

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

TRAFFIC ENFORCEMENT PROCEDURES, ISSUANCE OF UNIFORM TRAFFIC TICKETS, & BOND PROVISIONS

Reviewed by: Lieutenant Jim Clesson	Effective Date: July 7, 1995
Authorized by: Chief Jamal Simington	Revision Date: April 30, 2025

PURPOSE

The purpose of this SOP is to ensure all Uniform Traffic Tickets are correctly completed upon issuance. This SOP will also serve as a guideline for officers when enforcing the Illinois Vehicle Code.

TRAFFIC ENFORCEMENT

The primary objective for traffic enforcement is to improve traffic safety through the reduction of traffic crashes and traffic crash related injuries.

Officers should take proper enforcement action when dealing with each individual traffic offense they investigate. Officers shall enforce traffic laws in a fair, impartial and courteous manner. Enforcement action will never be used for the purpose of generating revenue. Officers will follow the 8-step traffic stop when taking enforcement action ([See SOP 1.27](#)).

Community safety should be the guiding principle when deciding the disposition of traffic stop. These dispositions generally fall into the following categories:

- 1) Physical Arrest - Placing a subject into custody for a traffic violation.
- 2) Electronic Traffic Citation(s) (E-Citation) - Resulting from:
 - a. A reasonable officer's belief that the offense warrants a citation, and a warning will not result in future compliance by the violator.
 - b. TED (Traffic Enforcement Details).
 - c. STEP (Selective Traffic Enforcement Details) - [See SOP 1.28](#).
 - d. Details resulting from a grant or other funding.
- 3) Electronic Warnings (E-Warnings) - A reasonable officer's belief that a warning will be sufficient in gaining compliance with a traffic law in the future.

- 4) Verbal Warnings - Should normally only be used as a last resort. Examples, the officer needs to clear the stop for an emergency, or the officer is redirected for another task.

ENFORCEMENT OF VIOLATIONS

The following categories represent common traffic enforcement scenarios that patrol officers are likely to encounter. These scenarios are intended to serve as guidelines for ensuring consistent and uniform enforcement. They are based on a reasonable officer's prior training, experience, common sense, and awareness of the specific circumstances surrounding each situation. Officers are expected to exercise sound judgment when determining the appropriate enforcement action.

Traffic enforcement should align with applicable laws and consider both the degree and severity of the violation, including:

- 1) **Driving Under the Influence:** Officers must always be aware of the possibility of a motorist being under the influence of alcohol or drugs. When an officer develops reasonable suspicion that a motorist could be impaired by alcohol or drugs that officer shall conduct a DUI investigation. Standardized Field Sobriety Tests (SFST) and the obtaining blood/breath/urine as required by the Illinois Vehicle Code are to be completed when applicable. If probable cause is developed by the officer during their investigation, the officer shall arrest of the violator.
- 2) **Suspended/Revoked Driver's License/No Valid DL:** When officers encounter a motorist with a suspended, revoked driver, or no valid license (never issued or expired more than 1 year), some action on the part of the officer is expected.
- 3) **Speeding Violations:** Although there is no defensible reason for a motorist to violate the posted speed limit, officers may exercise discretion. Officers should give scrutiny to instances where the violator is traveling more than 15mph above posted speed limits. Additionally, weather conditions, traffic volume, pedestrian traffic, time of day and locations should be determining factors in the decision-making process. Officers should also be aware, if enforcement action is taken during a STEP or grant funded detail (see [SOP 1.28](#)) discretion could be limited due to the circumstances.
- 4) **Traffic Accident/Enforcement Actions:** Officers are expected to take enforcement action at the traffic crash scene and shall write tickets for violation(s) of the traffic law found to have contributed to the accident (see [SOP 1.05](#) for specific details).
- 5) **Multiple Violations:** When an officer encounters a motorist who has committed multiple IVC violations, the most serious violation will dictate the enforcement action taken by the officer. Note- All Uniform Traffic Tickets will be transferred to the Circuit Clerk. Multiple violations should be marked as a "must appear."
- 6) **Hazardous/Non-Hazardous Violations:** All violations will be evaluated as they have specific effects on the safe and efficient flow of traffic. Immediate enforcement action should be used for hazardous violations to ensure the safety of another motorist.
- 7) **Off Road Vehicle Enforcement:** Snowmobiles, dirt bikes, mini-bikes and all-terrain vehicles can all be found within our community. Officers are encouraged to review 625 ILCS 5/11-1426.1, 625 ILCS 5/11-1427, and 625 ILCS 40/1 to 40/11. These statutes deal with the laws regulating most types of off-road vehicles.

