

IUCS

Illinois Uniform Configuration Service

<http://iucs.illinoiscourtservices.net/>

County Administrator User Guide

V1.0

Apr 2015

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2. Introduction

The IUCS system provides the following features to County and Agency users in Illinois:

- Provides a central repository for information used across the State of Illinois for Courts and Police agencies that can be updated and promulgated efficiently.
- Manages information used in electronic citations software, in order to send standardized lists that is ultimately loaded to police squad cars and conforms to Court and Agency specific standards.
- Allows law enforcement agencies to enter traffic stop forms such as Uniform Traffic Citations, Written Warnings, TSSS forms, etc. The traffic stop information is automatically sent to the statewide Illinois Citation Repository, TSS data is collected for future submission to IDOT, and Uniform Traffic Citations can be electronically filed with the Circuit Clerk. All data can be exported in a standardized format for import into Records RMS systems for agency use.
 - Future development will allow overweight citations, criminal complaints, tow forms, etc.

There are several “business levels” for the IUCS system

- State – the level that provides access to statewide lists, such as IVC violations or NCIC-standardized lists. (Note that this access level is not for the Illinois State Police.)
- County – the level that provides access to county-specific lists, such as court location management and Circuit Clerk-specific parameters for interfacing with electronic citations systems. County level access also allows management of local violations, and county-standardized lists such as townships, city names, etc.
- Agency – the level that provides access to law enforcement agencies to configure and maintain officers, court appearance assignments, and local violations. Agency level access also allows list management of local school districts, local streets, emergency responders, etc.

IMPORTANT – Agencies that operate in more than one County will need to maintain separate lists and parameters specific to each County.

This document will only cover the County level.

3. Standard Features

3.1. Entities

The County-level information managed by this application includes:

Court Information

- Court Locations – House courts and Field courts are managed at the County level, but local administrative courts may be managed by an Agency/Municipality.
- Court Sessions – County administrators schedule sessions for agencies at specific locations and on specific dates and times, after which agencies schedule individual officers for those sessions.
- Court Types – County administrators define Court Types which facilitate court scheduling according to which violations are present in the stop. Court Types must be unique within the County.
- Excluded Court Dates – the County is responsible for entering the annual holiday schedule or planned court closings ahead of time so that agencies do not schedule officers on these specific days. If an excluded date is added, the agency officer schedules are inactivated.

General

- ~~Agency District Management (obsolete)~~
- ~~APS Form Verbiage (obsolete)~~
- Townships – the County defines the list of Townships within the boundaries of the county.
- Streets – the County defines the list of Streets within the boundaries of the county. Streets may also be defined at the Agency-level, however many streets cross city boundaries, and it is better for the master street list to be maintained at the County level.
- Import Streets – streets may be imported from a CSV file, which may be provided by the county GIS department.
- **Tow Information Management (this should not be County)**
- **Purpose Code List (move to Court Information)** – defines the hearing purpose codes for use in court scheduling. Some examples are initial arraignment (for criminal hearings), “plea setting”, “initial schedule” for normal traffic court, etc. This allows the County to better manage their court schedules due to their nature.
- Emergency Responders – the list of Emergency Responders can be maintained at the County level. Since Responders cross municipal, township, and even county borders, this list can be maintained at the County level.
- Schools and Parks – similarly, the list of school districts and park districts can be maintained at the County level. For example, Forest Preserve Police typically patrol Park Districts at the County level.
- Agencies –The County administrative user controls which law enforcement agencies are defined within the County boundaries.

Logs and Audit Trails

- **Export Import List**

Offenses and Violations

- Violation Severity – a County must rank case types and case classes on a severity scale so that the most severe violation in a stop can be determined. The most severe violation drives the court scheduling logic. Severity can be managed separately at the state level and local level.
- Violations – allows agencies to add local violations of various types, and view statewide violations.
- Offenses – searchable interface that allows a read-only view of the AOIC Offense Code table. Offense codes and state interface information are not editable. Please contact your IUCS Administrator if you have questions.
- **ISP Statute List –what is this?**

Police Officer – while managing officer information and schedules can be the responsibility of the agency, the County administrator can also manage and view this information.

- Assign Officer Schedules
- Officer Schedules
- Officer Schedule Report
- Officer Information

Security

- Users – County users can create usernames and passwords for logins for other County users or for Agency users.

To Do List

- Notify / Email To County Users
- My To Do List / Pending Tasks

Traffic Stop Data Sheet Records **Should be agency only??**

- Manage Traffic Stop Data Sheet Batch
- Manage Traffic Stop Data Sheet

Web Service

- Export to APS – County users can manually trigger a data export to a ReportBeam server
- APS Processes
- Web Services

3.2. Visual Guides

The following visual clues will display when the user can perform certain functions within the application:



Drop down lists – By clicking on the “arrow” on the right side of the box, a list of valid choices will be displayed for the user to choose. Entering the first letter of a word or phrase in the selection list will cause the word or phrase to “self-complete”.



