



## **Statewide Standard Citation Frequently Asked Questions (FAQ)**

### **When does use of the new Standard Citation become mandatory?**

A new version of the Statewide Standard Citation is effective on January 1, 2016. It is anticipated that law enforcement agencies will need to update their citations approximately every two (2) years. If a change in the law absolutely requires a change to the standard citation sooner than the biannual update to the standard citation, law enforcement agencies will be given as much advance notice as possible.

If law enforcement has any outdated unused citations, these should be taken out of service and destroyed.

### **Do electronically produced citations need to follow the new standard format?**

The approved standard citation recommendation and the Amended Rules of Court apply to both paper and electronic citations.

### **Will law enforcement agencies use the Statewide Standard Citation for juvenile citations?**

The standard citation has been updated to include the information and data fields required so that the standard citation may be used for juvenile court.

### **Are law enforcement agencies required to use the same vendor used during the Statewide Standard Citation project?**

No, law enforcement agencies may use their current printing vendor; however, your vendor will be required to comply with the criteria noted on the document posted on the court's public website entitled: "[Instructions for Law Enforcement to order the Statewide Standard Citation.](#)"

If interested, the vendor the Branch used during the initial ordering phase of the project can be contacted at:

Forms & Systems of Minnesota  
10769 Bren Road East  
Minnetonka, MN 55343  
Phone: 952.697.2247  
Email: [Mark@formsmn.com](mailto:Mark@formsmn.com)

### **What are my options for purchasing the Statewide Standard Citation if I am an agency that does not meet the vendor's minimum ordering requirement?**

For small volume agencies or agencies that primarily issue electronic citations and only need a few booklets of paper citations, you have some options. Option one is for your agency to contact either the Sheriff's Office or other local county agency and ask about purchasing citations from them. Your agency would then need to print labels listing your agency name and CAG/ORI number. The labels would then need to be affixed to the citations, thus identifying that citation as having been issued from your agency.

The second option is for your agency to band together with other agencies and combine your orders to meet a vendor's minimum order requirement. Agencies then may need to print labels with their agency name and CAG/ORI number and adhere them to the citations. This will identify the citation as having been issued from the specific agency.

**Note:** Minn. R. Crim. P. 1.06, Subd. 2 requires that all law enforcement agencies file their citations electronically by July 1, 2016.

### **What will happen if my agency files a non-compliant citation with the court?**

By issuing non-compliant citation(s), Law enforcement risk having the non-compliant citation(s) legally challenged under Minn. R. Crim. P. 6.01, subd. 4. Using the Statewide Standard Citation will prevent such legal challenges and avoid additional inquiries from the court.

### **On the AC (Alcohol Concentration) field, should the officer write the PBT (Preliminary Breath Test) results in this space in addition to or instead of the breath (e.g., Intoxilyzer), blood, or urine test results?**

No, do not indicate the results of the PBT in the AC field. The AC field is intended only to capture the results of a chemical test of the breath (e.g., Intoxilyzer), blood, or urine. The results of the PBT may be noted on the back of the court copy of the citation along with other officer notes. The new standard citation mirrors how the DWI forms are formatted in terms of recording the AC (Alcohol Concentration).

### **What is on the back of the court copy of the citation besides some additional officer notes lines?**

The back of the Court's copy of the citation contains the law enforcement officer notes.

### **Why is ethnicity not on the new citation? If ethnicity is not provided, would this trigger the citation coming back to law enforcement?**

Ethnicity is not included on the new standard citation. Legal research conducted confirmed that there is no statute or rule requiring observed race or ethnicity be reported on the adult citation. Some agencies would like to continue to collect race for adults while others do not. Therefore, the race field has been moved to the customizable area of the citation and agencies can choose to include it there or not

for adults. Courts are still required to collect self reported race from every defendant appearing in court.

**Is there an updated Standard Citation prototype available, where can I see a Standard Citation prototype that shows the changes to the Standard Citation?**

A standard citation prototype is available to law enforcement agencies on the [Minnesota Judicial Branches' public website](#).

**Will it be necessary for the officer to write their full name or just last name? If not done properly, will this trigger it coming back?**

The expectation is for the officer to write his/her full name and badge #. If the name is not legible, the citation may be returned. LE feedback received indicated a desire for officer name and badge number fields.

**Where is the box for disobeyed semaphore?**

Disobey semaphore has been removed due to multiple statutes that could apply, causing confusion as to officer intent. The officer will be required to write out the applicable statute and description on one of the offense lines.

**Can the citation be customized to eliminate unnecessary items for non metro counties such as parking meter #; neighborhood code?**

Those items have been moved off of the standard template and are options within the customizable section on the front of the citation. There was not universal need for those fields so based on feedback received; the compromise position was agencies that need these fields can include them in the space reserved for local agency customization.

