none"> <li>• the type of ticket</li> <li>• the beginning and ending ticket numbers</li> <li>• the assigning district number</li> <li>• the date of assignment</li> <li>• the Officer ID</li> <li>• the Officer Rank</li> </ul> <p>The online ISP 5-42 may be printed for the officer's records.</p>	
1-14	When all ticket books in a case have been assigned to officers, the DTBA must update the case status to "assigned to officers".	
1-15	When an officer transfers from one district to another, the officer shall be able to retain his or her assigned ticket books.	
1-16	When an officer returns ticket books to the DTBA because of separation from the service or any other reason, the remaining tickets in a partially used ticket book must be voided. Full unused ticket books must be returned to inventory for	

Business Rule ID	Business Rule	Related requirements components
	reassignment to another officer.	
1-17	If ticket books are lost or stolen after being assigned to an officer, that officer will submit a field report to his/her District Commander, describing the circumstances involving the lost/stolen ticket books. The field report will be forwarded to the DTBA who will determine the beginning and ending ticket numbers for each ticket lost or stolen, void these ticket numbers, update the ticket book status to "lost or stolen", and record the field report number.	
1-18	There is no limit on cases assigned to a district.	
1-19	There is no limit of books assigned to officer. Monthly reports can be sent to district commander who can manage excessive ticket book assignments as a matter of policy.	
1-20	<p>Paper citation data can be entered into system if ticket has not been assigned to the officer, but a supervisor must review and digitally sign to acknowledge the override.</p> <p>This functionality covers a situation where an officer used a ticket that was assigned to another officer, either by mistake or in unusual circumstances. The citation is still valid and must be able to be entered into the system.</p>	
1-21	<p>Electronic citation numbers must be accounted for under the same procedures as paper citation numbers.</p> <ul style="list-style-type: none"> <li>a) The ISP must be able to determine if there is a missing paper citation that has not been received, and the ISP must be able to detect and identify missing electronic citations.</li> <li>b) Citations in a paper book are sequentially numbered. Electronic citations are also sequentially numbered by officer.</li> </ul>	
1-22	<p>The ISP must be able to determine which officer was assigned a specific citation number and when it was assigned.</p> <ul style="list-style-type: none"> <li>c) The system must record the datetime stamp at which time the electronic citation number was assigned to the</li> </ul>	

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
	<p>officer.</p> <p>d) The system must indicate the officer to which a paper citation number is assigned, or indicate the status is unassigned or assigned to a district.</p>	

## 2) PROCESS DETAILS: Hireback Patrol Management

<b>Process ID:</b>	2
<b>Process Name:</b>	Hireback Patrol Management
<b>Relevant Use Cases</b>	UC Hireback Shift.doc
<b>Detailed Description:</b>	<p>Hireback programs are funded from a variety of different sources, i.e. federal grants, other local agencies, etc. Each program sponsors one or more patrols under the program umbrella. These patrols must account for the citations and warnings that are written as part of the patrol, and the officer's time for the shift must also be accounted for under the specific hireback program.</p> <p>Data will be exported from the citation system for use by the hireback program office in order to document the activity under each hireback program. <u>Their use of this data is outside the scope of this process.</u></p> <p><b>Hireback Program Administration</b> The hireback administrator defines each hireback program into the system, along with cost center codes that identify the cost centers which pay for officers' time on the program and reporting information. A sample hireback data program report is available.</p> <p><b>Working Hireback Shifts</b> When an officer is assigned to work a shift under a hireback program, the officer must record the shift's begin and end times, as well as the beginning and ending mileage of the patrol car used for the duration of the shift.</p> <ul style="list-style-type: none"> <li>• The officer records the nature of the work in the shift using a patrol area ID to indicate such things as patrol enforcement, administrative time, etc.</li> <li>• Each patrol shift also has a detail type identifier that indicates the type of patrol, i.e. roadside safety check, saturation patrol, child safety seat check, etc.</li> <li>• The officer working the patrol shift indicates what type of unit patrol, i.e. motorcycle, etc.</li> <li>• Some shifts (e.g. Admin shifts) do not require mileage data.</li> </ul> <p>The officer works the entire shift on a single hireback program. The system must be able to document all of the officer's citation and warning activity on the hireback shift, as well as any crash reports, incident reports, field reports or motorist assist reports filed. Each citation or warning issued on that shift must identify the hireback program. The officer must be able to enter a crash</p>

	<p>report number, field report number, incident report number or motorist assist report number. No cross reference checks are required on these report numbers.</p> <p>When an officer ends a shift, the system must display the number of citations written, the number of warnings written, the number of crash reports, field reports, incident reports or motorist assist reports, as well as shift start and end times and mileage.</p> <p>The officer must have the ability to display the shift activity report before signing it and logging out of the system.</p>
<b>External Agents Involved:</b>	
<b>What causes the process to occur?</b>	The officer logs into the system and identifies a shift to work a hireback patrol.
<b>What happens after the process is complete?</b>	Once the officer views and digitally signs the hireback shift report, the officer logs out of the system. Any outstanding (untransmitted) activity is attempted to be transmitted to the server, along with the hireback shift report. Once received by the server, the hireback shift report is sent to the hireback supervisor for approval and digital signature.
<b>Additional notes:</b>	<p>Hireback shift reports are available for viewing by any role in the system, including the hireback program administrator.</p> <p>All hireback program data, hireback shift data and citation data must be available for download by the hireback program administrator.</p> <p>If hireback shift reports cannot be electronically transmitted, they must be printed and manually signed. Manually signed shift reports must be faxed to the hireback program coordinator.</p>
<b>Information source:</b>	
<i>Functional Requirement – AS IS</i>	
<i>Functional Requirement – Suggestions/notes for TO BE</i>	

## Hire Back Program Reports

- Hireback Program Data Sample Report.pdf
- Hireback Program By County.pdf
- Hireback Shift Report.pdf
- Hireback Shift Admin Report.pdf
- Hireback Program Spreadsheet Reports.pdf

## Hireback Database Entities

Hireback program and shift data entities are defined in the E-Citation Data Definition spreadsheet, on the Hireback Program tab and shift elements are in the Metadata tab. The data is divided into the two sections: one for the hireback program data and one for officer shift data.

Entity ID	Entity Name	Number of Occurrences		Owner/Author
		Current	Future	
Hb-	Hireback Program	0 to N	0 to N	Hireback Program Coordinator
Shift-	Hireback Shift	0 to N	0 to N	Officer Hireback Supervisor

## Hireback Program Business Information Requirements

Business Rule ID	Business Rule	Related requirements components
2-1	Upon a successful login, the officer must specifically be asked if a hireback shift should be created, and the hireback program must be selected from a list.	
2-2	When an officer works a shift under a hireback program, the officer must record the time the shift begins and ends, as well as the beginning and ending mileage. <ul style="list-style-type: none"> <li>• Shift Begin Time is required. (Shift Begin Time must be entered by the officer, and is not a system timestamp.)</li> </ul>	

Business Rule ID	Business Rule	Related requirements components
	<ul style="list-style-type: none"> <li>• Shift Beginning Mileage is optional.</li> <li>• Shift End Time is required when officer signs and completes the hireback shift report. (Shift End Time must be entered by the officer, and is not a system timestamp.)</li> <li>• Shift End Time may be entered when officer signs and completes the hireback shift report, but is only required if the Shift Beginning Mileage was entered.</li> </ul>	
2-3	The officer records the nature of the work in the shift using a shift type to indicate such things as patrol enforcement, administrative time, etc. The allowable shift types are defined by the Hireback Program Administrator and must be selected from a list. The shift type is a required field.	
2-4	Each patrol shift also has a patrol detail type that indicates the type of patrol, i.e. roadside safety check, saturation patrol, child safety seat check, etc. The allowable patrol detail types are defined by the Hireback Program Administrator and must be selected from a list.	
2-5	The hireback information is not printed on the citation.	
2-6	The officer must enter the number of any crash report that was created while on hireback shift. This number can be entered by the officer, or may be made available from any other electronic application. This number does not need to be electronically cross referenced or validated. Zero or many crash reports may be entered during one shift.	
2-7	The officer must enter the number of any field report, incident report or motorist assist report that was created while on hireback shift. This number can be entered by the officer, or may be made available from any other electronic application. This number does not need to be electronically cross referenced or validated. Zero or many reports may be entered during one shift.	
2-8	<p>The officer may view shift activity details at any time during any shift, including hireback patrols. The hireback shift activity details must contain the same information as the sample <i>Hireback Shift Report.pdf</i> including:</p> <ul style="list-style-type: none"> <li>• citation numbers written</li> <li>• warning numbers written</li> </ul>	

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
	<ul style="list-style-type: none"> <li>• crash report numbers written</li> <li>• field report numbers written</li> <li>• incident report numbers written</li> <li>• motorist assist report numbers written.</li> </ul> <p>The report must also include shift start/end times and mileage start/end numbers.</p>	
2-9	The officer must digitally sign and submit the Hireback Shift Report.	
2-10	Submitted hireback shift reports are electronically delivered to the hireback supervisor, where the supervisor's digital signature will also be attached to the shift report.	
2-11	The image of the hireback shift report, with applied signatures, will be available to any role. Search criteria are one or more of the following: officer ID, hireback program ID and a date range.	
2-12	Hireback program reports must be available through search criteria of one or more of the following: hireback program ID, date range, district of assignment, officer ID.	
2-13	Hireback supervisors must have the ability to "click and view" any citation or warning on the hireback shift reports.	