“Pencil” icon – Will transfer to the “Edit” page for the entity.



“X” icon – Will inactivate the item on the line that the “X” was clicked.





“Block” – Will disable the item on the line that the “Block” was clicked.



“Enable” – Will enable the item on the line that the “Enable” was clicked.

Links – Each page may have links to perform additional viewing or updating of information. These links are easily identified because they are underlined and they function like links on the Internet..

+ / - The application displays all the options a viewer might use. By clicking on “-“, the options connected will collapse or be hidden; by clicking on “+” the options will again display. This function is supported in all search sections such as in  or  Violation Search.

Progress Bar: In the grey area directly below a window and to the left of the Internet symbol, a dark blue progress bar appears to indicate that a query has been submitted to the data base.

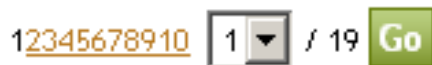
Error Message: If there is an error, a red message displays in the top left hand corner of the application.

Required fields – are indicated by a red asterisk next to the label,

Street Name *

3.3. *Navigation*

- ✓ Navigating between parts of the entire application
 - Options listed on the Home Page are links to other parts of the entire application.
 - “Bread Crumbs” are links created at the top of the window that show the path taken [need window print]
 - Browser “Back Button
- ✓ Paging / List Navigation buttons



To go to a specific page, select a page number link or select the page number from the drop down list and press the “Go” button. Note: Only ten pages of data are available. If there are more than ten pages, the total number of pages will be displayed after the ‘/’.

There are also “quick paging” buttons. Note: If a button is grey, then the function is not available and clicking on it will have no effect.



Page backward 10 (ten) pages.



Page backward 1 (one) page.



Page forward 1 (one) page.





Page forward 10 (ten) pages.

Sorting Lists – When viewing a list, columns with information that can be sorted in ascending or descending order have a heading that is underlined. A black “arrow” (pointing up - ascending - or pointing down - descending -) indicates that the list is already being displayed in the sorted sequence. Clicking on the underlined column heading sorts all pages that have been listed, not just the page currently displayed.

 <u>Violation Description</u>
YIELD TO PEDESTRIANS AT INTERSECTION WITH STOP SIGNS OR FLASHING RED LIGHTS
YIELD SIGN DISOBEYED
WRONG WAY ON ONE-WAY STREET
WRONG WAY ON ONE-WAY STREET
WRONG WAY ON DIVIDED HIGHWAY
WRONG WAY ON DIVIDED HIGHWAY
WRONG WAY AROUND TRAF ISLAND
WRONG WAY AROUND TRAF ISLAND

Sync status columns

- **Sync** – means the information has been shared with the Clerk’s system and may be used. When an agency makes a change to an item with a status of sync, the item will become pending.
- **Pending** – means the information has not been shared with the Clerk’s system and is not available for use by an agency. While an item is in this state, the item may be changed.
- **Locked** – means in the process of being synchronized with the Clerk’s system and not available for use by the agency. An item in this state cannot be changed. Contact IUCS Support if an item remains in this state.

Search function - Many of the list windows have a “Search” feature. All searches work similarly. Entering a term in the search section causes the application to “filter” the list and return only the records that include the search criteria. The more elements that are used to filter, fewer numbers of returned records will be displayed. If no records match the filter, then no records will be displayed. The search function does not use an exact match. If the term, “in”, is entered into the search box, the search will return violations with the preposition “in” as well as words with “-ing”. If query is “seat belt”, “seat belt” Violations, but not “seatbelt” violations will be returned. The ‘expand’ and ‘collapse’ feature is supported in all search sections such as in  or  Violation Search.

4. Getting Started

- The URL / Site Address for the IUCS system is: <http://iucs.illinoiscourtservices.net/>
- This site is best viewed with Internet Explorer 9.0 or higher, FireFox 4.0 or higher, or Chrome.

To access the IUCS website requires a User ID. To get a user ID, click on the link (circled in red below).

Illinois Unified Configuration Service

NEW LOGIN PROCESSES HAVE BEEN IMPLEMENTED ON IUCS, CLICK HELP FOR MORE INFORMATION.

Login here

User Id: LGOODWIN
Password: ●●●●●●
 I Agree with [Terms and Conditions](#)
Sign-In
[Forgot Password?](#)
[Agency User - New Registration Request](#)

The Illinois Unified Configuration System is used as the technical solution to enable policing entities to quickly and accurately issue Illinois Uniform Citations. Agencies use the application to add and maintain tables such as police officer information, local administrative and ordinance violations, and streets.

