

GENERAL ORDER

	Effective: January 1, 2013	Number: 13-90-006
	Subject: WEEKLY REPORT (FORM 1806)/SUBMISSION OF FORMS AND REPORTS	
	Reference:	
	Special Instructions: Rescinds GO 12-90-006	Distribution: A,B,C, F

I. PURPOSE

To establish uniform procedures for reporting and submission of enforcement data and administrative documents.

II. PROCEDURE

- A. Troopers Assigned to District Patrol Operations:
1. Submission of Form 1806 is not required. All other documents shall be submitted using email or hard copy.
 2. Email Method:
Where electronic forms are available, email is the preferred method for submitting documentation (ICR reports, tow sheets, etc.) to the District Office. Documents that can be emailed shall be submitted immediately upon completion.
 3. Hard Copy Method:
Handwritten citations and warnings, case-related documents and forms, and ancillary administrative documents (e.g. field purchase orders, expense reports, etc.) shall be submitted to the District Office in accordance with respective policies. Where not otherwise directed by policy or the District Commander, all items shall be submitted on a weekly basis using the standard mailer envelope (stock number S-75A). Troopers may include an inventory of the envelope contents, but it is not required.
- B. Commercial Vehicle Troopers and Commercial Vehicle Inspectors (CVIs) shall prepare and complete Form 1806, or an approved electronic equivalent, and submit it along with their activity to the district office.
- C. Unless assigned to standard district patrol operations (II.A. above), Troopers and CVIs are required to prepare and submit a signed original Weekly Report form, except those State Patrol personnel who, because of their duties or assignments, have been specifically instructed to prepare and submit narrative Weekly Reports in lieu of Form 1806. A copy is to be retained by the Trooper/CVI.
1. Each report shall be an accurate account of the employee's activities for that particular week.
 2. All Weekly Reports shall be filled out daily, kept current and in chronological order as the day/week progresses.
 3. Whenever non-work days fall on consecutive dates, Form 1806 shall be used to report those days except a single Weekly Report Form cannot include consecutive non-work days in more than one month. A separate Weekly Report is required at the beginning of each month.
- D. Disposition of Weekly Report
1. The original copy of the Weekly Report, along with all required enclosures, shall be forwarded to the district office responsible for the member's timekeeping upon the completion of the shift on Tuesday and must be received in the district office no later than Friday.
 2. The State Patrol member must retain a copy of the Weekly Report for at least one (1) year.
 3. Supervisory review/signature is required on all Weekly Reports.

E. Reporting of Vacation and Other Leave Time

1. Vacation and any other leave time shall be reported on Form 1806 in the appropriate column or on the narrative Weekly Report.
2. It shall be the member's responsibility to submit their respective weekly report to the District Office.

III. INSTRUCTIONS

The following instructions shall be followed when completing the Weekly Report (Form 1806):

Item #	Description	Requirements
1	Name	Trooper's personal signature required. This signature certifies that the Weekly Report submitted is a true and accurate reflection of the work performed by the Trooper.
2	Badge Number	Trooper's assigned badge number.
3	Station Number	Trooper's officially-assigned station number. For special projects and/or assignments, refer to specific project guidelines for directions.
4	Starting Date	Enter the month, day, and year of the first date on the Weekly Report.
5	Unit Number	Enter the official department-assigned unit number.
6	Starting Mileage	Enter the complete odometer reading at the beginning of each weekly reporting period.
7	Ending Mileage	Enter the complete odometer reading at the end of each weekly reporting period.
8	2 nd Unit Number	Enter the official department-assigned unit number for any other patrol unit used during this reporting period.
9	Starting Mileage	Enter the complete beginning odometer reading for the second unit used during each weekly reporting period.
10	Ending Mileage	Enter the complete ending odometer reading for the second unit used during each weekly.
11	Day	The preprinted day of the week must be used for all daily entries. The preprinted entries must not be changed.
12	Date	Enter the correct day of the month.
13	Start/End	Enter the starting time and ending time of the assigned work shift. (If overtime is worked beyond the scheduled shift, an explanation must be entered in the Comments Section to justify the hours worked in excess of the scheduled shift.)
14	Time Codes	Enter the number of hours worked under each time code to the one quarter (1/4) hour. Time codes other than those preprinted must be entered manually in the blank boxes provided and the associated preprinted code crossed out.
15	Off Duty Codes	Enter the appropriate "Off Duty" code, for example, vacation, sick leave, etc.
16	Vehicle Stops/Drivers Stopped	Enter the total number of drivers stopped each day. "Vehicle Stops/Drivers Stopped" shall be a count of traffic stop (TS) events created in CAD when a Trooper effected a traffic stop (i.e. events such as stalls, crashes, vehicles off road, etc. are not traffic stops).
17	Daily Total Hours Worked	Enter the number of hours worked each day, excluding any leave such as vacation, sick leave, etc.
18	Miles Traveled	Enter the total miles traveled each day regardless of the number of vehicles used.
19	Act. Code/1821	No longer required – calculated from SPAIS and eCitation.
20	Act. Code/1801	No longer required – calculated from SPAIS and eCitation.
21	Act. Code/18069	No longer required – calculated from CAD.