### **Hireback Issues**

<b>Issue ID</b>	<b>Description</b>	<b>Resolution</b>

### 3) PROCESS DETAILS: Offense Code Table Maintenance

<b>Process ID:</b>	3
<b>Process Name:</b>	Offense Code Table Maintenance
<b>Relevant Use Cases</b>	None.
<b>Detailed Description:</b>	<p>The Court Services Division of the AOIC manages the Offense Code Table (OFT) which maps codes to Illinois Compiled Statutes (ILCS).</p> <p><b>Defining Offense Codes</b>  The Circuit Courts use these codes when entering citations into the Court Records Management Systems, and with the Automated Disposition Report (ADR) Program to electronically file case outcomes with the AOIC, Illinois State Police, the Bureau of Identification, and the Secretary of State. The OFT will be the primary source of violation data for the electronic citation.</p> <p>The OFT includes:</p> <ul style="list-style-type: none"> <li>• a description of the statute, which includes its Chapter, Act, and Section</li> <li>• its effective and inactive (if applicable) dates</li> <li>• the case type, e.g. DUI Traffic, Conservation, Traffic, Criminal Felony, etc.</li> <li>• the type of sentence class for a violation of the statute, e.g. Class 1 Felony, Class A Misdemeanor, Petty Offense, etc.</li> <li>• whether or not a defendant must appear (applicable to traffic and conservation violations)</li> <li>• notations relevant to public acts, penalty sections, and other miscellaneous information</li> <li>• whether the record is an add (A), change (C), or neither (N)</li> </ul> <p>Local ordinance data which maps to AOIC codes may be submitted by local agencies to be incorporated into the list of violations. The local ordinance data shall conform to the OFT layout, and shall also include the county name and locale.</p> <p>During design, it may be determined that optional/supplemental information may be necessary for specific offense codes,</p>

	<p>particularly local ordinances.</p> <p>The offenses must be able to be grouped into categories, e.g. DUI, Overweights, 18b, conservation, etc., so that officers can easily find the violation. A user interface to create categories is required. This user interface must allow the user to create a category and then select violations to be included in it. Violations may be members of multiple categories. All categories must be available for officer selection on each citation.</p> <p>Categories shall be created for local ordinance data submitted by local agencies and shall be identified by county and locale.</p> <p><b>Selecting an Offense Code on a Citation</b></p> <p>The officer must be able to select the violation from a dropdown grid list from a selected category. The grid list must include the following fields:</p> <ul style="list-style-type: none"><li>• The violation statute, e.g. 625 ILCS 5/11-204(a)</li><li>• Description, e.g. FLEEING/ATTEMPT ELUDE OFFICER</li><li>• Remarks, e.g. PA 90-134</li><li>• Class, e.g. A</li></ul> <p>The officer must be able to sort the grid list by any column. The statute column must be sorted numerically, not alphabetically, e.g. 625 ILCS 5/11-203 must be listed <u>before</u> 625 ILCS 5/11-1001. "Extended match" searching, also known as type ahead, which begins narrowing the list of items to only those including the search string as characters are typed. The extended match must be supported in all columns.</p> <p><b>Updating the OFT on client applications</b></p> <p>Periodically, the AOIC distributes the OFT in its entirety. The system must enable the import of the OFT and local ordinance data into the e-Citation Violation database. Any time that updated OFT or local ordinance data is imported, the incremental database updates must be "pushed out" to the client application on the MDCs. Any records that have become inactive must be removed from the officers' lists. Additionally, when new category lists are created or updated, the incremental updates must also be "pushed out". The system must receive an acknowledgment from the each officer's system that the updates were received. Unacknowledged updates must be retransmitted at the next opportunity until the update is acknowledged.</p>
--	--

<b>External Agents Involved:</b>	AOIC, local agencies
<b>What causes the process to occur?</b>	New Illinois Compiled Statutes are created or existing ones are updated or removed, local ordinances are enacted, modified, or revoked. New optional categories are created; existing categories are updated.
<b>What happens after the process is complete?</b>	MDCs have been updated and officers have current list of violations.
<b>Additional notes:</b>	
<b>Information source:</b>	AOIC
<i>Functional Requirement – AS IS</i>	
<i>Functional Requirement – Suggestions/notes for TO BE</i>	

## Offense Code Table Maintenance and Forms

- OFT223.zip contains:
  - Layout.pdf – the layout of the offense code table
  - OFT memo.pdf – a description of the package
  - OFT223.pdf – the offense code table
  - OFTdict.pdf – glossary and abbreviations
  - OFT223.dbf – a DB2 database version of the offense code table

## Offense Code Table Maintenance Database Entities

Offense Code Table Maintenance data entities are defined in the E-Citation Data Reference spreadsheet, on the Offense Code Table tab. The data is divided into the three sections: one for the Offense Code Table data, and one for Offense Code Category data, and one for Violation Category data.

Entity ID	Entity Name	Number of Occurrences		Owner/Author
		Current	Future	
oft-	Offense Code Table	0 to N	0 to N	e-Citation Administrator
oftc-	OFT Categories	0 to N	0 to N	e-Citation Administrator
oftm-	OFT Category Members	0 to N	0 to N	e-Citation Administrator

## Offense Code Table Maintenance Business Information Requirements

Business Rule ID	Business Rule	Related requirements components
3-1	The AOIC Offense Code Table must be the primary source of violation data for the e-Citation application.	
3-2	Only local ordinances which map to AOIC Offenses may be incorporated into the list of violations.	
3-3	<p>Officers must be able to select violations from a dropdown grid list which includes the following fields:</p> <ul style="list-style-type: none"> <li>○ The violation statute, e.g. 625 ILCS 5/11-204(a)</li> <li>○ Description of the statute, e.g. Fleeing/Attempt elude officer</li> <li>○ Remarks, e.g. PA 90-134. This field frequently includes the penalty</li> <li>○ Class, e.g. A for Class A misdemeanor</li> </ul>	
3-4	The dropdown grid list must be sortable by any field.	
3-5	The dropdown grid list must be searchable by "extended match" in all columns.	
3-6	The offenses must be able to be grouped into categories, e.g. 625, DUI, Overweights, 18b, conservation, etc. so that officers can easily find the violation. Other categories of violations may be created by Administrators, e.g. 18b Motor Carrier Violations, various categories of Conservation violations, etc.	
3-7	Offenses must be able to be members of multiple categories.	
3-8	Incremental database updates and category updates must be "pushed out" to the client application on the MDCs. Inactive violations must be removed from the MDCs.	
3-9	MDCs must acknowledge receipt of the updates. Unacknowledged updates must be retransmitted until the update is acknowledged.	

## Offense Code Table Maintenance Issues

Issue ID	Description	Resolution
3-A	There are many Motor Carrier Safety regulations (18b) that do not map directly to an AOIC offense code.	<p>Many violations are mapped to generic AOIC codes, e.g. 393 violations map to AOIC code 18b-103,393.MCS</p> <p>If the officer must specify a more detailed violation, the officer must specify it in the Nature of Offense field, e.g. 393.124 failure to secure concrete pipe.</p>
3-B	The description of the offense that is provided by the AOIC is limited to 30 characters. This sometimes creates a cryptic offense description, e.g. POSS/DISP/FIC/ALT/DL/CREDIT.	The E-Citations Data Definition allows for an enhanced description field which will be displayed to the officer, but it must be maintained by ISP if the choice is made to use it.

