

## Handout – Understanding Citation Fields

### Overview

Use the information in this document to understand the purpose of each citation field that requires additional information.

### List of Citation Fields

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</u> of	Complete if multiple citations issued (e.g. Page <u>1</u> of <u>2</u> ; Page <u>2</u> of <u>2</u> )	Multiple citations, same incident
Identification	DL = Driver's License	Method defendant identified by officer
	DVS Website	
	Photo ID	
	FP = Finger Print	
	Other	
DL Number	Driver's license number	DPS Requirement
CDL Indicator	CDL checkbox	This indicates if the individual possesses a Commercial Vehicle License.
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	



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Field Name / Label on Citation	Field Description	Purpose
	DEL = Delinquency	
Juvenile’s Guardian Name	Name of parent or guardian	For party notification
Relationship to Child	Example: mother, father, grandparent	For party notification
Juvenile’s Guardian Address	Address of parent or guardian	For party notification
Same Address as Juvenile checkbox	Use checkbox in place of address if same as juvenile	For party notification
Vehicle Lic. No.	License plate #	DPS Requirement
State	State that issued Plate	DPS Requirement
No Plate	Use checkbox if vehicle has no plate	Further defines plate type
21-day temp	Use checkbox if vehicle has a 21-day temporary	Further defines plate type
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
Endangering Life & Property	Indicates if life or property endangered. If checked, then mandatory court appearance required by subject.	Further defines violation
<i>4 Involvement Options</i>	Pick the first option that applies in the following list of four (4)	
1. Driver	Indicates that citee is driver of vehicle	Select this box if the citee is driver
2. Owner	Indicates that citee is owner of vehicle	Select this box if the citee is owner
3. Passenger	Indicates that citee is passenger in vehicle	Select this box if citee is the passenger

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4. Citee	Indicates that a vehicle was not involved	Select this box if non-traffic 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, or District (e.g. Sanitary district, 3 Rivers Park District, etc.). If none apply, note county name.	Fine split
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 <sup>rd</sup> Violation	Indicates a 3 <sup>rd</sup> 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	
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.
Fingerprinted	Indicate if fingerprints were captured	Identifies if fingerprints captured for submission to criminal history record of the violation on this citation
Defendant In Custody	Indicate if taken into custody for a violation on the citation and held for a court appearance	Identifies if defendant is being held in custody for a court appearance

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Species/No.	Type of animals and number over limit or number of fishing lines	Defines the type and number of animals over the limit or number of fishing lines used
Wildlife Restitution	Amount assessed for wildlife restitution	Identifies the amount of wildlife restitution that is in addition to fines/surcharge
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	