22	Act. Code/18070	No longer required – calculated from CAD.
23	Count Codes	Enter the appropriate total counts under the preprinted headings such as fatal accidents or trucks weighed, etc., each day. The count codes for activities not preprinted must be entered manually on the form and the preprinted code crossed out.
24	Weekly Totals	Enter the total for each reporting category for the entire week on this line.
25	Monthly Totals	Enter the cumulative MONTHLY totals for each month in each of the daily reporting categories by adding the preceding week(s) total to the current week's total.
26	Code	For non-eCitations only: enter the correct Activity System arrest code(s) for all charges made according to the statutes cited.
27	Number	For non-eCitations only: enter the ticket number. If a violator receives a multi-arrest citation, each charge (arrest code) must be listed separately and an "A", "B," "C". or "D" added to the ticket number depending on the number of different charges included on a single multi- arrest ticket.
28	Name	For non-eCitations only: enter the last name of the violator.
29	ICR/Accident Reports	List all enclosures that are being submitted with the Weekly Report. Include the date and names of involved parties on all ICRs listed. Crash reports are submitted through RMS and do not need to be included.
30	Form 559	Enter the individual number of any Department of Public Safety Field Purchase Order for any purchases made during the reporting week.
31	Comments	Enter any explanation that is required, such as working overtime or any other unusual circumstance that could be questioned during routine processing of the Weekly Report.
32	Supervisory Review	The Trooper's supervisor must approve all Weekly Reports with their signature.

Approved:

SIGNED 12/28/2012

**Colonel Kevin P. Daly, Chief
Minnesota State Patrol**

GENERAL ORDER

	Effective: February 1, 1985	Number: 85-90-008
	Subject: CUSTODY REPORT (FORM 1818-02)	
	Reference: General Orders 20-018, 20-021, and 80-001	
	Special Instructions:	Distribution: A,B,C,E

I. PURPOSE

To establish a uniform procedure in preparing and utilizing this form, designed to serve as a vehicle or property report and inventory or a receipt for property seized and/or returned.

II. PROCEDURE

- A. Must be completed upon towing a vehicle following:
 - 1. Custodial arrest of driver
 - 2. Accident
 - 3. Seizure as evidence
 - 4. Stolen or abandoned recovery
 - 5. Any other applicable incident
- B. Used as a property report and inventory following:
 - 1. Custodial arrest of person
 - 2. Property found to be lost, stolen, or abandoned
 - 3. Evidence seized for criminal prosecution
- C. When this form is used as an inventory report, record any damage and operating condition of vehicle on Line #13 (see III – Instructions).
- D. Used as an official receipt for:
 - 1. Seizure of property
 - 2. Release of property to rightful owner

III. INSTRUCTIONS

- Line #1: ICR Number as obtained from Radio
- Line #2: Check if applicable to vehicle or other property.
- Line #3: Indicate page number and number of pages
- Line #4: Date form is prepared.
- Line #5: Time form is prepared.
- Line #6: Location form is prepared.
- Line #7: Complete entirely, including visual inspection of V.I.N.
- Lines #8–12: Complete each box. If not applicable, indicate by N/A. If not available, draw a single, horizontal line through box.
- Line #13: Column A – List each item by number, e.g. 1, 2, 3, etc.

Column B – Location where item was found, if within vehicle, e.g. “right front seat,” “trunk,” or “in garage,” “in grain bin,” etc.

