

ILLINOIS STATE POLICE
ENF-029, ENFORCEMENT DOCUMENT ACCOUNTABILITY/RECEIPT

RESCINDS: ENF-029, 2013-041, revised 04-22-2013.	REVISED: 03-16-2017 2017-005
RELATED DOCUMENTS: ENF-011, ENF-012, ENF-034	RELATED CALEA STANDARDS: 82.3.3, 82.3.4

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Use enforcement documents that comply with guidelines defined in Article V of the Illinois Supreme Court Rules and associated authority defined in the Illinois Compiled Statutes.
- I.B. Ensure the issuance of ticket books (Uniform Citation and Complaint (citation), Written Warnings (written warning), and Overweight Ticket Books (overweight ticket)) are properly controlled and maintained.

II. PROCEDURES

II.A. The Illinois State Police Receipt for Ticket Books Instructions

II.A.1. District Commanders will ensure the Illinois State Police Receipt for Ticket Books, form ISP 5-42 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>), is completed and processed for each citation, written warning, and overweight ticket book issued within his/her individual district unless the documents are issued and submitted in accordance to ISP Directive ENF-011, "Citation Completion and Distribution" or utilizing TraCS application.

II.A.2. Upon receipt of a new ticket/warning shipment from the Records Management Section, the District Commander will ensure that proper controls are in place for document safekeeping until the ticket/warning book(s) is issued to an officer.

II.A.2.a. Ticket/warning books will be stored securely in a locked cabinet, area, drawer, or other space until issued to an officer.

II.A.2.b. Ticket/warning books assigned to a unit cannot be issued to officers who are not assigned to that unit.

II.A.2.c. Officers will not "self-issue" ticket/warning books.

II.A.2.c.1) The District Commander will authorize a person(s) to issue ticket/warning books to an officer.

II.A.2.c.2) An employee may be authorized to deliver a ticket/warning book to an officer; however, the officer receiving the book will sign for it.

NOTE: The Division of Administration (DOA) Records Management Section will issue ticket/warning books to officers not assigned to an ISP District.

II.A.3. The District will ensure a log of issued tickets and warnings books and the completed ticket or warning book receipts are retained at the District Headquarters for a minimum of two years.

II.B. In the event of an officer's transfer to another district/division or separation from the Department, the transferring/separating officer's supervisor will:

II.B.1. Collect any unused citations, overweight tickets, or written warnings.

II.B.2. Ensure the collected documents are voided in TIPS or the Enforcement Document Accountability Database, as appropriate.

NOTE: Citations, overweight tickets, and written warning forms issued to an officer after the Department's implementation of the respective form in TraCS will be accounted for in the Enforcement Document Accountability Database, rather than in TIPS. Citations, overweight tickets, and written warning forms tracked in the Enforcement Document Accountability

Database will not be voided when an officer transfers to a new work unit. Officers will keep those enforcement documents with them when they transfer.

II.B.3. Submit a memorandum of explanation to the District Commander detailing the name of officer, type of document(s) and document number(s), date the documents were voided and the date and disposition of the documents. The District Commander will initial the memo and retain it at the District Headquarters for a minimum of two years.

II.B.4. Voided documents will be forwarded to the Records Management Section for use in the training of Cadets at the ISP Academy.

II.C. Lost or Stolen Ticket or Warning Books

In the event that a ticket or warning book is lost or stolen, the following immediate action will be taken:

II.C.1. Lost or stolen in shipment

If the District receives a shipment of citations, overweight tickets, or written warnings that are missing books or documents, the District Commander will immediately notify the Records Management Section.

II.C.2. Lost or stolen prior to being issued

II.C.2.a. If citations, overweight tickets, or written warning books are lost or stolen prior to being issued to an officer, the District Commander will prepare a field report describing the circumstances and subsequent action(s) pertaining to the missing document(s) and submit the report through the chain-of-command to his/her division Colonel. (A copy will be retained at the District for a minimum of two years).

II.C.2.b. A copy of the report with the missing numbers will be forwarded to the Records Management Section (Patrol_Records_Unit@isp.state.il.us) to be maintained in the Ticket Book Accounting Files.

II.C.3. Lost or stolen after being assigned

II.C.3.a. If citations, overweight tickets, or written warning books are lost or stolen after being assigned to an individual officer, that officer will immediately submit a field report to his/her District Commander setting forth the circumstances involving the lost/stolen documents.

II.C.3.b. Once approved by the District Commander, a copy of the report with the lost or stolen number(s) and explanation of the circumstances will be forwarded to the Records Management Section (Patrol_Records_Unit@isp.state.il.us) so proper documentation can be placed in the inventory records. If the documents were being tracked in the Enforcement Document Accountability Database rather than in TIPS, the Records Management Section will be instructed to void the documents in the Enforcement Document Accountability Database via e-mail. It is the District's responsibility to maintain a copy of the documentation for a minimum of two years. When appropriate, the District will void the documents in TIPS.

II.C.3.c. The District Commander should make a determination as to whether the loss was avoidable and whether the employee should be held responsible. This recommendation will be forwarded through the chain of command to the Colonel for a final determination regarding the loss. Refer to ISP Directive EQP-013, "Return of State-Owned Items of Issue" for additional procedures.

| II.D. Voiding Enforcement Documents

- 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 an enforcement document, the officer must forward a memorandum of explanation for the void together with the document(s) to the District Commander. The memorandum must include the date and the officer's signature.
 - II.D.2.a. If the document(s) is not attached because it has been accidentally destroyed or is defective, the memorandum of explanation must document the circumstances, citation number(s), and identification number of the officer to whom the citations are issued.
 - II.D.2.b. The District Commander will ensure the voided document number is "voided" in the TIPS database or TraCS application as appropriate.

NOTE: After the document has been voided in TIPS or the TraCS application, as appropriate, the person making the void entry will annotate the memorandum with his/her signature and the date voided.
 - II.D.2.c. The Officer must submit a memorandum of explanation to their Commander. The memorandum will contain the date and his/her signature, and the memorandum will be retained by the District for a minimum of two years.
 - II.D.2.d. If the document to be voided is attached to the memorandum and is completed, partially completed, or otherwise defective, the voided document will be destroyed by the District Commander.
 - II.D.2.e. The memorandum of explanation will be annotated by the District Commander with the date and disposition of the document, and will be retained by the District for two years.
- II.D.3. When appropriate, unused voided documents will be forwarded to the Records Bureau for use in the training of Cadets at the ISP Academy.

| Indicates new or revised items.

-End of Directive-