

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

RESCINDS: ENF-011, 2013-001, revised 01-08-2013	REVISED: 10-18-2016 2016-030
RELATED DOCUMENTS: ADM-137, ENF-012, ENF-018, ENF-029	RELATED CALEA STANDARDS: 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 Records Management Section, Division of Administration, will use the forms to document arrests and assistance 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 district/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 district/work unit.
- II.A.3. The original ISP 5-052 will be forwarded to the Records Management Section, 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 (ISP 5-042), will be completed and signed by the receiving officer.
- II.A.5. Each District or work unit which issues 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 Records Management Section at Patrol_Records_Unit@isp.state.il.us where it will be logged into the Ticket Book Accountability database.
- II.A.6. The Records Management Section will maintain the hard copy of the ISP 5-042 for a period of two years.

II.B. Completing the Citation and Complaint

- II.B.1. Completion instructions for the hard copy of the Citation and Complaint form (ISP 5-052) are located in Addendum 1 of this directive. Completion instructions for E-Citation are located in Addendum 3.
- 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) Assist
- II.B.2.a.2) Accident/Traffic Crash
- II.B.2.a.3) Complaint Signed
- II.B.2.a.4) Aircraft
- II.B.2.a.5) RADAR/HH RADAR
- II.B.2.a.6) VASCAR
- II.B.2.a.7) PL Car
- II.B.2.a.8) Marked
- II.B.2.a.9) 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. Officers will complete "Assist" citations for assisting an officer from another agency or for "Complaint Signed" situations.
 - II.B.3.a.1) "Assist" citations do not go to court. They are used only to document the officer's time and contacts.
 - II.B.3.a.2) "Complaint Signed" citations do not go to court as charges are actually filed using the long form complaint, normally used for criminal offenses.
 - II.B.3.a.3) For "Assist" and "Complaint Signed" citations, the Violator and Court Communications copies may be retained by the officer for his/her records. All other copies are submitted to the District.
 - II.B.3.a.4) For "Assist" and "Complaint Signed" citations, the words "Record Copy" are written on the citation in the Circuit Court Location/Date section near the bottom of the citation in lieu of court information (see Addendum 1).
 - II.B.3.b. Officers will not complete "Assist" citations for assisting another ISP officer.
 - II.B.3.c. 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.
 - II.B.4.a. Legibility of all copies is critical.
 - II.B.4.b. Particular attention must be given to legibly reporting the officer's identification number.
- II.B.5. Supervisors will quality check a minimum of 10 percent of all citations written by officers under their supervision.
- II.B.6. Traffic Stop Statistical Study Stop Card Completion
 - II.B.6.a. Whenever a law enforcement officer stops a motorist for an alleged violation of the Illinois Vehicle Code, 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 Records Management Section, where the citation will be imaged. The image will be retained in accordance with a schedule created under the State Records Act (per Directive ADM-137, Records Retention/Destruction Schedules).
 - II.C.3. Disposition reports will be destroyed at the District after data entry has been completed.
 - II.C.4. Officers issuing citations outside their District of assignment should contact the Court Officer of the District where the citation is issued to determine copy distribution procedures for the county where the offense(s) occurred.
 - II.C.5. The "Report of Conviction and Court Disposition" copies of "Complaint Signed" citations will be attached to the long form complaint when a long form complaint is used to initiate prosecution.

- 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 document, a memorandum of explanation for the void and the document must be forwarded to the District Commander or their designee (Directive ENF-029, Enforcement Document Accountability/Receipt,).
 - II.D.2.a. If the document(s) has been accidentally destroyed or is defective, the District 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 District Commander will ensure the Records Management Section is notified of the voided document number(s) and ensure the document is "voided" in the TIPS database.
 - II.D.2.c. The voided document may be destroyed by the District Commander or designee.
- 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 an E-Citation, a memorandum of explanation for the E-Citation void must be forwarded to the District Commander or their designee (per Directive ENF-029, Enforcement Document Accountability/Receipt).
 - II.E.2.a. The District Commander or designee must be notified by a memorandum of explanation that must include the circumstances, the citation number(s), and the identification number of the officer to whom the citations were issued by.
 - II.E.2.b. Once the District Commander has received the required documentation from the officer and has approved the void, the District Commander will then notify the Records Management Section via email at Patrol_Records_Unit@isp.state.il.us, to complete the voided E-Citation document number(s) and send a copy of the approved memorandum electronically.
 - II.E.2.c. Once the Records Management Section has voided the E-Citation, designated Records Management Section employees will notify the District Commander or designee of the completion of the voided E-Citation.

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, 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 (available from the ISP Document Library at <http://maphome/documentlibrary/>) must accompany the police record copy when it is forwarded to the Records Management Section. 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 Records Management Section upon written request of the District Commander.

II.F.3. An Unnumbered Citation Log, form ISP 5-772, (available from the ISP Document Library at <http://maphome/documentlibrary/>), 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 Records Management Section.

| Indicates new or revised items.