Column C – Describe property, e.g., “Sears tool box with assorted tools.”

Line #14: Write signature, list badge number.

Line #15: Write signature and indicate date vehicle is released. Leave this line blank if there is a hold, which should be noted under #18 below. Reason for hold must be included.

Line #16: Claimant must sign form and list current address upon receipt of property.

Line #17: Signature of person releasing property to claimant, including date and time of release.

Line #18: Comments other than already listed on lines in for, e.g. “Hold for investigation,” “Hold for evidence.” In all evidentiary matters, record place of custody, e.g. “BCA Lab,” “SP District Office,” “Home evidence storage,” etc. Include this information also in Field Report.

IV. DISPOSITION

A. Submit copies as follows:

1. Original – Forward to District Office with Weekly Report.
2. Copy – to towing agency who will have possession of vehicle.
3. Copy – to property owner or claimant.

B. Advise Radio whenever a vehicle is placed in custody and provide with all relevant information from this form.

Approved: Signed 02/01/1985 _____ Colonel D. Roger Ledding, Chief Minnesota State Patrol	I have read and understand this General Order. _____ Signature
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GENERAL ORDER

	Effective: April 28, 2020	Number: 20-90-013
	Subject: CITATIONS, WARNINGS and E-CITATION	
	Reference:	
	Special Instructions: Rescinds GO 13-90-013	Distribution: A,B,C,F,N

I. PURPOSE

To establish uniform procedures for obtaining, completing, issuing, and filing citations and warnings. Citations and warnings shall be issued using the e-citation program when members are trained, software is operational, and local courts accept electronic versions of citations and warnings. In other cases, citations and warnings shall be issued using paper formats.

II. CITATIONS

- A. A Uniform Traffic Ticket (citation) shall be prepared each time a member arrests any person or otherwise directly causes a person to appear in court as a defendant for any offense.
- B. Whenever there is a citable event involving damage to a person or property, Troopers should strongly consider checking the “endanger” box on the citation form to require a mandatory court appearance by the suspect and afford alleged victims their rights.
- C. In cases requiring mandatory detention (e.g. warrant arrests), or issuance of a formal complaint, it will be the policy of the Minnesota State Patrol (MSP) to gather the facts, complete all necessary forms, and provide them to the proper prosecutor. Administrative citations must be completed in these instances, and e-citation contains many of the common administrative charges. E-citation also contains a generic “Admin. Cit. Offense” charge which should be used when a specific administrative charge is not in the program’s list.
- D. Response to Citizen Arrest
Minn. Stat. secs. [629.30](#) and [629.37-39](#) grant authority for private persons to effect arrests for certain offenses. The private person must take the arrested person before a judge or peace officer without delay. When presented with such an arrest, members shall investigate the alleged offense as they would investigate any similar criminal incident, including referral to local agencies for non-traffic crimes as required by Minn. Stat. Chap. [299D](#). If the member declines to take enforcement action for the alleged private arrest offense, the case shall be submitted to the local prosecutor for a final determination.

III. E-CITATIONS

- A. During the course of traffic stops, members shall enter the e-citation module by pressing “Control U.”
- B. Driver: Upon e-citation activation, information returned from the last driver’s license query should populate the driver information on the “Driver” tab. Members shall confirm the individual being cited is the person listed on the driver information tab, to include: OLN, name, DOB, address, state, zip code, and physical information. Members can also use the change or delete person info button to import the correct individual. In cases of no coverage, members can hand enter driver information or use the “D/L Swipe” button also located in the “Driver” tab.
- C. Vehicle/Location: Information returned from the last vehicle registration query should populate the vehicle information on the “Veh/Loc tab.” Members shall confirm the vehicle information and if not correct, use the change or delete vehicle info button or manually type the correct information. Members should ensure that the proper date and time are entered on the citation, especially for events that initiate near midnight or when a citation is being issued for an incident that happened earlier in the shift or on a previous day. The date and time are critical when making arrests and/or issuing citation(s)/warning(s). Members must ensure that the correct date and time are entered based upon the time of the initial encounter. Members shall verify county, township and location to ensure proper routing of the e-citation. If the location information is incorrect, members shall

update the citation with the correct location information.

