

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

<b>RESCINDS:</b> ENF-011, 2022-192, revised 09-13-2022.	<b>REVISED:</b> 01-03-2023 <b>2023-016</b>
<b>RELATED DOCUMENTS:</b> ADM-137, ENF-012, ENF-018, ENF-029	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 61.1.2, 61.1.4, 61.1.5, 82.2.2, 82.2.4, 82.2.5, 82.3.3, 82.3.4, 82.3.5

### I. POLICY

The Illinois State Police (ISP) will ensure personnel who are provided a book of Illinois State Police Citation and Complaint forms, ISP 5-052, available from the Patrol and Investigative Records Section (PIRS), Division of Justice Services (DJS), will use the forms to document arrests.

### II. PROCEDURES

#### II.A. Accountability

- II.A.1. Officers must submit ISP Citation and Complaint forms, ISP 5-052, via the Departments Traffic and Criminal Software (TraCS) application, providing the troop/work unit has functioning TraCS software.
- II.A.2. Officers who do not have access to a mobile data computer (MDC) or functioning TraCS software at the time of the issuance of the ISP Citation and Complaint form, ISP 5-052, will complete a hard copy of the ISP 5-052 and enter the required information from the ISP 5-052 into TraCS when they return to their troop/work unit.
- II.A.3. The original ISP 5-052 will be forwarded to the PIRS, where it will be archived pursuant to the Illinois Secretary of State's State Records Act.
- II.A.4. Upon issuance of the ISP Citation and Complaint book, ISP 5-052, the Receipt for Ticket Books form, ISP 5-042, will be completed and signed by the receiving officer.
- II.A.5. Each Troop or work unit issuing the ISP Citation and Complaint book, ISP 5-052, will scan and email the signed Receipt for Ticket Books form, ISP 5-042, to the PIRS at [ISP.Patrol.Records.Unit@illinois.gov](mailto:ISP.Patrol.Records.Unit@illinois.gov), where it will be logged into the Ticket Book Accountability database.
- II.A.6. The Troop work unit will maintain the hard copy of the Receipt for Ticket Books form, ISP 5-042, for a period of two years after the last ticket of the ticket book has been issued or voided.

#### II.B. Completing the Citation and Complaint

- II.B.1. Instructions for completing the hard copy of the Citation and Complaint form, ISP 5-052, are in Addendum 1 of this directive. Instructions for completing E-Citation are in Addendum 3 of this directive.
- II.B.2. Only one circumstance or means for initiating an arrest will be entered on each citation and only one violation will be recorded on each citation.

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

- II.B.2.a.1) Accident/Traffic Crash
- II.B.2.a.2) Complaint Signed
- II.B.2.a.3) Aircraft
- II.B.2.a.4) RADAR/HH RADAR
- II.B.2.a.5) VASCAR
- II.B.2.a.6) PL Car
- II.B.2.a.7) Marked
- II.B.2.a.8) Other (LIDAR in notation)