This information is then delivered to an agency for their use in transmitting information back to a clerk's case management system.

Participants may use this system for other business areas which need configuration lists or elements for uniform reporting.

The following Circuit Court Clerks and other agencies share in this project:

- DeKalb County, Circuit Court Clerk Maureen Josh
- DuPage County, Circuit Court Clerk Chris Kachiroubas

This site is best viewed with Internet Explorer 9.0 or higher, FireFox 4.0 or higher and Chrome Browser

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4.1. *New Agency User Registration Request*

Illinois Unified Configuration Service

Agency User Registration Request

New Agency User Registration Request

User Name *

Password *

Confirm Password *

First Name *

Middle Name

Last Name *

Email *

Phone Number *

User Type * --SELECT--

Register Cancel

Fill in all the required fields in the Agency User Registration form. Select “Agency Admin” as user type. Click the “Register” button.

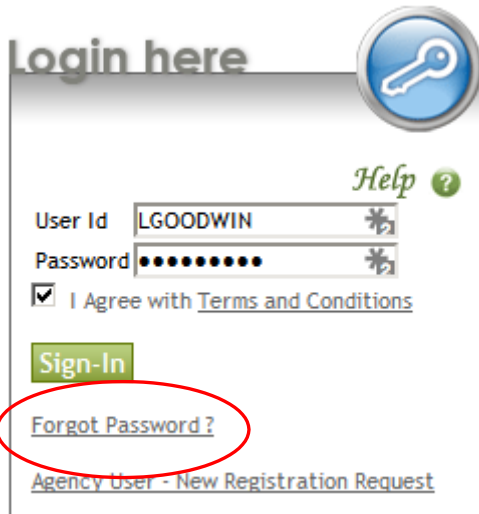
The IUCS County Administrator will review the request and approve the registration. Some agencies do not require approval to create a new user, so you may attempt to login immediately.

1.1. *New County User Registrations*

County Administrators accounts can only be created by IUCS Administration.

1.2. *Forgot Password?*

- Click on the link [Forgot Password?](#)



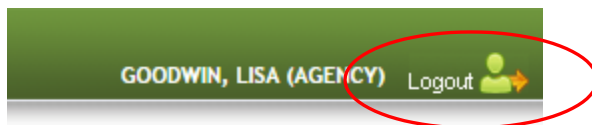
The screenshot shows a login interface with the following elements:

- Header: "Login here" with a key icon in a blue circle.
- Help: "Help ?" with a question mark icon.
- User Id: Input field containing "LGOODWIN".
- Password: Input field with masked characters (dots).
- Agreement: I Agree with [Terms and Conditions](#).
- Buttons: "Sign-In" (green) and "Forgot Password ?" (blue, circled in red).
- Footer: [Agency User - New Registration Request](#).

- Enter your User ID, User Type, County, Agency and Email address.
- A new password will be sent via your email address.. This password must be changed the first time that it is used.

1.3. *Logout*

- To end the IUCS session, click on the "Logout" button on the green frame in the upper right hand corner of any window.



2. County User Menu

This is the window that will be displayed when you have successfully logged in. Expand any of the lists to see your choices.

If you need to perform other functions, contact your county IUCS Security Administrator.

Illinois Unified Configuration Service

[+ Expand All](#) [- Collapse All](#)

- [-] Home
 - [-] Court Information
 - [Initialize Court Sessions](#)
 - [Maintain Court Sessions](#)
 - [Court Types](#)
 - [Court Locations](#)
 - [Excluded Court Dates](#)
 - [-] General
 - [Agency District Management](#)
 - [APS Form Verbiage](#)
 - [Townships](#)
 - [Tow Information Management](#)
 - [Streets](#)
 - [Import Streets](#)
 - [Purpose Code List](#)
 - [Emergency Responders](#)
 - [School and Parks](#)
 - [Agencies](#)
 - [School and Park Districts](#)
 - + Leader
 - [-] Logs & Audit Trails
 - [Export Import List](#)
 - [View Data Change Audit Trail](#)
 - [-] Offenses & Violations
 - [Violation Severity](#)
 - [Offenses](#)
 - [Offense Change Notification](#)
 - [Violations](#)
 - [-] Police Officer
 - [Officer Schedule Report](#)
 - [Officer Schedules](#)
 - [Assign Officer Schedules](#)
 - [Officer Information](#)
 - + Reports
 - [-] Security
 - [My Profile](#)
 - [Users](#)
 - [-] ...

5. General

5.1. Schools and Parks

School and park information may be used in an electronic citation or crash application. Some applications may require this selection in some cases, such as Speeding in a School Zone. Schools and park districts should be appropriate to the County in which they are located.

