

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

<b>RESCINDS:</b> ENF-029, 2022-193, revised 09-13-2022.	<b>REVISED:</b> 01-03-2023 <b>2023-031</b>
<b>RELATED DOCUMENTS:</b> ENF-011, ENF-012, ENF-034	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 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. Troop Commanders will ensure the Illinois State Police Receipt for Ticket Books, form ISP 5-42, is completed and processed for each citation, written warning, and overweight ticket book issued within his/her individual troop 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 Patrol and Investigative Records Section (PIRS), the Troop 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 Troop Shift 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 Justice Services (DJS), PIRS will issue ticket/warning books to officers not assigned to an ISP Troop.

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

II.B. In the event of an officer's separation from the Department, the 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 the Enforcement Document Accountability Database by sending an email message to [ISP.Patrol.Records.Unit@illinois.gov](mailto:ISP.Patrol.Records.Unit@illinois.gov). The email should include the officer's full name, ID Number, date of separation, and the beginning and ending numbers in the book.

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

II.B.4. Voided documents must be destroyed.

II.C. Officer's transferring to another troop/division will retain issued citations, overweight tickets, and written warnings.

II.D. 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.D.1. Lost or stolen in shipment

If the Troop receives a shipment of citations, overweight tickets, or written warnings that are missing books or documents, the Troop Commander will immediately notify the PIRS.

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

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

II.D.2.b. A copy of the report with the missing numbers will be forwarded to the PIRS (ISP.Patrol.Records.Unit@illinois.gov) to be maintained in the Ticket Book Accounting Files.

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

II.D.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 create an electronic field report and notify his/her Troop Commander setting forth the circumstances involving the lost/stolen documents.

II.D.3.b. Once approved by the Troop Commander, a printed copy of the report with the lost or stolen number(s) and explanation of the circumstances will be forwarded to the PIRS (ISP.Patrol.Records.Unit@illinois.gov) so proper documentation can be placed in the inventory records. The PIRS will be instructed to void the documents in the Enforcement Document Accountability Database via e-mail. It is the Troop's responsibility to maintain a copy of the documentation for a minimum of two years.

II.D.3.c. The Troop 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 Deputy Director for a final determination regarding the loss. Refer to ISP Directive EQP-013, "Return of State-Owned Items of Issue," for additional procedures.

II.E. Voiding E-Citations and Field Reports

II.E.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.E.2. In order to void partially or fully completed E-Citations or Field Reports in TraCS, an explanation must be completed by the officer in TraCS as well as a memorandum of explanation for the E-Citation or Field Report void, 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), Field Report number, date, officer's printed name and 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 and ensure the voided document number was voided in the TraCS application.
  - II.E.2.c. 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 Troop Commander.
  - II.E.2.d. The memorandum of explanation will be annotated by the Troop Commander with the date and disposition of the document, and will be retained by the Troop for two years.
- II.E.3. If a blank E-Citation or Field Report needs to be voided due to accidentally opening the incorrect tab, the officer will only have to provide an explanation within TraCS.

| Indicates new or revised items.

**-End of Directive-**