-End of Directive-

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

RESCINDS: ENF-011, Addendum 1, 2013-001A, revised 12-05-2013.	REVISED: 10-18-2016 2016-030
RELATED DOCUMENTS: ADM-137, ENF-012, ENF-018, ENF-029	RELATED CALEA STANDARDS: 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 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 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 District in which the violation occurred, e.g., 06, 22 (in District Chicago use 03).
- D. Enter two digits for the District of assignment, e.g., 06, 22 (in District Chicago 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 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 (boxes 1 through 7) for type of vehicle involved. If applicable, check box(es) "8", "9", and "10" in addition to 1 through 7. If a pedestrian, check "0."

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 8 will be checked. If applicable check box(es) 9 and 10.

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).
 - 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 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. C. Signed - action resulting in a long form complaint; complete citation for each charge.
 - 7. Assist - Arrest made on warrant; active assist to another jurisdiction; apprehension for which prosecution will not follow (e.g., juvenile, mental patient).
 - 8. Accident - a citation issued for any offense charged as a result of traffic crash investigation.
 - 9. Other - unusual circumstances, i.e., while off-duty, foot patrol, roadside safety check, etc. 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. Check box 2 if the defendant's driver's license is used for bond.
 - 3. For a bond card, record the bond card number and the company who issued the card.
 - 4. Enter the ticket number that was posted on the bond.
 - 5. If no bond, was confined at county jail or other holding facility.
 - 6. Check if there is a Notice To Appear.
 - 7. Check if there is a Promise To Comply.
 - 8. Check if the defendant provided an individual bond for the full bond amount. Enter full amount.
- B. Defendant's signature is required for Box "7" (Promise to Comply) or Box "8" (Individual Bond). No admission of guilt is implied by the signature.

COURT PLACE/DATE SECTION

- 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.

NOTE: In an "Assist" or "Complaint Signed" citation, the words "Record Copy" will be written across this section in lieu of court information.

- 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**

RESCINDS: ENF-011, Addendum 2, 2013-001, revised 01-08-2013	REVISED: 10-18-2016 2016-030
RELATED DOCUMENTS: ADM-137, ENF-012, ENF-018, ENF-029	RELATED CALEA STANDARDS: 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 SIGNED CRIMINAL	ASSIST ARREST
Complaint (White)	Deliver to Court	Attach to Long Form Complaint and file with State's Attorney	To District Headquarters for destruction	To District Headquarters for destruction
Report of Conviction (Yellow)	Deliver to Court	Attach to Long Form Complaint	*Attach to Long Form Complaint	To District Headquarters for destruction
**Disposition Report (White)	*Deliver to Court	*Attach to Long Form Complaint	*Attach to Long Form Complaint	To District Headquarters for destruction
Police Record (Green)	Records Management Section for scanning	Records Management Section for scanning	Records Management Section for scanning	Records Management Section for scanning
Violator's Copy (Goldenrod)	To Violator	To Violator or Destroy	To Violator or Destroy	To Jailor or Destroy
Court Communications (Blue)	Leave Attached to Violator Copy	Leave attached to Violator Copy	*Destroy or Retain for Officer Use	Leave Attached to Violator Copy or Destroy

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

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

| Indicates new or revised items.

-End of Addendum-

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

RESCINDS: New Addendum	REVISED: 10-18-2016 2016-030
RELATED DOCUMENTS: ADM-137, ENF-012, ENF-018, ENF-029	RELATED CALEA STANDARDS: 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

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 Contact 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 District in which the violation occurred, e.g., 06,22 (in District Chicago use 03).
- E. Select District of Assignment e.g., 06,22 (in District Chicago 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 ILT (Incident Locator Tool).
 - 2. The Incident Location tool (ILT) 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. Assist - Arrest made on warrant; active assist to another jurisdiction; apprehension for which prosecution will not follow (e.g., juvenile, mental patient).
 - 4. Complaint Signed - action resulting in a long form complaint; complete citation for each charge.
 - 5. Detail- action resulting from detail.
 - 6. H.H. Radar - action resulting from Hand-Held Radar operation.
 - 7. LIDAR- action resulting from LIDAR operation.
 - 8. Marked - action resulting from marked car observation.
 - 9. Other - unusual circumstances, i.e., while off-duty, foot patrol, roadside safety check, etc.
 - 10. Paced- action resulting from pacing violator vehicle.
 - 11. Plain Car - action resulting from plain car observation.
 - 12. Radar - action resulting from radar operation.

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Addendum 3, TraCS E-Citation Completion**

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- 13. VASCAR - action resulting from a VASCAR operation.
- 14. Complaint Signed - action resulting in a long form complaint; complete citation for each charge.

- B. Enter the CAD Number.
- C. Enter the Field Report Number, if applicable.
- 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.
 - 1. 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.
- C. The Complaint copy is signed and sent to the circuit clerk of the court for the county in which it was written.

NOTE: For remaining counties that do not have automated disposition reporting, a 4th and 5th 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.

-End of Addendum-