- II.B.2.b. The literal description of the violation must correspond with the section number used.
  - II.B.3. Only one citation per charge will be written by ISP for each charge against an individual regardless of the number of officers involved.
    - II.B.3.a. Criminal offenses will be listed in the offense section of the field report.
    - II.B.3.b. In group apprehensions (raid, roadblock, etc.), the detail supervisor will determine who will complete citations and for what charges.
  - II.B.4. Hard copy citations will be completed with a black ball-point pen. Legibility of all copies is critical.
  - II.B.5. Supervisors will quality check a minimum of 10 percent of all citations written by officers under their supervision and record the citations reviewed on ISP Form 5-903.
  - II.B.6. Traffic Stop Statistical Study Stop Card Completion
    - II.B.6.a. If a law enforcement officer stops a motorist for an alleged violation of the Illinois Vehicle Code, then the officer will record the required information in accordance with ENF-012, Stop Card Completion.
- II.C. Distributing Citation and Complaint Form Copies
- II.C.1. Distribution of Citation and Complaint form copies will be made in accordance with Addendum 2 of this directive.
  - II.C.2. Upon completion of data entry into TraCS or a paper citation, the police record copy of the citation will be forwarded to the PIRS, where the citation will be imaged. The image will be retained in accordance with a schedule created under the State Records Act (per ISP Directive ADM-137, "Records Retention/Destruction Schedules").
  - II.C.3. Disposition reports will be destroyed pursuant to Title 44, Part 4400 Section 40 of the Illinois Administrative Code at the Troop after data entry has been completed.
  - II.C.4. Officers issuing citations outside their Troop of assignment should contact the Court Officer of the Troop where the citation is issued to determine copy distribution procedures for the county where the offense(s) occurred.
- II.D. Voiding Paper Citation and Complaint Forms
- II.D.1. Once a citation has been issued to a violator and the contact has been terminated, the citation must be processed. In accordance with a June 28, 1982, Attorney General Opinion, an officer is not authorized to terminate proceedings after the issuance of a citation and complaint document.
  - II.D.2. In order to void a written document, a memorandum of explanation for the void and the document must be forwarded to the Troop Commander or their designee, in accordance with ISP Directive ENF-029, "Enforcement Document Accountability/Receipt".
    - II.D.2.a. If the document(s) has been accidentally destroyed or is defective, the Troop Commander must be notified by memorandum of explanation that must include the circumstances, the citation number(s), and the identification number of the officer to whom the citations are issued.
    - II.D.2.b. The Troop Commander will ensure the PIRS is notified of the voided document number(s) and ensure the document is "voided" in the Enforcement Document Accountability database.
    - II.D.2.c. The voided document may be destroyed by the Troop Commander or designee if the document contains any personal information that could be used to identify an individual.

## II.E. Voiding E-Citations

- II.E.1. Once an E-Citation has been issued to a violator and the contact has been terminated, the E-Citation must be processed. In accordance with a June 28, 1982, Attorney General Opinion, an officer is not authorized to terminate proceedings after the issuance of a citation and complaint document.
- II.E.2. In order to void a partially or fully completed E-Citation in TraCS, an explanation must be completed by the officer in TraCS as well as a memorandum of explanation for the E-Citation, which will be forwarded to the officer's direct supervisor or their designee.
  - II.E.2.a. The officer's memorandum must include the circumstances, citation number(s), date, officer's signature, and identification number of the officer by whom the citations were issued.
  - II.E.2.b. Once the officer's supervisor has received the required documentation from the officer and has approved the void, the supervisor will then notify the Troop Commander for final approval. If approved by the Troop Commander, the supervisor will ensure the voided document number was voided in the TraCS application.
  - II.E.2.c. The memorandum of explanation will be annotated by the Troop Commander with the date and disposition of the document and be retained by the Troop for two years.
- II.E.3. If a blank E-Citation needs to be voided due to accidentally opening the incorrect tab, the officer will only have to provide an explanation within TraCS.

## II.F. Unnumbered Citations

- II.F.1. Unnumbered citations will be secured in the same manner as other citations.
- II.F.2. If, after completion of the original citation the citation is lost or accidentally destroyed, then an unnumbered citation will be used as a replacement.
  - II.F.2.a. When an unnumbered citation is used, an ISP Field Report, form ISP 5-048, must accompany the police record copy when it is forwarded to the PIRS. The Field Report will describe in detail the reason the unnumbered citation was requested, if bond was posted, and whether or not the bond was lost or destroyed.
  - II.F.2.b. Unnumbered citation books are available from the PIRS upon written request of the Troop Commander.
- II.F.3. An Unnumbered Citation Log, form ISP 5-772, will be used when an unnumbered citation is issued.
  - II.F.3.a. The ISP 5-772 will document the following information:
    - II.F.3.a.1) The date the unnumbered citation was issued
    - II.F.3.a.2) To whom the citation was issued
    - II.F.3.a.3) The reason the citation was issued
    - II.F.3.a.4) The issuing supervisor's signature and ID number
    - II.F.3.a.5) The ISP CAD Report number associated with the unnumbered citation.
  - II.F.3.b. The Field Report will be forwarded to the PIRS.

| Indicates new or revised items.