#### 4) PROCESS DETAILS: Completing the citation

<b>Process ID:</b>	4
<b>Process Name:</b>	Completing the citation.
<b>Detailed Description:</b>	<p>This process documents creating the citation, with the exception of collecting bond information (7). <b>In addition</b>, the validation process is documented as a separate process (6). The E-Citation Data Definitions are provided separately in an Excel spreadsheet, which includes the Uniform Citation, Conservation Citation, Overweight Citation, and TSSS data elements.</p> <p><b>Creating a new Citation</b>  For traffic citations, the officer must first open a new traffic stop in the system, For non-traffic citations, no traffic stop is necessary. In either case, the officer will create a new citation (which will be associated with open traffic stop, if applicable). The system must open the citation type as directed by the officer profile of the current user, allowing the officer to begin entry.</p> <p>The application must minimize manual data entry by providing the officer the option to pre-populate citation data, i.e. defendant and vehicle, from other applications on the MDC when the context is appropriate and the information exists in the context of the current citation. For example, the vehicle information can be populated from the license plate and registration while defendant information can be populated from the SOS search from the driver's license number or defendant name. Additionally, when creating a subsequent citation during a stop, all data should populate the subsequent citations and warnings with the exception of the violation which should be blank.</p> <p>If the citation form is in progress, and the driver's license is swiped, the officer should be prompted to confirm population of defendant data if any defendant data already exists, to avoid overwriting data that was transferred from another application.</p> <p>The system must also use applicable profile and system information to populate citation data such as retrieving defaults from the officer profile such as the district of assignment and assigned court scheduling times.</p>

	<p>If the MDC supports a GPS device, the incident coordinates may be saved with the citation. Please note that GPS is not intended to replace standard location or milepost marker location information. GPS coordinates will not print on the citation. ISP would prefer the use of the GPS coordinates to facilitate clustering and mapping analysis.</p> <p>Once all citation data has been completed, the officer is provided the option to view the completed citation in its entirety and to print the completed citation. The officer may make corrections to the citation any time prior to printing, however once any leaf of the citation is printed, no further updates are permitted.</p> <p>Printing the citation marks the end of the citation creation process, although this process may be repeated when multiple citations are issued as part of the current traffic stop.</p> <p><b>Submitting and Receiving Citation Data</b>  The system will manage the transmission of citation data to and from the MDC. Citations can be created at any time, even if the application lacks the requisite connectivity. However, once connectivity is obtained, all untransmitted citations and warnings are transmitted to the server. For further details regarding transmission of citation data, refer to 10) PROCESS DETAILS: Synchronizing with the Server, page 55.</p>
<b>External Agents Involved:</b>	Other applications on the MDC should provide data that can be used to populate certain citation fields, e.g. results from drivers license or vehicle plate queries.
<b>What causes the process to occur?</b>	The officer creates a new citation.
<b>What happens after the process is complete?</b>	Once the <i>Completing the Citation</i> process and the <i>Collecting the bond</i> processes are complete, the <i>Printing the citation</i> process occurs.
<b>Additional notes:</b>	<p>The process for completing the citation is the same whether it is a Uniform Traffic Citation, Conservation or Overweight. Differences in data elements, required fields, etc. can be found in the E-Citations Data Definition spreadsheet.</p> <p>Also note that extra DUI information can be treated as an “attachment” that can be associated to either a Uniform Traffic Citation or Conservation citations. The optional DUI data elements captured are defined on the associated citation tab in the e-Citations Data Definition</p>

	spreadsheet. The extra information appears when a DUI violation is selected.
<b>Information source:</b>	Uniform Citation and Complaint Uniform Conservation Citation and Complaint Overweight Ticket and Complaint ENF-011.DIR.PDF
<i>Functional Requirement – AS IS</i>	
<i>Functional Requirement – Suggestions/notes for TO BE</i>	

## Citation Data Business Information Requirements

### Entities

Citation data entities are defined in the E-Citation Data Reference spreadsheet on the eCitation, Conservation Citations, Overweight, and TSSS tabs. The data is divided into the same sections as found on the hard copy of the ticket.

Entity ID	Entity Name	Number of Occurrences		Owner/Author
		Current	Future	
Cmp-	Citation Complaint	1	1	
Def-	Citation Defendant	1	1	
Veh-	Citation Vehicle	1	1	
Vio-	Citation Violation	1	1	
wts-	Citation CMV weights	1	1	Overweight
loc-	Citation location	1	1	
inc-	Citation Incident	1	1	
Bnd-	Citation Bond	1	1 to 2	See Bond issue #B-1
Cpd-	Citation Court Appearance Info	0 to N	0 to N	

Entity ID	Entity Name	Number of Occurrences		Owner/Author
		Current	Future	
Off-	Citation Officer Info	1	1	
own-	Citation CMV owner	1	1	Overweight

## Completing the Citation Business Rules

Business Rule ID	Business Rule	Related requirements components
4-1	Every citation and warning must be assigned a number.	
4-2	The officer will open a traffic stop, in which multiple citations and/or written warnings can be completed. Multiple defendants may be involved in a single stop. Only one traffic stop (TSSS) record should be created for a single traffic stop.	TSSS Information
4-3	The stop must be kept open until the officer closes it, even if the officer logs off the application. Stops can be open for hours, but should be closed when the officer ends the shift.	TSSS Information
4-4	If the officer does not have connectivity to the server, the officer must still be able to create citations. Appropriate ticket numbers must still be assigned.	
4-5	While the citation is in progress, all fields on the citation are editable by the officer who created the citation, with the following exceptions: <ul style="list-style-type: none"> <li>○ Off-issue date</li> <li>○ Off-Officer ID</li> <li>○ Off-Agency</li> <li>○ Cmp-Citation Number</li> </ul>	
4-6	If more than one Officer uses an MDC, separate and individual logins are required. <ul style="list-style-type: none"> <li>○ An officer may not modify an open citation created by another officer.</li> <li>○ An officer may view any citation</li> </ul>	This allows officers to share the same MDC when necessary, but ensures that the transmission of all completed citations is not interrupted.
4-7	During nonstandard processing, (out of coverage, system or network outage), the	

Business Rule ID	Business Rule	Related requirements components
	<p>officer has the ability to revert to issuing paper tickets.</p> <p>Both Officer (Role) and Data Entry (Role) must have the ability to enter paper citation data into the system. Manual data entry must record additional fields:</p> <ul style="list-style-type: none"> <li>• Entered by (user ID)</li> <li>• Entered on timestamp</li> </ul> <p>Manual data entry requires that the user have the ability to enter the following information which is normally not modifiable if the officer is using the application “live”:</p> <ul style="list-style-type: none"> <li>• Officer ID</li> <li>• Issued on date/time</li> <li>• Citation Number</li> </ul>	
4-8	DUI information is an optional addendum completed on Uniform Traffic Citations and Conservation Citations. Warnings and Overweights do not use DUI addendums.	
4-9	All citation data attributes are modifiable until the ticket is printed <u>unless specifically noted in the Citation Data Definition spreadsheet</u> . The officer is not allowed to modify citation data elements after printing, even if a re-print is required.	Completing the citation
4-10	Each Agency requires at least one NCIC issued identifier (aka the ORI) and a unique Agency name.	
4-11	Agency and Officer ID are required to be printed in the officer section of the citation. These are read-only fields, and are derived from who is logged in.	
4-12	A barcode citation number must be printed on each copy of the citation. Use barcode set 39.	
4-13	Barcode scanning of IL driver’s licenses must be supported for import into the Defendant section of the citation. Information from other states’ licenses is dependent on their format restrictions.	