**Why does the officer have to write only one offense per line?**

Court clerks rely on the officer to clearly identify the offense charged. To ensure multiple charges are correct, each charge is required to have its own line. A definition or penalty statute can be noted on the same line as the charging statute. If there are multiple counts of the same offense (e.g. DWI), each charging statute should be listed on its own line. Court clerks are instructed not to guess at the officer's intent regarding the charged offense.

**How will the standard citation be numbered?**

To ensure statewide citations have a unique number, the following numbering standard will be included on each citation:

- 12 digits maximum length
  - No alpha characters accepted, courts require numerals for Interactive Voice Response (IVR) phone payment options

- 2 digit county number (e.g. 38, Lake County)
- 2 digit ORI code extraction (6<sup>th</sup> and 7<sup>th</sup> number of an agency's ORI to uniquely identify agency along with the county number (MN0**380000**: ORI for Lake County Sheriff)
- 8 digit numerical sequence
  - Numerical sequence can include agency specific information (e.g. 2 digit year, Platoon Number; etc.)
  - Agencies may not need all 8 digits depending on volume
- Leading zeros will be printed on the citation in unused sequential number fields

A sample of a citation number is as follows:

3 8 0 0 0 0 0 0 0 0 0 1

**Will the Department of Natural Resources and the Minnesota State Patrol be required to use the Statewide Standard Citation?**

Yes, the Amended Minnesota Rules of Criminal Procedure require the Statewide Standard Citation be used by all law enforcement agencies.

**Why isn't there an option on the citation to select citee for non-diving offenses like 5<sup>th</sup> degree assault or minor consumption?**

The "Citee" category was discussed by the workgroup and it was decided not to include "Citee" on the citation. The individual receiving the citation is always the citee. The workgroup decided to only list categories on the citation that further define the Citee's role in the incident on the standard citation.

**Why is it important to not mark up or write over the pre-printed bar code?**

MNCIS technology can read the pre-printed bar code and auto populate various data fields in MNCIS. Auto populating fields prevents data entry errors. If the bar code is marked or written over, the technology will not read the correct bar code and could result in a citation number error in MNCIS.

**Why is it important to use the designated data fields to record speed amounts, alcohol content, endangerment, etc.?**

The imaging software used by court clerks will be set up to highlight the various data fields on the citation as the court clerk enters the data into MNCIS. If the data is not written in the correct fields, it will not be highlighted and may be missed by the court clerk who performs the data entry.

**Why is it important to write the specific community of offense in a separate data field if the address/location of offense is already noted?**

Court clerks do not know if an offense occurred inside or outside city or township limits based on an address/location. The correct community of offense is vital to ensure the correct prosecuting agency and correct fine/fee splits are entered by the court clerk. It is also important to distinguish between cities and counties with the same name very clearly (i.e. City vs County of Winona – just writing “Winona” does not provide enough detail to define the correct community of offense). Cities and townships may not receive their fair share of fines/fees if this field is not provided by the officer.

**Why is it important that citations be filed promptly by law enforcement with the local court?**

Many steps are required before a case is ready for payment or available for court hearing. The sooner a citation is filed, the sooner it can be processed and available for payment or prepared for court. Defendants often contact the CPC or the local court for information; however, the courts are unable to assist the defendant because the citation has not been filed in MNCIS.

**Why is it important to write legibly?**

The citation is the charging document and must be complete and accurate to ensure integrity of court data which is shared with all criminal justice partner agencies. CPC clerks do not have access to the 1045s or other reports that may get filed with the local court to verify defendant data. If names, addresses, dates of births and/or driver license numbers are hard to read, it can result in a case being opened with an incorrect MNCIS party and conviction data not being passed to partner agencies. If charge descriptions and charge codes are difficult to read, it can result in the entry and conviction of the wrong or unintended charges.

**Why is it important that charge descriptions and charge codes be valid, complete and match exactly?**

Because the case type, level of offense, fine amounts, and/or consequences upon conviction may differ among seemingly similar violations, it is critical that officers ensure the charge descriptions and charge codes are valid, complete and match exactly. Court clerks are instructed not to guess the officer’s intent regarding the charged offenses and will return the citation to law enforcement if the charge description does not match the charge code (i.e. written description says no proof of insurance but charge code is for no insurance; DAS vs DAR; no seatbelt vs no seatbelt in CMV; no seatbelt vs child restraint; careless vs reckless driving; possess small amount of m.j. – driver vs passenger), and thereby may cause a delay in the citation entry process.

**Why was the Accident/Crash descriptions removed from the citation template?**

This data was found not to have an impact on the processing of the citation or court record. In speaking with justice agency partners they also did not have a need for this information. The statutes that may impact a defendant's driving privileges such as Criminal Vehicular Homicide and Operation have been modified to include the degree of injury. This allows the Department of Public Safety – Driver and Vehicle Services (DVS) to apply the appropriate revocation period based on the charge and degree of injury, without needing to follow up with court administration.

Additional questions regarding the Standard Citation can be sent to the following email address: [state.standard.citation@courts.state.mn.us](mailto:state.standard.citation@courts.state.mn.us)