D. Citations

1. Members issuing citations via e-citation can search for the violation by entering the statute number, the MSP activity code, or typing in the literal language of the violation in the search location.
2. When issuing speed citations along with other violations, the speed charge shall be on the 1st charging location to accommodate the numeric value of the speed being charged.
3. When issuing a citation for 4th degree DWI, the degree (4th Degree DWI/Minn. Stat. sec. [169A.27, subd. 1](#)) shall be listed as the first offense. For alcohol-related DWI offenses, the charging statute of Minn. Stat. sec. [169A.20, subd. 1\(5\)](#) shall be listed as the second offense as a location for blood alcohol concentration (BAC) is present. The third charging statute shall be Minn. Stat. sec. [169A.20, subd. 1\(1\)](#) or other appropriate 169A.20 subd. 1x(x) statute.
4. Whenever a person being charged with a traffic offense is a juvenile, the juvenile box shall be checked with parent/guardian information entered in the Veh/Loc tab of e-citation. Parent/Guardian notification is required. (See Sec. VI below).
5. Upon completion, members shall push the print button followed by attaching vehicle and driver information to the citation.
6. Comments (ticket number, violator info, vehicle info and charges/warnings) that are auto populated in Mobile for Public Safety shall not be deleted.

DI. Warnings

Members issuing warnings via e-citation shall locate the violation either in the check list provided or by completing a search of the violation by statute or name.

DII. Court

1. The name and address of the county court facility will populate in the "Court" tab along with a phone number for the court processing center with no court date issued by the Trooper.
2. Any comments entered into the "Officer Notes" area on the Court tab are transmitted electronically to the court and are viewable by prosecutors.
3. Any data entered into the "Misc. Notes" tab are not transmitted electronically to the court and are not viewable by prosecutors.

DIII. Miscellaneous Notes

1. The "Notes" provide a location for members to click or enter information relative to the traffic stop as well as an additional narrative location. All notes must be completed prior to exporting tickets to the server.
2. Members shall use the project code drop down and click on "O" for overtime when working all overtime enforcement shifts.
3. CVIs shall use the project code drop down for commercial vehicle activity coding

DIV. Exceptions

There may be times when a member is in a location that does not allow him/her to utilize their MDC to create events. In these instances, members shall utilize dispatch to create their events and air an event number for the Trooper to manually enter into e-citation. Members will also then have to enter vehicle and driver information for the citation.

DV. Upon completion of issuing citation(s)/warnings(s), or no later than the end a shift, members shall click on "Export Now" located in the "File" menu.

DVI. Once a ticket has been filled out and either saved and/or printed this ticket is permanently saved and the Trooper must take the following steps to delete or void a ticket if needed.

1. Go to the driver tab and type in the word "DELETE" for first, middle and last name.
2. Send an email to patrol.ecitation@state.mn.us listing the ticket #, Trooper name and badge number, and request to delete the ticket in question.

DVII. When the E-Citation application is closed and the Trooper either needs to edit a ticket and/or export their citations, they will use CTRL + E to enter the edit mode. The trooper can then select the ticket to edit and save. If exporting, the Trooper can select any ticket and go to file and export.

IV. PAPER CITATIONS (FORM 1821)

- All paper citation forms are subject to audit by other departments of the state, meaning each citation must be accounted for.
- A. Citations are released to each district.
 - B. Under the district captain's authority, each district will enter the ticket assignment in the activity system.
 - C. It shall be the duty of each member to account for each paper citation issued to them.
 - 1. Should any citation become lost, it shall be the duty of the member to whom they were issued to promptly notify the district office in writing.
 - 2. Whenever a citation is mutilated, it shall be marked "Void— Mutilated" on each copy and forwarded to the district office.
 - 3. Whenever a citation is improperly written, it shall be marked "Void" on each copy. The reason for the voiding of the ticket must be stated on an attached memo. It shall be forwarded to the district office.
 - D. Each space for information on the citation shall be legibly completed as described in the Statewide Standard Citation Quick Reference Guide found at www.mncourts.gov/Documents/0/Public/Justice_Agency/Quick_Reference_Guide_Web_Version_10_14_2011.pdf
 - E. The following codes are for MSP use in the CAG box:
 - MNMHP0100 – East Metro District 2400
 - MNMHP0200 Rochester District 2100
 - MNMHP0300 – Marshall District 2300
 - MNMHP0400 – West Metro District 2500
 - MNMHP0600 – St Cloud District 2600
 - MNMHP0700 – Brainerd District 2800
 - MNMHP0800 – Detroit Lakes District 2900
 - MNMHP0900 – Thief River Falls District 3200
 - MNMHP1000 – Virginia District 3100
 - MNMHP1100 – Duluth District 2700
 - MNMHP1200 – Mankato District 2200
 - MNMHP1300 – Capital Security/Executive Protection District 4600
 - F. Disposition of Copies
 - 1. Remove tan defendant copy and give to violator.
 - 2. Remove pink agency copy and submit to district office.
 - 3. The yellow copy (Prosecutor) can be destroyed or otherwise used at the discretion of the district supervisors.
 - 4. The original copy shall be promptly delivered to the court once notes are recorded on the reverse side. Notes must be sufficient to establish probable cause.