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
4-14	<p>The use of GPS is optional. If GPS is enabled, the GPS coordinates must be stored with citation data in the location section's latitude and longitude fields. Once the GPS coordinates are established, the officer must be asked and give consent before they are overwritten or cleared from the citation. This is optional data.</p> <p>The officer can choose to record the GPS coordinates and indicate whether the coordinates are the site of the incident or the site of the stop.</p>	
4-15	<p>If GPS is enabled, it is optional that the County, Township and/or City or Dept. Lands/Body of Water be automatically populated from the GPS coordinates. (Street and/or Intersection are also desired, if available) This will require GIS information to be available, which may or may not be available at the county level.</p>	
4-16	<p>The court appearance information (court, location, date, time) is maintained daily by each Agency. It is specific to the officer and to the county on the citation. An officer may have more than one timeslot available to select on the citation.</p>	
4-17	<p>If no court appearance information has been configured, the officer has the ability to create the appearance information on the citation as needed, or change dates or times at will.</p>	
4-18	<p>Court appearance timeslot information for officers is maintained by the local Agency Administrators or Court Officers. Agency Administrators or Court Officers may maintain timeslots for their entire local agency.</p>	
4-19	<p>The courts have proposed a future enhancement that will allow a county to indicate when a certain court date becomes full and closes. The closure of a court date would then be pushed out to officers in real-time (at the next synchronization with the server) so that the officer would move to the</p>	<p>This is intended to allow courts to close court dates and prevent the overcrowding that occurs today.</p> <p>This feature is regarded as</p>

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
	next assigned court appearance date.	a future enhancement since the courts do not have the ability to determine this at this time.
4-20	Some counties do not assign court appearances at the time of issuing the citation. (That information is mailed at a later date.) The County on the citation determines if court appearance information is printed on the citation or not. (These counties are called 505-exempt)  In 505-exempt counties, write “to be assigned” in court section.	Completing the citation (Court Appearance section)
4-21	The violation must be selectable from a list. The list must contain the violation statute and a short text description.	
4-22	The ISP would like the entire list of violation codes to be available, including criminal charges. The list should be able to toggle between presenting the Vehicle Code citations (625 ILCS) and other citation categories at the discretion of the officer. (e.g., check boxes for displaying other citation categories.)	
4-23	Agency Administrators may create violation categories and create their own lists of violations for use within their Agency, including the municipal violations.	
4-24	The State of IL violations (codes, text descriptions, additional information) are defined by the AOIC offense code tables. These standard violation definitions from the AOIC must be used.	
4-25	Local ordinances are defined by County and optionally by municipality. If the officer selects the citation category of local ordinances, the list will be populated based on County and municipal local violations, inclusive of all.	
4-26	The officer must have the ability to create additional citations (unlimited number) using the same information on the first citation, with	

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
	the exception of the violation code, which the officer must enter on each citation. Each citation must be assigned a new ticket number.	
4-27	The officer must have the ability to add a Note to the citation record. <u>These notes become part of the citation record and the court record</u> , viewable by the officer's hierarchy and should not be used as personal notes by the officer.	This is not the same field as the inc-Notations on the citation.

### **Issues regarding Citation Business Rules (not including Bond Collection)**

<b>Issue ID</b>	<b>Issue Explanation Rule</b>	<b>Related requirements components</b>
4-A	Citation ticket numbers do not need to be guaranteed unique across all agencies; however the system will maintain a unique citation identifier assigned by the database which can be referenced as a system-wide unique identifier.	Ticket number accounting
4-B	ISP Traffic citation numbers are 7-digit numbers, in spite of the field definition of a 10 character alphanumeric. ISP requested the limitation due to TIPS constraints. Court systems that adhere to the ADR specifications are expecting ISP traffic citation numbers to be 7 digits. ISP intends to lift these restrictions.	Resolve during design

### 5) PROCESS DETAILS: Completing the Written Warning

<b>Process ID:</b>	5
<b>Process Name:</b>	Completing the Written Warning
<b>Detailed Description:</b>	<p>This process documents the requirements for creating the Written Warning. Written warnings may be issued by Illinois State Police officers, Truck Weight Inspectors (TWI) and Conservation Police Officers.</p> <p>The Written Warning is used to warn the violator for alleged violations when a citation is not issued for that violation.</p> <p>There are two written warnings, Conservation Written Warning and the Uniform Traffic Written Warning. Up to six violations may be issued per Written Warning. A copy of the Written Warning is given to the violator.</p> <p>The application must give the officer the option to pre-populate Written Warning data from other applications similar to the citation population functionality.</p>
<b>External Agents Involved:</b>	Other applications on the MDC should provide data that can be used to populate certain Written Warning fields, e.g. results from a drivers license or vehicle plate queries.
<b>What causes the process to occur?</b>	An individual is stopped for an alleged violation of a statute.
<b>What happens after the process is complete?</b>	<p>Once the <i>Creating the Written Warning</i> process is complete, the Written Warning is printed. Court copies of Warnings are not required, since they are not transmitted or sent to the court.</p> <p>Also note that the Bond process is not completed on a Warning.</p>
<b>Additional notes:</b>	
<b>Information source:</b>	Records Bureau ENF-012.pdf Stop Card and Written Warning (hard copy)
<i>Functional Requirement – AS IS</i>	

*Functional Requirement – Suggestions/notes for TO BE*

## Written Warning Forms

- Stop Card and Written Warning Form 5-43.pdf
- ENF-012, Stop Card and Written Warning Form

## Written Warning

Written Warning data entities are defined in the E-Citation Data Definition spreadsheet, on the Warning tab.

Entity ID	Entity Name	Number of Occurrences		Owner/Author
		Current	Future	
Cmp-	Warning Complaint	1	1	
Def-	Warning Defendant	1	1	
Veh-	Warning Vehicle	1	1	
Vio-	Warning Violation	1	1	
loc-	Warning location			
inc-	Warning Incident	1	1	
Off-	Warning Officer Info	1	1	

## Written Warning Business Information Requirements

Business Rule ID	Business Rule	Related requirements components
5-1	Written Warnings are utilized by ISP and DNR Officers and Truck Weight Inspectors.	
5-2	Up to 6 violations may be issued per Written Warning.	
5-3	The Written Warning is printed and given to the violator.	

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
5-4	A violator may be issued citation(s) and Written Warning(s) during the same stop.	
5-5	The same Business Rules that apply to <i>Completing the Citation</i> and <i>Synchronizing with the Server</i> also apply to Completing the Written Warning except as noted below.	
5-6	A barcode Written Warning number is not required to be printed on the copy.	
5-7	Court appearance information is not required on the Written Warning.	
5-8	Bond is not required on the Written Warning.	
5-9	The business rules regarding the collection of TSSS data also apply to Written Warnings	Collecting TSSS Data
5-10	The required form to be printed is the Violator copy, since warnings are not sent to the Court. The officer always has the option to print a Police Record copy.	Collecting TSSS Data

### **Written Warning Issues**

<b>Issue ID</b>	<b>Description</b>	<b>Resolution</b>
5-A		

## 6) PROCESS DETAILS: Validating the citation

<b>Process ID:</b>	6
<b>Process Name:</b>	Validating the citation
<b>Detailed Description:</b>	This process documents the requirements for validating the citation. The E-Citations Data Definition spreadsheet defines mandatory and optional fields, but certain fields are dependent on the contents of other fields. These dependencies are documented here.
<b>External Agents Involved:</b>	
<b>What causes the process to occur?</b>	Validations occur during the <i>Completing a Citation</i> process.
<b>What happens after the process is complete?</b>	The citation will be printed and synchronized with the server.
<b>Business rules:</b>	Validations may be applied to the citation at any time while creating the citation.
<b>Additional notes:</b>	<a href="#">The eCitations Data Definition includes specific validation rules documented at the the field level.</a>
<b>Information source:</b>	Uniform Citation and Complaint Uniform Conservation Citation and Complaint Written Warnings (Both DNR and ISP) Overweight Ticket and Complaint ENF-018.pdf (DUI) ENF-011.pdf (citation)
<i>Functional Requirement – AS IS</i>	
<i>Functional Requirement – Suggestions/notes for TO BE</i>	

## Validating the Citation Business Information Requirements

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
6-1	The citation must be validated before printing. Citations missing required fields cannot be printed.	
6-2	If the violation cannot be located, the officer must be provided the option of manually entering a description. Citations where this description has been manually entered or modified must be flagged as such to be reviewed by the court so the appropriate offense code is assigned to the citation.	
6-3	Assist citations should not be forwarded to the court.	