- 8) **Legislative and Judicial Immunity:** Officers should refer to 725 ILCS 5/107-7. This statute identifies those within the State of Illinois who have exemptions to arrest and/or detainment due to their job titles and duties.
- 9) **Military Personnel:** Officers should refer to 625 ILCS 5/6-115(d) referencing Illinois driver's license expirations for Active Duty Military and their families.
- 10) **Other Illinois Vehicle Code Violators:** Bloomington Police Officers can/will encounter not just traditional vehicles when enforcing the Illinois Vehicle code. The City of Bloomington has public and commercial carrier vehicles, bicycle traffic and a large amount of pedestrian traffic. All subjects and vehicle types will be expected to adhere to the Illinois Vehicle Code. These violations will be enforced with reasonableness and impartiality in accordance with the Illinois Vehicle Code.
- 11) **Newly Enacted Traffic Laws:** Officers will receive notification through PowerDMS when existing Illinois Vehicle Code has changed, or new laws have been enacted.
- 12) **Violations Committed by Juveniles:** In addition to all other duties, officers who encounter juveniles must follow Policy [2.08: Juvenile Contacts and Custodies](#), when applicable
- 13) **Violations Committed by Non-residents (out of area and/or state):** Officers should refer to 625 ILCS 5/6-308 and 625 ILCS 5/6-800.
- 14) **Pedestrian and/or Bicycle Violations:** In addition, officers must follow Policy [7.16 Pedestrian Stop Cards and Search Receipt](#).

This department does not establish ticket quotas. The number of citations issued by any officer shall not be used as criterion for evaluating officer overall performance, but the number of traffic stops completed, arrests, written warnings, and crime prevention measures are appropriate evaluation criterion (55 ILCS 5/5-1136; 65 ILCS 5/11-1-12).

ISSUANCE PROCEDURE

Officers shall utilize E-Citation to issue uniform traffic tickets unless the E-Citation system is unavailable. In instances where the E-Citation system is not available to the officer, they will follow the below procedure for issuing hard copy (paper) uniform traffic tickets.

Uniform Traffic Tickets must be completed in black ink.

Write legibly and press hard with your ink pen and insure all 4 copies are legible.

1. The "COMPLAINT" number in the upper right-hand corner is merely a ticket number that will not be used. The clerk uses this number to file, so take care not to tear it off.
2. Leave the other lines (CASE NO. _____ and ISP DIST. OCC_____) blank as they do not apply to this Department's current procedure.
3. This box should already be checked: "PEOPLE OF THE STATE OF ILLINOIS".
4. Fill in the violator's full name from the driver's license. If their name has changed, fill in current name.
5. Fill in the violators correct/current address. This should be verified by the officer verbally asking the violator for their current address.
6. Fill in the violator's current city, state and zip code of residence.

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7. Fill in the violator's entire driver's license number and the state of issuance. (Note on the ticket if DL is an International driver's license)
8. Fill in the eye color, height, and weight descriptors of the violator.
9. Check either "Female" or "Male".
10. Fill in the date of birth of the violator.
11. Fill in the type, class, restrictions and expiration of the license. This format is primarily for Illinois Driver's License information. All out of state license information should be filled in as well.
12. Fill in the date and time of the offense. Circle "AM" or "PM" box even though you may use military time. (UTT's are entered into EJS using military time)
13. Fill in the registration number, state and year of the violator's vehicle. If it is a motorcycle, (MC) is to be written behind the registration number. If there is no registration number write in the complete VIN.
14. Insert the make and color of the vehicle.
15. Check the type of vehicle you are citing. If the citation is issued to a pedestrian, check "Pedestrian" box, and if the vehicle does not fit any of the listed categories, check the "Other" box and write in the type.
16. Fill out the location of the offense. It is recommended to use cross streets instead of block numbers and indicate the direction the vehicle was traveling. Example, Main St. (northbound) to Buchanan.
17. If the violation is for one of the violations listed, check the appropriate box. Each violation requires a separate ticket.
 - A. For the offense of "No Valid D.L." write one of the following in the Notations Section:

Invalid for driving restriction time, violation temporary visitors DL, invalid temp DL/no proof ins, DL expired more than a year, driving/never issued license, driving/no license/permit/age, fail obtain lic/after reoc, driving/no license/ cancelled/sex offense, unlicensed, expired less than one year, cancelled, and invalidated.
 - B. For the offense of "Driving while License Suspended/Revoked" circle the appropriate license status.
 - C. For the offense of "Uninsured Motor Vehicle," write the last four of the VIN.
18. If the violation pertains to the I.L.C.S. (Illinois Compiled Statutes), insert the correct chapter, section and paragraph of the offense.
19. If the violation is not one of the listed violations, insert the correct chapter, section and paragraph of the offense. Write in the entire offense.
20. Do not use the local ordinance line. Issue an Ordinance Violation citation instead.
21. "Incident" section selection. If the offense concerns an accident, check the correct box for the "Accident Type": "PD" is for property damage; "PI" is for personal injury; and "Fatal" is for an accident with a fatality.
22. On every ticket, check the appropriate boxes for "Road Conditions," "Visibility," and "Method."
23. When required, insert the Department case report number/crash report number.
24. ***Signatures are no longer required.***
25. Insert your assigned court date. Court dates and times are arranged by the State's Attorney's Office based on a 21-day calendar provided by the Circuit Clerk's Office.

26. Check the appropriate box notating if the offense is a Pre-Trial Release: Detained, Court Appearance Required, or No Court Appearance Required violation.
27. Date, sign and print your name. Write your ID# on the provided line.

All violations are marked "Court Appearance Required" in the Illinois Vehicle Code if the violation mandates the violator appear in court.

Court Date Schedule

An officer shall issue a citation and a notice to appear within 21 days in court for an individual accused of traffic and Class B and C criminal misdemeanor offenses or petty and business offenses. Court times are 0900 hours. The 21-day calendar will be maintained on the BPD Portal-Vault-[Safety Act Reference Page](#).

Interpreters are available upon request at assigned court date/time

UNIFORM TRAFFIC TICKET DISTRIBUTION

E-Citations will automatically transmit copies of issued uniform traffic tickets to the Circuit Clerk's Office on a scheduled cadence. No officer action is needed for filing uniform traffic tickets issued through E-Citation. For hard copy (paper) uniform traffic tickets, the below process should be followed.

1. For all "No Court Appearance Required" violations, the violator should be given the 5th and 6th copies of the ticket with an explanation on how to proceed further.
2. For all "Court Appearance Required" tickets that are jailable offenses, the violator should be given only the 4th copy; destroy the 5th. On all "Court Appearance Required" tickets that are non-jailable offenses, issue both the 4th and 5th copies to the violator. This will allow them to retain the 4th copy for any court communications that may be available to them. Let them know that they are expected in court on the court date unless they make other arrangements with the Circuit Clerk's Office.
3. After finishing with the violator, a brief account of the violation may be written on the back of the 2nd copy along with a brief sketch of the violation.
4. All tickets should be placed in the tray at the Command Tower before the end of shift. The on-duty Shift Commander will review the tickets and initial them acknowledging the tickets are completed correctly. The shift Commander will then place the green copy (i.e., Police Record copy) in the top hanging mailbox to the upper left of the Command Tower. The remaining copies (i.e., Complaint Copy other Court Action and Other Orders) will be placed in the safe at the Command Tower.

VOIDING UNIFORM TRAFFIC TICKET

1. Once a Uniform Traffic Ticket has been issued to a violator and the contact has been terminated, the Uniform Traffic Ticket 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 Uniform Traffic Ticket and complaint document.

BOND

No driver's license or cash is forfeited for bond on a UTT.

Effective January 1, 2019, motorists are no longer required to sign the citation to post bond to secure bail for his or her release.

Any other out of state driver's license will be handled under the same provisions as an Illinois driver's license.

UTT'S ISSUED ALONG WITH CRIMINAL COMPLAINTS: If the violator has been issued UTT's and it is also being charged with a criminal offense, the two can be treated separately.

If the violator is being released to the custody of McLean County Detention Facility (MCDF), select "Pre-Trial Release: Detained. On the line asking for "Location" write MCDF. All copies of the citation, except "Police Record" shall be left with the jail staff.

NOTICE TO VIOLATOR OF APPEARANCES AND GUILTY PLEA: After issuing the violator a citation, the officer will inform the violator of the terms of the citation and the procedure for handling their requirements on the citation. An explanation of the "COURT APPEARANCE REQUIRED" needs to be given, if applicable, as well as the location of the court. If the citation allows a "NO COURT APPEARANCE REQUIRED," instructions will be given as to the location of the McLean County Law and Justice Center, as well as the defendant's option to enter a "not guilty" or "guilty" plea. The appropriate waiting period and the mail-in procedure need to be explained to the violator to eliminate any undue hardships. For both "NO COURT APPEARANCE REQUIRED" violations and "COURT APPEARANCE REQUIRED" violations the last two copies of the citation will be given to the violator.

Under no circumstances should an officer instruct a violator on how to have the citation dismissed in court or discuss the possible penalties which may or may not be imposed by the courts.