G. WARNINGS (FORM 1801)

- A. Definition: A warning is defined as enforcement action that does not result in a citation being issued or a custodial arrest being made.
- B. A warning form must be completed for all stops that do not result in a citation being issued or a custodial arrest being made. This requirement also applies to federal project shifts.
- C. The original of the completed form should be recorded as stated in General Order 90-006 and submitted to the district office (unless completed in the e-citation application).
- D. The hard copy of the warning form shall be given to the violator.

Exception: When a Trooper stops a driver based on reasonable suspicion and no violation of law is discovered, a form 1801 should be completed. The Trooper should then enter code 1098 for "Vehicle Stop—No Enforcement Action" and list the reason(s) for the stop (e.g. weaving within traffic lane). In this case only, the driver is not given a copy of the 1801 form. This procedure should also be followed when stopping a driver for suspicious behavior and no criminal activity is detected (e.g., vehicle departing from a closed

business during early morning hours where there has been a history of burglaries.)

- E. Paper warnings shall legibly contain the following information:
1. Date, time, location of stop, county and station number.
 2. Event number
 3. Violator's full name.
 4. Violator's date of birth.
 5. Vehicle make and registration number.
 6. Trooper's name and badge number.
 7. Violation for which the motorist was warned and appropriate activity code.
- F. If the person is given a citation in addition to any warning, the citation number and charge should be entered on the warning in the space provided. Members should be discriminate when completing and coding a warning form. For example, code 1102 should be used for each group of lights, not individual bulbs. Six (6) marker lights out would be one (1) 1102 for "Marker Lights Out;" it would not be six (6) separate 1102 codes. Similarly, a warning code would not be listed for each brake lamp on each side of the vehicle. "Brake Lights Out" 1102; "Tail Lights Out" 1102; "Turn Signal(s) Out" 1102, would be the appropriate coding method.
- G. Members should not record violations on a warning form when those violations were part of the probable cause for an arrest. Example: If a Trooper observes a driver not signaling lane changes, exceeding the speed limit, making unsafe lane changes, and the Trooper arrests the driver for DWI, the violations that led to the stop should be included in the arrest report but not recorded on the warning form.

VI. JUVENILE CITATION/ADULT NOTIFICATION

- A. Minnesota Stat. sec. [260B.225](#) requires peace officers who have cited a juvenile to adult court to promptly notify the parent or guardian (mail or telephone). In all cases, the member should complete the *Juvenile Traffic Citation to Adult Court* form in TraCS. The form should be validated, and if the parent/guardian has not been notified via telephone, the form should be printed and mailed to the parent/guardian.
- B. Where a juvenile is alleged to have committed both major and minor traffic offenses in the same behavioral incident, the child must be cited to Juvenile Court. "Minor offense" is a petty misdemeanor punishable by a maximum fine of \$100.00 or less and no confinement.
- C. Written notification to a juvenile's school must occur pursuant to Minn. Stat. sec. [121A.28](#) within two weeks of the incident when the juvenile is cited for certain controlled substance or alcohol offenses. Members should complete a field report in TraCS and select the appropriate box for juvenile alcohol or drug charges. The field report should then be validated, which will allow the Juvenile Alcohol/Drug School Notification report to be printed. The member should mail the printed Alcohol/Drug Incident Form to the appropriate school.

Approved:

SIGNED 4/28/2020

Colonel Matthew Langer, Chief
Minnesota State Patrol