## 7) PROCESS DETAILS: Collecting the bond

<b>Process ID:</b>	7
<b>Process Name:</b>	Collecting the bond
<b>Detailed Description:</b>	This documents the requirements for collecting the various forms of bond from the violator.  <b>All forms of bond</b> must be supported by the E-Citation application.
<b>External Agents Involved:</b>	Officer
<b>What causes the process to occur?</b>	The officer issues one or more citations for which a bond must be collected.
<b>What happens after the process is complete?</b>	Once the bond has been processed, the officer reviews the citation data, and prints the citation.
<b>Business rules:</b>	
<b>Additional notes:</b>	E-Bond has been approved by the Supreme Court, but requires approval of the chief judge in each county. Any law enforcement agency wishing to use E-Bond must address PCI Compliance issues. See <a href="http://www.state.il.us/court/SupremeCourt/Rules/Amend/2009/061109.pdf">http://www.state.il.us/court/SupremeCourt/Rules/Amend/2009/061109.pdf</a>
<b>Information source:</b>	Uniform Citation and Complaint (hard copy) Uniform Conservation Citation and Complaint Overweight Ticket and Complaint ENF-013.pdf
<i>Functional Requirement – AS IS</i>	
<i>Functional Requirement – Suggestions/notes for TO BE</i>	

### Collecting the Bond Business Information Requirements

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
7-1	The bond amount is only collected on one	

Business Rule ID	Business Rule	Related requirements components
	<p>Uniform Traffic or Uniform Conservation citation, even if multiple citations are issued to one defendant. The citation with the highest bond amount is the bonding citation. The other citations issued must identify the bonding citation number in Bond option #4 Bond Posted On Ticket No field.</p> <p>If citations are issued to more than one defendant on the same stop, a bond must be collected from each defendant.</p>	
7-2	<p>There may be multiple overweight citations issued to the same vehicle, same defendant. The bond amount is calculated on each the Uniform Overweight citation, and placed in the Total Bail line. This calculation is the sum of the violation fine, fees and surcharges.</p> <p>Fees and surcharges are County-specific.</p> <p>The bond must be completed and collected on <b>each</b> Overweight citation.</p>	Refer to the E-Citations Data Definition spreadsheet for Overweights for more information on the fees and surcharges.
7-3	The system will apply the relevant bond amount for the violation or the officer must enter the bond amount. Warnings do not require bond amounts.	Completing the citation
7-4	<p>Two bond types may be collected from a Uniform Traffic or Uniform Conservation citation. One bond type is required for citations; the second is optional.</p> <p>The bond types are listed in the E-Citations Data Definition spreadsheet, and in Issue #B-1.</p>	See Collecting the Bond Issue #7-A.
7-5	<p>Any physical bond (DL, bond card, cash) must be attached to a printed court copy of the citation and submitted to the district's court supervisor as per current process.</p> <p>Any future changes to this process must be allowed by the County.</p>	
7-6	If an I-Bond or Promise to Comply is issued,	

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
	<p>the violator must sign the printed court copy of the citation, which must be submitted to the district's court supervisor as per current process.</p> <p>Any future changes to this process must be allowed by the County.</p>	
7-7	<p>If multiple citations exist, the bonding citation should be the citation having the highest bond amount.</p> <p>The citation number of the bonding citation must be printed on every other citation in the bnd-BondPostedOn field so that every other citation references the bonding citation.</p> <p><i>Procedure - The officer must be instructed not to print the tickets until all citations are issued because the bonding citation number must be printed on the other citations.</i></p>	
7-8	<p>A report must be provided that summarizes the bond transactions for a specified date range for one county. The summary must be sub-grouped by bond method, and optionally filtered by officer.</p>	

### Issues regarding Bond Collection Business Rules

<b>Issue ID</b>	<b>Issue Explanation Rule</b>	<b>Related requirements components</b>
7-A	<p>Depending on the violation, two bond types may be appropriate. Please note that the most common violation that requires this is a DUI, but ADR treats it as a single bond type – 07.</p>	<p>Current ADR valid codes are listed below.</p> <p>00 Unknown  01 No Bond  <b>02 Driver's License</b>  <b>03 Personal Recognizance/Individual</b>  <b>04 Cash Bond</b>  <b>05 Bond Card</b>  <b>06 10% Deposit Bond</b>  <b>07 DUI Bond (DL+\$1000 or 10%)</b>  08 Real Estate  09 Securities  <b>10 Bond on Companion Case</b>  11 Appeal Bond</p>

<b>Issue ID</b>	<b>Issue Explanation Rule</b>	<b>Related requirements components</b>
		12 Bond Transfer <b>13 Notice to Appear</b> <b>14 Promise to Comply</b> 25 Other

## 8) PROCESS DETAILS: *Printing the citation*

<b>Process ID:</b>	8
<b>Process Name:</b>	Printing the citation
<b>Detailed Description:</b>	<p>This process documents the requirements for printing the citation, which requires a printed violator copy and includes options for printing additional copies as requested by the user.</p> <p>This process also addresses issues and concerns regarding electronic signatures.</p>
<b>External Agents Involved:</b>	
<b>What causes the process to occur?</b>	The officer completes requests to print a citation
<b>What happens after the process is complete?</b>	<p>Once the <i>Printing the citation</i> process is complete, the officer may re-enter <i>Printing the citation</i> (in the event of a print failure). Once the citation has been printed, the application automatically attempts to transmit the citation data to the server if wireless coverage is available.</p> <p>Printing the citations does <b>not</b> automatically complete the traffic stop. The officer may create citations against one or more violators during the same traffic stop.</p>
<b>Business rules:</b>	Before <i>Printing the citation</i> , the citation must be validated (see <i>Validating the Citation</i> ) and the officer must be informed of and acknowledge any citation validation warnings. Citations may still be printed regardless of the warnings.
<b>Additional notes:</b>	This functionality (process and print layout format) must be approved by the Article V Committee and the IL Supreme Court.
<b>Information source:</b>	Uniform Citation and Complaint (hard copy) Uniform Conservation Citation and Complaint Overweight Ticket and Complaint
<i>Functional Requirement – AS IS</i>	

<i>Functional Requirement – Suggestions/notes for TO BE</i>	

### Printing the citation Business Information Requirements

Business Rule ID	Business Rule	Related requirements components
8-1	<p>The system must guarantee that no data elements on the citation can be changed after the citation is printed by any user role, including administrators with the exception of the Expungement user role. This applies to all citations and warnings.</p> <p>The metadata must be maintained separately from the citation data elements so that the integrity of the original citation data is uncompromised.</p>	See the E-Citations Data Dictionary spreadsheet.
8-2	The system must maintain citation data at the time it was <b>printed</b> and issued to the violator and to the court.	Printing the citation
8-3	The system must create an image from the printed version of the citation.	Printing the citation
8-4	<p>The officer must have different print options for printing the Traffic or Conservation citation leaf copies:</p> <ul style="list-style-type: none"> <li>○ Violator</li> <li>○ Complaint</li> <li>○ Police Record</li> <li>○ Report of Conviction</li> <li>○ Court Disposition</li> <li>○ Court Communication</li> </ul> <p>Overweight leaf names:</p> <ul style="list-style-type: none"> <li>● Complaint</li> <li>● Disposition Report</li> <li>● Police Report</li> <li>● Violators Copy</li> <li>● Court Communication Copy</li> </ul> <p>The leaf name of the citation must be printed on the citation.</p>	
8-5	The Violator copy of the citation must include the admonishments.	

Business Rule ID	Business Rule	Related requirements components
8-6	There is no supplemental information on the Complaint copy, aka the court copy.	
8-7	The Report of Conviction copy must include the approved language for the court to report the conviction and sentencing information.	
8-8	The Court Disposition copy must include the approved language for the court to report the disposition information.	
8-9	The Court Communication copy must include the approved language for pleading guilty or requesting a trial.	
8-10	The completed TSSS information may be printed separately, but alongside, the Police Record copy of the citation, if it is available at the time of printing.	See Completing TSSS data.
8-11	The TSSS information can be printed after the citation is complete and the traffic stop is closed, if necessary.	
8-12	Once the citation has been printed, the citation status automatically changes to Complete and is available to be transmitted with the application's next transmission.	
8-13	The officer is not required to print if the Assist method is selected. If Assist is true, officer should be asked to print or not, and be able to decline to print anything. The officer must have the ability to change the status to complete and submit the citation for transmission.	
8-14	The application must record the datetime stamp at which time the citation was attempted to be printed, <b>for each print attempt</b> . Each print attempt must be numbered incrementally, e.g. print attempt 1, print attempt 2, etc. a) The printed copy of the citation must identify the print attempt, and the date time stamp on which it was printed.	See the E-Citations Data Dictionary, metadata tab contains print attempts.
8-15	The citation print date is determined by the system, and is read-only.	
8-16	ISP would prefer that each citation print	

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
	attempt identify the success code as returned by the printer, which would indicate a successful print or a failure and a reason code.	
8-17	The Article V Committee is expected to issue guidelines on the minimum archival quality of the paper on which the citation is printed. At this time, ISP has priced 20 year archival thermal paper.	
8-18	The Article V Committee is expected to work with the county clerks and issue recommendations on the size of the court copy of the citations. ISP is planning on printing citations on the left side of a standard letter size paper, in portrait mode. Extra information like violator rights or court information will print on the right side. Final format of printed citation can be determined at design time.  Pending guidance, ISP might be required to print copies in landscape mode for the circuit clerks. This is TBD.	Please see the image Sample e-Citation.pdf
8-19	Violators are required to sign a court copy of the citation if the Bond is (7) Promise to Comply or (8) Individual Bond (I-Bond). The application must remind the officer that the violator must sign the Court copy.	Collecting the bond
8-20	The officer must have ability to query for and print any citation from the server. The citation must be consistent in content and format with what was issued to the violator. Any “leaf” of the citation can be printed, e.g. Police record, court copy, etc.	
8-21	Only the violation for which the citation is issued is displayed on the printed citation.  The written warning may contain up to six (6) violations on a single document.	
8-22	Only the bond method(s) that is collected is displayed on the citation.	Printing the citation
8-23	If the Bond method is E-bond, the credit card authorization number must be printed in the bond section.	
8-24	Officer Notes appended to the citation information are only printed on Police Record	This field is met-OfficerNotes

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
	and are not provided to the violator or the court.	

