

ILLINOIS STATE POLICE DIRECTIVE

ENF-038, WRITTEN WARNING FORM

RESCINDS: ENF-038, 2022-057, revised 02-18-2022.	REVISED: 01-03-2023 2023-037
RELATED DOCUMENTS: ENF-011, ENF-012, ENF-025, ENF-045	RELATED CALEA STANDARDS (6th Edition): 1.2.6, 61.1.2, 61.1.11, 82.3.3, 82.3.4

I. POLICY

The Illinois State Police (ISP) will provide guidelines to ensure uniformity in the processing of, and accounting for, ISP Written Warning forms.

II. AUTHORITY

18 U.S.C.A. §§ 2721-25 - Drivers' Privacy Protection Act.
625 ILCS 5/2-123 (f-5) - Sale and Distribution of Information.
ILL. ADMIN. CODE TITLE 20, Section 1240.80(d) - Dissemination of Data Obtained Through LEADS.
5 ILCS 140/ Freedom of Information Act.

III. PROCEDURES

III.A. Accountability

- III.A.1. Officers must submit the ISP Written Warning (ISP 5-053) via the Department's Traffic and Criminal Software (TraCS) application or equivalent application, providing the troop/work unit has functioning TraCS or equivalent software.
- III.A.2. Officers who do not have access to a mobile data computer (MDC), functioning TraCS software, or equivalent functioning software at the time of the report, will complete a hard copy ISP Written Warning form (ISP 5-53) and enter the report into TraCS or equivalent application when they return to their troop/work unit.
- III.A.3. The original (Hard Copy) ISP-5-053 will be forwarded to the Division of Justice Services (DJS), Records Management Section, where it will be archived, pursuant to the State Records Act.
- III.A.4. Upon issuance of the ISP Written Warning form book (ISP 5-053), the Receipt for Ticket Books, form ISP 5-042, will be completed and signed by the receiving officer or Truck Weight Inspector (T.W.I.) each time a new Written Warning form book is issued.
 - III.A.4.a. Each Troop or work unit, which issues the ISP Written Warning book ISP 5-053 will scan and email the signed ISP 5-042 form to the Patrol Records Section (isp.Patrol.Records.Unit@illinois.gov) where it will be logged into the Ticket Book Accountability Database.
 - III.A.4.b. The Patrol Records Section will maintain hard copies of the ISP 5-042 for period of two years.
- III.A.5. Officers and T.W.I.'s are responsible for assuring they receive all warning forms for the receipt they sign. Written Warning forms are prepared 50 per book with the first number ending with "0" and the last number ending with "49" or "99."
- III.A.6. Written Warning forms not issued to the public and turned in by officers who are transferring, separating from service, or retiring will be voided in the officer's warning form book accounting. Those documents must be forwarded to the Records Management Section, where they will be transferred to the ISP Academy for cadet training purposes.

NOTE: Written Warning forms issued to an officer after the Department's implementation of TraCS, or equivalent software application will be accounted for in the Ticket Book Accountability Database, rather than in TIPS. Written Warning forms tracked in the Ticket Book Accountability Database will not be voided when an officer transfers to a new work unit. Officers will keep those Written Warning forms with them when they transfer.

III.B. Completion Instructions

- III.B.1. Instructions for completion of the Written Warning form are located on the cover of each warning book.
- III.B.2. Instructions for completion of the Written Warning form within TraCS or equivalent ISP report management system are found on the TraCS Central Intranet Website or equivalent intranet website
- III.B.3. The officer or T.W.I. will advise the violator that each block checked and/or written section added is a separate vehicle code violation.
- III.B.4. Supervisors will quality check Written Warning forms.

NOTE: When using the TraCS inspection software or equivalent inspection software Vehicle Safety and Inspection Standards (VSIS), a written warning will not be issued to the driver. Only note the violation on the inspection, and put warning in the "citation given" box.

III.C. Dissemination of Written Warning Form Data

Dissemination of Written Warning form data is permissible only to an individual or organization that is legally authorized to have access to the information.

| Indicates new or revised items.

-End of Directive-