**-End of Directive-**

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

<b>RESCINDS:</b> ENF-011, Addendum 1, 2022-192, revised 09-13-2022.	<b>REVISED:</b> 01-03-2023 <span style="float: right;"><b>2023-016</b></span>
<b>RELATED DOCUMENTS:</b> ADM-137, ENF-012, ENF-018, ENF-029	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 61.1.2, 61.1.4, 61.1.5, 82.2.2, 82.2.4, 82.2.5, 82.3.3, 82.3.4, 82.3.5

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

**DEFINITIONS**

- A. Document Control Number (DCN) - This number is required only when the individual is fingerprinted as a result of an arrest. This number is a critical data element and can be obtained from the top left hand corner of the arrest fingerprint card. The DCN is used to link the arrest event to the corresponding state's attorney's filing decision and subsequent court disposition. The subject's complete criminal history cannot be posted to the criminal history record database without the DCN.
- B. State Identification Number (SID) - This number is required only when it is available to the officer. This is an identification number assigned to an individual by the Bureau of Identification when an arrest fingerprint card is processed. All subsequent arrests, court dispositions, custodial events and other criminal history record transactions relating to a specific individual are maintained in the state criminal history record database under the same SID. The SID identifies the individual rather than a specific arrest transaction.
- C. United States Department of Transportation Number (U.S. DOT) - This number is required only when the vehicle has one assigned to it. This number is the census number issued to motor carriers by the U.S. DOT. This number should be displayed in letters that sharply contrast with the background color and can be seen from a distance of 50 feet during daylight in association with the carrier's name on each side of the power unit.

**COMPLAINT SECTION**

- A. Enter the Document Control Number (DCN) - a box at the top, right side of the citation.
- B. Enter the Case number - this number is assigned by the Circuit Clerk.
- C. Enter two digits for the Troop in which the violation occurred, e.g., 06, 15 (in Troop 3 use 03).
- D. Enter two digits for the Troop of assignment, e.g., 06, 15 (in Troop 3 use 03).
- E. Enter the full name of the county in which the violation occurred.
- F. Enter township/road district in which the violation occurred. If a citation is issued at a fixed scale location, enter the scale number along with township/road district. Use applicable four digit designator in place of the township name "Chicago" for activity which occurs on interstate highways in Chicago.
- G. If the violation occurred on a township road, check the box.
- H. Check the appropriate box for the violation: State Statute or Municipal Ordinance.

**DEFENDANT SECTION**

- A. Print name of defendant: last name, first name, and middle initial.
- B. Enter the State Identification Number (SID).
- C. Print defendant's street address, city, state of residence, and zip code. If no address is provided, enter N/A.
- D. Enter the color of defendant's eyes.

- E. Check the appropriate box for gender.
- F. Enter the color of defendant's hair.
- G. Enter defendant's height using three digits; e.g. 602 for 6 feet 2 inches and weight using the "lbs" abbreviation.
- H. Enter defendant's driver's license number. If a commercial driver's license, check CDL box.
- I. Enter the state in which driver's license was issued.
- J. Enter the expiration date of the driver's license.
- K. Enter defendant's date of birth using numeric designators (MM/DD/YY).
- L. Enter date violation occurred (numeric designators) and the time of violation, ensuring to use a.m. or p.m. as appropriate.

**VEHICLE SECTION**

- A. Enter registration number, state, and year of issuance of vehicle involved. Also indicate the U.S. Department of Transportation (DOT) Number, if applicable. If no vehicle is involved, enter N/A.
- B. Enter make, year, and color of vehicle involved, if applicable.
- C. Check appropriate box for type of vehicle involved. If a pedestrian, check "053."