## 9) PROCESS DETAILS: Collecting TSSS data

<b>Process ID:</b>	9
<b>Process Name:</b>	Collecting TSSS data
<b>Detailed Description:</b>	<p>This process documents the requirements for collecting the Traffic Stop Statistical Study (TSSS) data. TSSS data is collected as required by statute. This data is collected as a result of a traffic stop, not as a byproduct of a citation or warning. If no citation or warning is issued as a result of a stop, all TSSS data must be manually entered by the officer. However, if a citation or warning <b>was</b> issued as a result of the stop, several TSSS fields may be derived or drawn from the citation or warning data and the officer must not be required to enter it a second time.</p> <p>TSSS data collection is not always required depending on circumstances surrounding the stop. In these cases, the officer is allowed to indicate TSSS data is not required and provide a reason why.</p> <p>The officer can complete the TSSS data after all citations/warnings have been completed and the violator has been released.</p> <p>The TSSS data definition is included in the E-Citation Data Definition spreadsheet. The TSSS fields are mapped to the citation data elements. If the mapping is a direct one-to-one mapping, it is assumed that the TSSS data element will be directly populated from the citation. Further business requirements for handling or manipulating TSSS data are described below.</p>
<b>External Agents Involved:</b>	Officer
<b>What causes the process to occur?</b>	<p>The officer has made a traffic stop and is complying with the statute 625 ILCS 5/11-212. TSSS data is routinely collected on every traffic stop, although there are situations where it is not required.</p> <p>The officer is not required to issue a citation or a warning in the event of a stop, so the TSSS data is not required to be linked to a citation or a warning. A “stop event” may not include any citations or warnings.</p>
<b>What happens after the process is complete?</b>	The TSSS has been collected on a stop.
<b>Business rules:</b>	TSSS data is not printed or provided to the violator. It is stored as supplementary information linked to the traffic stop. This

	information is later collected and provided electronically to IDOT.
<b>Additional notes:</b>	
<b>Information source:</b>	Illinois State Police Stop Card and Written Warning TSSS data layout (IDOT)
<i>Functional Requirement – AS IS</i>	
<i>Functional Requirement – Suggestions/notes for TO BE</i>	

### Collecting TSSS Data Business Information Requirements

See the Citation Data Definition for the mappings between the citation data and the TSSS data fields.

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
9-1	TSSS data must be exported in a ~ delimited text format that conforms to the IDOT TSSS Specification.	See E-Citation Data Definition, DD TSSS IDOT tab.
9-2	TSSS must stand alone, avoiding dependence on any citations or warnings that resulted from the stop. The TSSS data is required to be transmitted to the server and otherwise transmitted the same as citation data.	
9-3	The TSSS data may be completed after the violator has been processed and released and may have to transmit separately from any citation(s) and/or warning(s) which resulted from the stop.	
9-4	If a citation or warning was issued as a result of the stop, several TSSS fields may be derived or taken from the citation and the officer must not be required to enter it a second time	
9-5	The entire set of TSSS data must be maintained separately from any citation or warning from which it may be derived. Information from the citation or warning must be copied over to the TSSS data and presented to the officer for review, but ultimately saved as a distinct set of data elements.	
9-6	Information pulled from citations or warnings must conform to the following rules:	TSSS

Business Rule ID	Business Rule	Related requirements components
	<ul style="list-style-type: none"> <li>• The citation defendant first and last name must be concatenated into the following format: <i>Last, First</i></li> <li>• The two citation defendant address fields must be concatenated into one TSSS address field.</li> <li>• The citation defendant gender field must be changed :<i>M = 1; F = 2</i>; If Unknown is selected on the citation, the officer must select male or female for the TSSS data.</li> <li>• The citation zip code allows for the 4-digit zip extension. This must be removed from the zip code, as only the normal 5 digit zip code is used for TSSS data.</li> </ul>	
9-7	The TSSS year of birth field must be determined from the full birth date on the citation.	TSSS
9-8	The officer name (TSSS item 4) must be derived from the login	TSSS
9-9	The Beat Location of Stop (TSSS item 19) – see issues	TSSS See TSSS issues #9-A
9-10	TSSS data elements 37-42 are only collected if TSSS data element 32 (was a consent search on the vehicle requested) is YES and consent was granted (TSSS data element 33 is YES), otherwise default elements 37-42 to (0) Not applicable.	TSSS
9-11	TSSS data elements 21-31 are only collected if element 20 ( was a search conducted/requested other than vehicle consent) is YES. Otherwise default elements 21-31 to (0) Not applicable.	TSSS
9-12	TSSS item 18 Result of Stop must default to Citation if at least one citation was issued during the stop. If only one or more warnings and no citations were issued, this defaults to Written Warning. If no citations or warnings were issued, this defaults to Verbal Warning.	TSSS
9-13	TSSS item 17 Type of Moving Violation must be selected by the officer. It is optional if this field can be determined based on the violation issued.	TSSS
9-14	TSSS data should only be collected once per	TSSS

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
	<p>stop, regardless of how many citations or warnings were issued to the violator. If citation(s) were issued, the TSSS data should be derived from the bonding citation. If only warnings were issued, the TSSS data should be derived from the first warning created.</p> <p>If citations or warnings were issued to multiple violators as a result of one stop, (e.g. both driver and passenger), thereby resulting in multiple bonding citations, the Officer must pick the citation to use as the source for the TSSS data. In practice, this will be the driver's bonding citation.</p>	
9-15	In some cases, TSSS data is not required at all. The officer must have the ability to indicate that TSSS data was not required. If this is indicated, the officer must provide a short description why.	
9-16	Officers must be able to add TSSS data to a stop, regardless of stop status. In certain situations, officers may have to be able to complete a TSSS dataset after a period of time, i.e. due to officer safety issues at the time of the stop.	
9-17		
9-18	All enumerated <u>TSSS</u> data fields (e.g. Driver Race) must be selected by the officer. The officer is not allowed to enter custom/free text data in a TSSS field.	

### **Issues regarding TSSS Collection Business Rules**

<b>Issue ID</b>	<b>Issue Explanation Rule</b>	<b>Related requirements components</b>
FYI	The TSSS beat location of stop is the district of occurrence for ISP Citations.	
9-A	Export of TSSS data must conform to the published IDOT specification.	

## 10) PROCESS DETAILS: Synchronizing with the Server

<b>Process ID:</b>	10
<b>Process Name:</b>	Synchronizing with the server
<b>Detailed Description:</b>	<p>This process documents the requirements for transmitting completed citation(s), warning(s) and TSSS data to the server.</p> <p>This process also includes receiving updates for the offense code table, officer court appearance dates and application maintenance updates</p> <p>Once citations are updated to a status of Complete on the officer's MDC, they await the next synchronization process which will transmit the citation data to the server. In return, the server will return an acknowledgement to the MDC regarding the status of the transmission.</p>
<b>External Agents Involved:</b>	Officer
<b>What causes the process to occur?</b>	<p>The client application determines at intervals that there is untransmitted data.</p> <p>The officer initiates a transmission attempt.</p> <p>The officer indicates a log off and directs the client to attempt a transfer.</p> <p>The officer indicates an export to a peripheral device with the intent to upload data from a LAN computer.</p> <p>The officer logs on to the server.</p> <p>The officer attaches a peripheral device that contains synchronization information from the LAN computer</p>
<b>What happens after the process is complete?</b>	The client application's electronic data is stored on the server.
<b>Additional notes:</b>	
<b>Information source:</b>	
<i>Functional Requirement – AS IS</i>	
<i>Functional Requirement – Suggestions/notes for TO BE</i>	

## Synchronizing with the Server Business Information Requirements

Business Rule ID	Business Rule	Related requirements components
10-1	The transmission process must support both over-the-air transmission and transmission over a LAN, if the MDC is removed and plugged into a LAN connection.	
10-2	<p>The server synchronization process should attempt to:</p> <ul style="list-style-type: none"> <li>• submit all unacknowledged completed citations/warnings</li> <li>• submit all unacknowledged completed TSSS data sets</li> <li>• receive any application updates including code tables</li> <li>• receive any officer updates, including court appearance information</li> </ul>	
10-3	When an officer successfully logs into the server, the server synchronization process must attempt itself.	
10-4	If a transmission attempt is made, any and all unacknowledged data must be sent regardless of the officer signed into the application.	
10-5	The server must acknowledge the receipt of the transmission back to the local device. If there are unsuccessful transmissions, the local device must attempt to re-transmit at certain intervals.	
10-6	Completed and submitted citations/warnings can be stored on the local device for a period of days. . <b>Un-transmitted or unacknowledged citations may not be deleted.</b>	
10-7	An interface to search for a citation is required. All fields are available as search criteria. The citation can be displayed and printed by the client.	
10-8	<p>The officer must have the ability to export completed citations/warnings to a peripheral device in order to synchronize manually with a server.</p> <p>This functionality will allow officers the ability to submit their citations/warnings without requiring wireless network connectivity.</p>	Please note that the contents of the peripheral devices will be encrypted according to security guidelines.

