

Quick Reference Guide

Write information in blank field **under** description.

Field Name / Label on Citation	Field Description	Purpose
Bar Code	Digital citation number	No pen strokes permitted in barcode field
County Name	County where offense occurred	Fine-Split
<u>Sequential Citations of</u>	Complete if multiple citations issued (e.g. Page 1 of 2; Page 2 of 2)	Multiple citations, same incident
Identification	DL = Drivers License	Method defendant identified by officer
	DVS Website	
	Photo ID	
	FP = Finger Print	
	Other	
DL Number	Driver's license number	DPS Requirement
Name	Full first, middle (not initial), last name. Add suffix: Jr./III	DPS Requirement
Address - Street, Apt #	Subject's residence street address , not mailing address	DPS Requirement
DOB (mm/dd/yyyy)	Subject's date of birth from DL, ID Card, otherwise verbal	DPS Requirement
Height	Height: Feet & inches e.g. 6'4"	Identification
Gender	Subject's gender	DPS Requirement
Juvenile Court Offense Type	JTR = Juvenile Traffic Offense	Court processing
	JPO = Juvenile Petty Offense	
	DEL = Delinquency	
Juvenile's Guardian Address	Name & address of parent or guardian if offender a juvenile	Notify juvenile parent/guardian of offense
Vehicle Lic. No.	License plate #	DPS Requirement
State	State that issued Plate	DPS Requirement
Make	Manufacturer of vehicle	DPS Requirement
Style	Type of Vehicle	DPS Requirement
16+Pass	Commercial transport 16+ passengers	DPS Requirement
Date of Offense	Date of violation	DPS Requirement
Time of Offense	Time of Violation	Additional incident information
Unsafe Conditions Weather	Identify unsafe conditions	
	Clear Cloudy Fog Freezing rain Heavy rain Ice	Light rain Snow Sunset Sunny Sunrise
		Provides additional detail if incident involved a crash
Endangering Life & Property	Indicates if life or property endangered. If checked, then mandatory court appearance required by subject.	Further defines violation
Offense Location	Address of offense	Fine split
City/Community/Township/ Other	Must be identified by officer for proper fine distribution; specify subdivision of government, for example: City Township District (e.g. Sanitary district, 3 Rivers Park District, etc.) If none apply, note county name	Fine split

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Charge Description	Word description of violation. List only one count per line.	Defines the offense
Statute/Ordinance	Number description of violation	Identifies the law violated
3 rd Violation	Indicates a 3 rd offense for subject, but the case would still be payable.	Checkbox for ease of citation writing for officer
PM, M, GM	Petty Misdemeanor	Identifies degree of the offense
	Misdemeanor	
	Gross Misdemeanor	
Speed MS169.14 subd _____	Officer must indicate specific subdivision violated for speeding violation.	Checkbox for ease of citation writing for LE, but officer must note subdivision.
Mph	If speeding offense, the miles per hour the subject was driving.	Further defines violation
Limit	Speed Limit	Further defines violation
AC Taken	Alcohol Concentration (Do not enter PBT)	Defines concentration
AC:	Results of the Alcohol Concentration test	Further defines the charge
Test type	Check applicable test	Defines type of test or refused
Other Substance	Test results were for a substance other than alcohol.	Defines the substance as something other than alcohol.
Prosecutor	Office that provides prosecution (e.g. St Paul City Attorney). Tied to the community of offense.	Fine Split
Controlling Agency (CAG)	Number of agency issuing the citation	Fine Split and Criminal History
How Issued	Method of Issuance	Further defines the method of delivery.
Agency Name	Name of agency issuing the citations	Fine Split and Criminal History
CN/ICR	Case # or report # at issuing agency's discretion (Not State patrol event #)	Agency case number
Copy Distribution	Original =Court's copy Yellow=Prosecutor copy Pink =Law Enforcement copy Off-white tag=Defendant/Citee	