**NOTE:** If the subject vehicle meets the definition of a CMV as defined in 625 ILCS 5/6-500

- has a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of any towed unit with a gross vehicle weight rating or gross vehicle weight of 10,001 pounds or more, whichever is greater or
- has a gross vehicle weight rating, or gross vehicle weight of 26,001 lbs. or more whichever is greater or
- is designed to transport passengers (16 or more inclusive of driver), or
- hazardous materials required to be placarded in accordance with 49 C.F.R., part 172, sub-part f, then box 081 will be checked. If applicable check box(es) 086 and 009.

EXCEPT recreational vehicles, government vehicles, firefighters, police, emergency vehicles and certain farm vehicles.

**ENTER LOCATION (UPON A PUBLIC HIGHWAY, OR OTHER LOCATION, SPECIFICALLY) WHERE VIOLATION OCCURRED.**

**VIOLATION SECTION**

- A. Check appropriate box for IVC violations listed under 625 ILCS 5.
  - 1. Add appropriate sub-sections for 6-303, 11-501, 11-502, and 11-709.
  - 2. Write in the proper speeds for 11-601(b), 11-601.5(a), 11-601.5(b), 11-605(c), and 11-606.
  - 3. Check the appropriate "Driver" or "Passenger" box for 12-603.1.
  - 4. If the violation is Driving Under the Influence (DUI), enter the test in the speed field and the test results in the speed zone field. Please refer to ISP Directive ENF-018, "DUI Enforcement and Processing."
- B. Check appropriate box for State Statute or Local Ordinance and provide the cite.
- C. Enter the nature of offense.

**INCIDENT SECTION**

- A. Check appropriate box(es) for type of traffic crash.
- B. Enter traffic crash and/or Field Report number (in the "Rep No." box), if applicable.
- C. Check appropriate box(es) for road conditions at time of violation.
- D. Check appropriate box(es) indicating visibility at time of violation.
- E. Check the appropriate box indicating how the arrest was made.
  - 0. H.H. Radar - action resulting from Hand-Held Radar operation.
  - 1. PI Car - action resulting from plain car observation.
  - 2. Radar - action resulting from radar operation.
  - 3. A. Craft - action resulting from aircraft observation.
  - 4. Marked - action resulting from marked car observation.
  - 5. VASCAR - action resulting from a VASCAR operation.
  - 6. Accident - a citation issued for any offense charged as a result of traffic crash investigation.
  - 7. Other - unusual circumstances, i.e., while off-duty, foot patrol, roadside safety check, etc. If an aircraft has been used, enter the aircraft identifier on this line.
- F. Add any notes relevant to the incident in the "notations" area.

**BOND SECTION**

- A. Check the appropriate box corresponding to the type of bond posted.
  - 1. Check box 1 for cash and indicate the amount received. Check the appropriate box to indicate whether it was the full amount of the bond or 10% of the full amount.
  - 2. For a bond card, record the bond card number and the company who issued the card.
  - 3. Enter the ticket number that was posted on the bond.
  - 4. If no bond, was confined at county jail or other holding facility.
  - 5. Check if there is a Notice To Appear.
  - 6. Check if there is a Promise To Comply.
  - 7. Check if the defendant provided an individual bond for the full bond amount. Enter full amount.

**COURT PLACE/DATE SECTION**

- A. Enter the address of the court in which the violator must appear.
- B. Enter the date and time violator is to appear in court.
- C. Check appropriate box indicating if a court appearance is or is not required.
- D. Enter the date the citation was written as well as the officer's name and ID number.

| Indicates new or revised items.