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
10-9	<p>If the officer exports to a peripheral device for submission, the server should store acknowledgments, updates and numbering synchronization information on the peripheral device.</p> <p>The officer must have the ability to synchronize the MDC with the peripheral device to store acknowledgements, process application updates and confirm numbering synchronization.</p>	

<b>Issue ID</b>	<b>Issue Explanation Rule</b>	<b>Related requirements components</b>
10-A	<p>Supreme Court rules require that citations be delivered to the court with 48 hours of issuance. Regardless of the system's ability to transmit and/or receive citation data, the paper Complaint copy must be delivered to the court no later than 48 hours after issuance. This is a matter of procedure that must be included in the directives. It is anticipated that paper will eventually be eliminated.</p>	

## 11) PROCESS DETAILS: Reviewing the citation

<b>Process ID:</b>	11
<b>Process Name:</b>	Reviewing the citation
<b>Detailed Description:</b>	<p>.</p> <p>While citations will be selected and identified as available for the Supervisor to review, it is possible for a physical Complaint copy and bond to be delivered to the district before the server receives the electronic citation. This has been identified as a procedural concern.</p> <p>This document describes the process applied to manage and track citation reviews by supervisors. Certain indicators on submitted citations will be used to identify citations for review. During design, these indicators can be documented and predefined queries can be provided with the application to easily identify and access those citations.</p> <p>Reviewed citations are noted as such by a reviewed date and time as well as supervisor signature.</p>
<b>External Agents Involved:</b>	Supervisor
<b>What causes the process to occur?</b>	Citations are submitted to the server and selected for review by the review options configured for the District of Assignment.
<b>What happens after the process is complete?</b>	The citation is marked as reviewed by a supervisor, digitally signed and timestamped.
<b>Additional notes:</b>	
<b>Information source:</b>	
<i>Functional Requirement – AS IS</i>	
<i>Functional Requirement – Suggestions/notes for TO BE</i>	

## Reviewing the Citation Business Information Requirements

Business Rule ID	Business Rule	Related requirements components
11-1	<p>A configurable number of citations must be delivered to a supervisor account for quality review.</p> <p>Note: Some districts have multiple supervisors reviewing every ticket. Some districts review the required 10%.</p>	Supervisor review
11-2	<p>Supervisor review options are:</p> <ol style="list-style-type: none"> <li>1) X% of all citations, randomly chosen.</li> <li>2) Option for mandatory review of all citations with (method #6) Complaint Signed set to True. (e.g. checkbox)</li> <li>3) Option for mandatory review of all citations with Accident Type = FATAL (e.g. checkbox)</li> <li>4) X% of all citations per officer configured on an officer by officer basis.</li> </ol> <p>Both 0% and 100% are valid options.</p>	
11-3	Supervisor requires the ability to indicate that a citation was reviewed.	
11-4	<p>Any Active user has read-only access to every citation in the system. Supervisors can review any citation, regardless of whether or not it has been flagged for review.</p> <p>Interface to search for a citation is required. All fields are available as search criteria.</p>	
	During review, the supervisor cannot make changes to citation data except when the status of the citation under review is "Void Requested" in which case the only field enabled for update is the Citation Status which can only be changed to Void.	
11-5	A delinquent ticket report is required that identifies ticket numbers that have been assigned to an officer, but the citation has not yet been submitted and completed. This report must be grouped by ticket type, and handle the paper ticket book assigned sequences as well.	
11-6	The bond summary report lists all bond	

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
	transactions including bond method, names, amounts, citation numbers and cc authorization codes where applicable. The report is grouped either by officer or by bond method. A day or date range is required, and either a district or a single officer ID is required.	

<b>Issue ID</b>	<b>Issue Explanation Rule</b>	<b>Related requirements components</b>

## 12) PROCESS DETAILS: Voiding the citation

<b>Process ID:</b>	12
<b>Process Name:</b>	Voiding the citation
<b>Detailed Description:</b>	<p>This process documents the requirements for setting a void status on a citation, including citations issued on paper. Additional paperwork is required to formally void the citation, which is maintained outside of the system.</p> <p>Once an officer indicates that a citation should be voided, the status on the citation will be set to “Void Requested”. The supervisor will ensure that the proper paperwork is completed and set the status of the citation to “voided”.</p>
<b>External Agents Involved:</b>	Office of Inspections should review the electronic void process.
<b>What causes the process to occur?</b>	An officer requests that a citation should be voided
<b>What happens after the process is complete?</b>	The supervisor has reviewed and approved the void of the citation.
<b>Business rules:</b>	
<b>Additional notes:</b>	
<b>Information source:</b>	
<i>Functional Requirement – AS IS</i>	
<i>Functional Requirement – Suggestions/notes for TO BE</i>	

## Voiding the Citation Business Information Requirements

Business Rule ID	Business Rule	Related requirements components
12-1	The officer must have the ability to request to void a citation. The status on the citation indicates that a void is pending.	
12-3	The supervisor must have the ability to approve the void of the citation. The status on the citation then indicates that the citation is voided.	
12-4	The ISP must be able to identify voided and void requested citations, as additional paperwork also needs to be completed.	
12-5	The Supervisor cannot modify, add or delete any data on the citation.	
12-6	<p>One role (Expungement) must have the ability to change data on a submitted citation. This user role has the ability to make changes to the submitted citation at any time. Data that is removed from the citation will be replaced with the phrase “EXPUNGED” or “SEALED”. Any data element or any portion of the data element may be updated to this phrase, but not deleted.</p> <p>For example, the defendant last name may be changed to EXPUNGED. Date fields may be changed to 1/1/1900 to indicate an expunged date.</p>	As a matter of practice, this role is assigned to an extremely limited number of people in the Records Bureau.
12-7	If any graphical image of the citation is stored by the application, that image is also required to be redacted, or deleted in its entirety.	
12-8	<p>If a expungement modification is saved to a citation, the user ID of the person is saved to citation metadata and the user is required to complete a free text description of the expungement order.</p> <p>This is a free text field that the user should use to record the court and court order information.</p>	

## Sending Electronic Citation Data to the Courts

The AOIC is in the process of updating the ECitation Data Dictionary. The previous version from 2002 is included in this package.

### Court Disposition Process

Courts report the electronic dispositions to the AOIC, who then disperse the electronic dispositions to ISP DNR, and other state agencies as required. The format of the Automated Disposition Reporting messages and data dictionary is documented in the file *Automated Reporting Data Dictionary - January 1, 2008.pdf*. The ADR State Police Traffic Output Record Format (85 bytes, as defined in Section 3.1) is used by IL State Police Traffic, however an 1100 byte version has been proposed which includes the full set of citation data.

**Note: The AOIC is considering changing this format in a future release of the ADR format specification.**

Courts who do not report dispositions electronically must send dispositions manually to the reporting agency, as well as the other state agencies. Local agencies who are not equipped to receive electronic dispositions also receive the dispositions on paper.

A disposition data entry screen is required so that an ISP user can enter dispositions that are sent on paper. The user must be able to search for a citation, most often by citation number, and the user must be able to enter a disposition and an optional amended charge.

Citation numbers are not guaranteed to be unique, so the user must be presented with Defendant, County and Date of Issue information so that the correct citation can be selected.

There may be more than one disposition on a citation. The disposition data for Overweights is different than disposition data for traffic citations.

