

ILLINOIS STATE POLICE DIRECTIVE ENF-009, UNIVERSAL ADDENDUM FORM

RESCINDS: ENF-009, 2013-027, revised 02-13-2013.	REVISED: 11-02-2016 2016-034
RELATED DOCUMENTS: ENF-008, OPS-029	RELATED CALEA STANDARDS: 82.2.1, 82.2.4

I. POLICY

The Illinois State Police (ISP) will document information in an efficient and consistent manner.

II. PROCEDURES

II.A. Officers must submit reports via the TraCS application, if the District/work unit has functioning TraCS software. Officers who do not have access to a Mobile Data Computer (MDC) or functioning TraCS software, at the time of the report, will enter the report in TraCS when they return to their District/work unit.

II.B. ISP work units not currently using TraCS will complete the Universal Addendum Form. The Universal Addendum Form, ISP 5-264 (available in the ISP Document Library at <http://maphome/documentlibrary>), facilitates documentation of:

- II.B.1. Narrative statements
- II.B.2. Passenger-witness listings
- II.B.3. Roadside safety check information
- II.B.4. Other information that would not require an additional report form

II.C. The Universal Addendum Form will be:

II.C.1. Submitted via the TraCS application, if the District/work unit has functioning TraCS software.

Officers who do not have access to a Mobile Data Computer (MDC) or functioning TraCS software, at the time of the report, will enter the report in TraCS when they return to their District/work unit.

NOTE: Once the officer has entered the required information into TraCS from a reference copy, due to TraCS being unavailable, the supervisor will verify the information has been properly entered.

After the supervisor verifies the reference copy or copies have been entered into TraCS, the supervisor will provide the officer notification, via email, that they can destroy the reference copy or copies, by shredding them at the District, Zone or work unit; to ensure any protected or privileged information is protected from outside viewing.

II.C.2. Used in conjunction with existing ISP report forms when it is necessary to document needed information on an additional report (i.e., Field Report ISP 5-48, available in the ISP Document Library at <http://maphome/documentlibrary>, and Traffic Crash Report, SR-1050, available from the ISP Quartermaster).

II.C.3. Attached to the report it is associated with and submitted in the same manner for review.

II.C.4. Reviewed for completeness and accuracy by the same supervisor who reviews the base report.

II.D. Completion of the following fields is mandatory and data should be consistent with the original report:

- II.D.1. Original Report Type
- II.D.2. Report Date
- II.D.3. Original Report Number
- II.D.4. Investigating/Reporting Officer's Signature
- II.D.5. ID Number
- II.D.6. District Number
- II.D.7. Date

II.E. The reporting officer will also enter name, narrative, diagrams, etc. When listing witnesses and/or passengers, use a (P) for passenger and a (W) for witness preceding the person's name.

II.F. As an alternative, a computer-generated sheet may be used as long as the base report number is in the upper right-hand corner and the pages are numbered as "Page x of y." – This wording is included in ENF-008. If the alternative, computer-generated sheet is used to supplement a Traffic Crash Report, it must be scanned and submitted as an attachment to the Traffic Crash Report for automatic, electronic submission to the Illinois Department of Transportation.

| Indicates new or revised items.

-End of Directive-