**-End of Addendum-**

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

<b>RESCINDS:</b> ENF-011, Addendum 2, 2022-192, revised 09-13-2022.	<b>REVISED:</b> 01-03-2023 <span style="float: right;"><b>2023-016</b></span>
<b>RELATED DOCUMENTS:</b> ADM-137, ENF-012, ENF-018, ENF-029	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 61.1.2, 61.1.4, 61.1.5, 82.2.2, 82.2.4, 82.2.5, 82.3.3, 82.3.4, 82.3.5

CITATION COPIES COLOR CODING	TRAFFIC CITATION REGULAR	COMPLAINT SIGNED TRAFFIC
Complaint (White)	Deliver to Court	Attach to Long Form Complaint and file with State's Attorney
Report of Conviction (Yellow)	Deliver to Court	Attach to Long Form Complaint
**Disposition Report (White)	*Deliver to Court	*Attach to Long Form Complaint
Police Record (Green)	Patrol and Investigative Records Section for scanning	Patrol and Investigative Records Section for scanning
Violator's Copy (Goldenrod)	To Violator	To Violator or Destroy
Court Communications (Blue)	Leave Attached to Violator Copy	Leave attached to Violator Copy

- \* Cook and Lake County -- Troop Headquarters for handling by Court Officer
- \*\* In those counties that are reporting automated disposition information through the Administrative Office of the Illinois Court, districts should determine the court's need for the disposition copies.

| Indicates new or revised items.

**-End of Addendum-**

**ILLINOIS STATE POLICE DIRECTIVE  
ENF-011, CITATION COMPLETION AND DISTRIBUTION  
ADDENDUM 3, TRACS E-CITATION COMPLETION**

<b>RESCINDS:</b> ENF-011, 2022-192, revised 09-13-2022.	<b>REVISED:</b> 01-03-2023 <span style="float: right;"><b>2023-016</b></span>
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**COMPLAINT**

- A. Log onto the TraCS system.

**NOTE:** If using Premier MDC, run the 10-27/10-28 inquiry then click Tools> Motorola Import to import the driver/vehicle information into TraCS. The driver/vehicle information will appear in the External Information panel.

- B. In the Forms Manager screen, if a Contract folder has already been started for other forms, click on the Add Form button located on the Home ribbon and select Citation or select Citation from the Quick Add box. Click on the Create button when the Contact Information box appears.
- C. The Citation Number will be computer generated.
- D. Select the Troop in which the violation occurred, e.g., 06,15 (in Troop 3 use 03).
- E. Select Troop of Assignment e.g., 06,15 (in Troop 3 use 03).
- F. Enter the Incident Date. The officer can enter a two digit month, two digit day, four digit year, or select the Current Date button, or select Show Calendar to select the date of occurrence.
- G. Enter the Incident Stop Time.
- H. Enter the Citation Issue Date. The officer can enter a two digit month, two digit day, four digit year, or select the Current Date button, or select Show Calendar to select the date of issuance.

**NOTE:** The officer agency, name, and identification number will automatically be entered when the citation is created.

**DEFENDANT**

- A. Enter the Last Name, First Name, and Middle Initial.
- B. Enter defendant's street address, city, state of residence, and zip code. If no address is provided, enter N/A.
- C. Enter defendant's driver's license number. If a commercial driver's license, select yes.
- D. Enter the date the Driver's License expires. The officer can enter a two digit month, two digit day, four digit year, or select the Current Date button, or select Show Calendar to select the date of expiration.
- E. Enter the defendant's date of birth. The officer can enter a two digit month, two digit day, four digit year or select Show Calendar to select the date of birth.
- F. Enter the defendant's gender.
- G. Enter defendant's height using three digits; e.g. 602 for 6 feet 2 inches and weight.
- H. Enter defendant's eye color.
- I. Enter defendant's hair color.

**NOTE:** If the defendant's name is listed in External Information/Common Information, click and drag the individual directly into the last name field on the form (or select from the list on the data bar). This will populate the required identifiers for the defendant.

**VEHICLE**

- A. Enter registration number, state, and year of expiration of vehicle involved. Also indicate the U.S. Department of Transportation (DOT) Number, if applicable. If no vehicle is involved, enter N/A.
- B. Enter make, year, and color of vehicle involved, if applicable.
- C. Select the Vehicle type.



- D. Select whether or not the vehicle is a Commercial Motor vehicle, Placarded Hazardous Material, and/or 16 or More Passenger Vehicle.