Business Rule ID	Business Rule	Related requirements components
GEN-1)	The e-Citation application must be able to run on the MDC in the officer vehicle. This is currently a Windows XP environment. (There are no plans to migrate to Vista at this time.)	More detailed specifications are available.
GEN-2)	The e-Citation application must be able to run on a local computer on a LAN. Local PCs are Windows XP Professional.	
GEN-3)	Any user must be able to query for and retrieve citations that match the criteria. Any field may be used for queries, including metadata fields.	Printing the citations

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
	Citation must be able to be printed, and the leaves marked appropriately. Print timestamp must be recorded in the same manner as officer printing.	
GEN-4)	Only active officer accounts are allowed access to the application.	General
GEN-5)	A password is required for each Active account. ISP would like to use a single sign-on if possible. It is known that the use of PKI may require a second sign on.	General
GEN-6)	In all cases where a signature is required, an electronic signature must be an option.	
GEN-7)	All reports must be able to printed.	

## ***User Roles***

<b>User Class</b>	<b>Tasks</b>	<b>Concerns</b>
Officer	<ul style="list-style-type: none"> <li>• Citation Creation (all kinds)</li> <li>• Citation Submission</li> <li>• Void Request</li> </ul>	
Data Entry	<ul style="list-style-type: none"> <li>• Citation Creation</li> </ul>	
Truck Weight Inspector	<ul style="list-style-type: none"> <li>• Overweight Citations only</li> </ul>	
Supervisor	<ul style="list-style-type: none"> <li>• Citation Review</li> <li>• Void Approval</li> <li>• Citation Creation</li> </ul>	
Court Officer	<ul style="list-style-type: none"> <li>• Court Appearance Management</li> <li>• Citation Review</li> </ul>	
Hireback Program Coordinator	<ul style="list-style-type: none"> <li>• Maintains hireback program data</li> </ul>	
Hireback Supervisor	<ul style="list-style-type: none"> <li>• Signs hireback shift reports</li> </ul>	
Ticket Book Administrator	<ul style="list-style-type: none"> <li>• Receives shipments</li> <li>• Assigns cases to districts</li> </ul>	

User Class	Tasks	Concerns
	<ul style="list-style-type: none"> <li>• Void</li> </ul>	
District Ticket Book Administrator	<ul style="list-style-type: none"> <li>• Receives cases from Springfield</li> <li>• Assigns ticket books to officers</li> <li>• Void</li> </ul>	
Redaction	<ul style="list-style-type: none"> <li>• Redaction ability</li> </ul>	
Administrator	<ul style="list-style-type: none"> <li>• Maintain offense code table</li> <li>• All other tasks with the exception of Redaction.</li> </ul>	

## **System Use Case list**

- UC Hireback Shift
- UC Request Ticket Book
- UC Return-Void Book
- UC Ticket Book Case Management
- UC EBond

## User Interface Requirements

Business Rule ID	Business Rule	Related requirements components
UI-1)	<p>All universally required fields must be visually identifiable to the officer, .e.g. marked with an asterisk, named in boldface, etc.</p> <ul style="list-style-type: none"> <li>a) Any optional field does not have to be identified as such.</li> <li>b) Any field that is dependent on the contents of another field does not have to be identified as such, but it is optional that the interface dynamically identify when a conditional field becomes required, and highlight it as required.</li> </ul>	User interface
UI-2)	Day and night viewing modes and the officer's ability to toggle between them are required.	User Interface
UI-3)	<p>Save, Print and Submit are separately managed functions.</p> <ul style="list-style-type: none"> <li>• Save saves the citation and additional information to the local computer.</li> <li>• Print invokes Validating and Printing the Citation</li> <li>• Submit invokes Transmitting, Storing and Reviewing the Citation.</li> </ul>	User Interface
UI-4)	<p>Every field on the citation <b>except for citation number, agency and officer ID, and issue date</b>, must be modifiable by the Officer even if it was auto-populated by another mechanism.</p> <p>The Data Entry role must have the ability to enter all data elements on the citation.</p>	User interface
UI-5)	The officer must have the option of entering the violation by either violation code or alphabetically by text description. The list should automatically jump to the correct position in the list as the officer types characters on the keyboard.	User interface
UI-6)	<p>The application must display a welcome message to the officer that displays the Officer ID, current District/Region/Zone of Assignment., list of Court Appearance Dates and ask if working a hireback shift, i.e. <i>"Welcome Officer #1235, District 15.</i></p>	

<b>Business Rule ID</b>	<b>Business Rule</b>	<b>Related requirements components</b>
	<p><i>Your scheduled court appearances are as follows:</i></p> <p><i>DuPage County: 6/27/09 1pm-4pm.</i></p> <p><i>Kane County: 7/6/09 7am – 12pm.</i></p> <p><i>Are you working a hire back shift? YES/NO</i></p>	

## Performance Requirements

- The system must be available 24 hours per day, 7 days of the week, 365 days of the year.
- An unplanned system outage must last no longer than one calendar day before the system is restored.
- All planned system outages must be requested in writing, submitted and approved in advance of the outage. Planned system outages will be scheduled by ISP Command. Planned system outages must last no longer than four (4) hours.
- Data changes, e.g. code table changes, must be pushed out to all officers who are currently logged into the system and in coverage within 10 minutes of the change. For officers who are not logged in, or are not in coverage, changes must be delivered to the officer during the next successful synchronization process with the server.
- The application must run in environments where wireless networks are not available. The synchronization process with the server must occur using either a wireless network connection or a LAN connection or transferring data with a peripheral device like a USB drive.
- The creation of the first citation must not take longer than six (6) minutes by a trained, experienced Officer. Subsequent citations to the same violator must not take longer than three (3) minutes.
- Transmissions and server synchronizations must not interfere with the citation creation performance metrics.
- The client application must continue to attempt to send un-transmitted and un-acknowledged citations and warnings to the server until all messages have been acknowledged as received, or have been marked as manually uploaded.
- When the officer logs out of the application, the client application must inform the officer of any un-transmitted and un-acknowledged citations and warnings, and ask if a transmission attempt should be made. An officer may log out with un-transmitted and un-acknowledged citations and warnings.

## **Security Requirements**

### ***Security of Data***

The data security requirements described here are general requirements for all law enforcement data stored on the MDC, not just electronic citation data.

### **Hard Drive Encryption**

According to the Personal Information Protection Act (815 ILCS 530/1), the following data elements are considered “personal information” when combined with first and last name: social security number and driver’s license number. The Act specifies that those information elements must be encrypted or redacted. Data that is exported to thumb drives or written to CD/DVD must also be encrypted.

Specific encryption software for data security on the MDC should be addressed.

### ***Authentication of Citation Document and Officer Signature***

This entire section is pending approval and guidance from the Article V Committee and has not been resolved at the time of this publication.

### **Signature Authentication with Entrust**

Secure user authentication is required in order to attach a verified digital signature to a court document. Once the digital signature is attached to the citation or warning, no further modifications can be made to the original document. The Officer’s electronic signature is required before printing the citation.

The digital certificate can be managed in several different ways within the CMS implementation of Entrust. The ISP expects the digital certificate to be stored on the local devices. The officer must be required to login to Entrust and validate the digital signature at the start of each login session.

Once the signature is attached to the warning or citation, the citation may be printed. No further modifications can be made to any data on the original form of the citation.

## Quality Requirements

- Support and Help Desk requirements are TBD. 24-hour support coverage is required.
- 100% of the data must be received and stored on the server exactly as was entered by the Officer or the Data Entry person, without exception.
- All citation data, including any images of citations, must be retained until specifically archived and removed by an agency administrator.

## Disaster Recovery Requirements

- A comprehensive disaster recovery plan must be developed, but input from the user community has not been solicited. The details of a D/R plan must be specific to the implementation, which has not been determined at this point.
- The D/R plan can assume that an officer has one paper ticket book from which to write citations in the event of an outage. If an officer has a partial ticket book, how many blank citations remain before an officer requests a second book? Generally, the answer to this question indicates the fewest amount of citations that an officer has “in reserve.”
- In the event of a true disaster (as opposed to a system outage), how many citations will an officer expect to write in the first 12 and first 24 hours, rather than being tasked with first responder or emergency duties?

## Revision Log

Description of Change	Made by	Date
Initial Draft	Lisa Goodwin	June 30, 2008
Second Draft	Lisa Goodwin Carie Smith	June 1, 2009
Third Draft	Lisa Goodwin Carla Chandler Sherri Akers	June 30, 2010