**NOTE:** If the vehicle used is listed in External Information/ Common Information, click and drag the vehicle directly into the Vehicle Make field on the form (or select from the list on the data bar). This will populate the required identifiers for the vehicle.

**LOCATION**

- A. Enter the location where the violation occurred.
  - 1. Click the Locate button to launch the TraCS Location Tool (TLT).
  - 2. The TLT will open. Drag the puck to the location, if not already in the correct location, then click on the red button within the Puck. The Location can be manually edited by clicking the Edit/New button next to the GPS Coordinates. If a previous contacts location has been selected, it will appear in the list box.
  - 3. Enter the Township where the incident occurred.

**NOTE:** If the location is listed in External Information/ Common Information, click and drag the location directly into the Literal Description field on the form (or select from the list on the data bar). This will populate the required identifiers for the location.

**VIOLATION**

- A. Select the violation type- ILCS or Local Ordinance.
- B. Click the Search button
  - 1. The Violation Search box will open.
  - 2. Enter the violation statute into the search box. Only the chapter and section need to be entered (i.e.11-601) or search by description (i.e. speeding).
  - 3. Click the Find button.
  - 4. Find and click on the statute under the Reference Code column then click on the Done button.

**NOTE:** Officers can select on the Official Violations in the search box to quickly navigate to the violation type.

- C. Select if Probable Cause for the stop
- D. Select if there is more than one violation.
- E. Enter the Posted Speed of the road and the Actual Speed of the vehicle when applicable.

**NOTE:** The type of violation will open up related fields in the citation and will leave other fields grayed out. (i.e.- seatbelt citation will open Seat Belt Offender Box)

**INCIDENT**

- A. Select the method of how the arrest was made.
  - 1. Accident - a citation issued for any offense charged as a result of traffic crash investigation.
  - 2. Aircraft - action resulting from aircraft observation.
  - 3. Detail - action resulting from detail.
  - 4. H.H. Radar - action resulting from Hand-Held Radar operation.
  - 5. LIDAR - action resulting from LIDAR operation.
  - 6. Marked - action resulting from marked car observation.
  - 7. Other - unusual circumstances, i.e., while off-duty, foot patrol, roadside safety check, etc.
  - 8. Paced - action resulting from pacing violator vehicle.
  - 9. Plain Car - action resulting from plain car observation.
  - 10. Radar - action resulting from radar operation.
  - 11. VASCAR - action resulting from a VASCAR operation.
- B. Enter the CAD Number.
- C. Enter the Field Report Number, if applicable.

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- D. Select the Road Condition
- E. Select the Visibility
- F. Enter any notations if desired.

**NOTE:** If Method type of Accident is selected, additional fields will open up.

**RELEASE**

- A. Select Bond Type.
- B. Enter Bond Amount, if applicable. (Only use numbers and no symbols)

**NOTE:** The type of bond will open up related fields in the section and will leave other fields grayed out. (i.e. - Cash Bond will open up the Total Bond Posted field)

**COURT**

- A. Select if Court is required.
- B. Select the Court Name if not already filled in.
- C. Enter the Court Date and Time.

**VALIDATE**

- A. Click on the validate button to validate the citation and correct any of the errors/warnings as a result of the validation.
- B. Click Submit after validation errors are corrected and warnings have been reviewed.

**NOTE:** If there are multiple violations observed, the officer can select Citation or Written Warning in the Quick Add section in order to issue additional citations or written warnings.

**DISTRIBUTION OF CITATION AND COMPLAINT COPIES MADE BY ISSUING OFFICER**

- A. The Trooper will print off three copies in the car.
- B. The Violator and Court Communication copies are given to the Violator.

**NOTE:** For remaining counties that do not have automated disposition reporting, a 4<sup>th</sup> and 5<sup>th</sup> copy, the Court Disposition and Report of Conviction copies will be printed and accompany the Complaint copy sent to the court. The system will notify the Trooper if the additional copies are needed.

| Indicates new or revised items.

**-End of Addendum-**