5.1.1. School / Park Search Section

You can limit the list of names by entering or selecting a district name or by typing in a school or park name directly. Press the “Search” button to initiate the search.

5.1.2. School / Park List

The Clerk of the Circuit Court is responsible for defining the School and Park District Numbers.

The screenshot displays the IUCS interface for the Agency User Module - LOMBARD. It features a search section with fields for School/Park Name (Wildcard Search), District Name, County, Agency, and Active/Inactive status. Below the search section is a table titled "School/Park List" with columns for School/Park Name, Agency, District Name, Inactive Date, Edit, and Inactivate. A red circle highlights the "Add School/Park" link in the table header.

Illinois Unified Configuration Service Logout

Agency User Module - LOMBARD

Home >> School/Park List

School/Park Search

School/Park Name (Wildcard Search)

District Name

County

Agency

Active/Inactive?

School/Park List [Add School/Park](#) | [Click on School/Park Name to view more details](#)

School/Park Name	Agency	District Name	Inactive Date	Edit	Inactivate
BUTTERFIELD SCHOOL	LOMBARD	#44			
GLENBARD EAST HIGH SCHOOL	LOMBARD	#87			
GLENN WESTLAKE MIDDLE SCHOOL	LOMBARD	#44			
MADISON SCHOOL	LOMBARD	#44			
MANOR HILL SCHOOL	LOMBARD	#44			
N/A	LOMBARD	N/A			
N/A	LOMBARD	LOMBARD			
PARK VIEW SCHOOL	LOMBARD	#44			
PARK ZONES NOT ENFORCED	LOMBARD	N/A			
PLEASANT LANE SCHOOL	LOMBARD	#44			
SCHAFFER SCHOOL	LOMBARD	#45			
STEVENSON SCHOOL	LOMBARD	#45			
WESTMORE SCHOOL	LOMBARD	#45			
WILLIAM HAMMERSCHMIDT SCHOOL	LOMBARD	#44			
YORK CENTER SCHOOL	LOMBARD	#45			


5.1.3. Add School/Park

Click on the “+Add School / Park” link at the top right of the listing.

The screenshot shows the 'Add School/Park' form within the Illinois Unified Configuration Service. The form is titled 'Add School/Park' and contains four fields: 'Agency *', 'District Type *', 'District Name *', and 'School/Park Name *'. Each of the first three fields is a dropdown menu with '--SELECT--' as the current selection. The 'School/Park Name *' field is a text input box. At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'.

- Choose the Agency that might patrol this district.
- Choose the type of district (SCHOOL or PARK) and the district name for the chosen type of district. The district names should have been previously set up by a county administrator. If the correct district name does not display, contact the county administrator.
- Enter the name of the school or park. **NOTE** – You may have abbreviate names in order to make content fit in the applications that use these values

5.1.4. Edit School / Park

In the list box, in the “Action” column to the right, click on the “Pencil” icon  OR from the School / Park List, click on the underlined name of the entry that will be changed.

- Press the “Edit” Button
- Change the appropriate information.
- Press the “Save” button.

5.1.5. Inactivate School / Park

In the list box, in the Action column to the right, click on the bold red “X” on the same line as the School / Park to be inactivated.

- A pop-up box will require the user to verify the decision to inactivate.

5.2. Emergency Responders

An Emergency Responder Unit is the name of an organization which may be called to the scene of an incident. The number of Emergency Responder Units created should be rather small. Emergency responders are not specific to a County since they respond across county and municipal boundaries. This list should include the most common units that your agency works with, as well as an “OTHER” and a “NO RESPONSE REQUIRED” option.

5.2.1. Emergency Responders Unit Search

The county and agency has been configured to default to display the county and agency name. Enter the parameters that are needed to narrow the list displayed in the lower part of this display. Press the “Search” button to initiate the search. Press the “Clear Fields” to reset the search criteria to list all.

5.2.2. Emergency Responders Unit Maintenance

Counties are allowed to Edit or Delete an Emergency Responder name. Click on either the blue “Pencil” to edit, or the red “X” in the action column to delete. A pop-up message will requires the user to verify the decision to delete.

The screenshot displays the 'Illinois Unified Configuration Service' web application. At the top, there is a green header with the service name and the user 'GOODWIN, L'. Below the header, the breadcrumb trail shows 'Home >> Emergency Responder Unit Maintenance'. The main section is titled 'Emergency Responder Unit Search' and contains a search form with three fields: 'Emergency Responder Unit Name (Wildcard Search)', 'County' (set to 'DEKALB'), and 'Agency' (set to '--SELECT--'). There are 'Search' and 'Clear Fields' buttons. Below the search form is the 'Emergency Responder Unit Maintenance' section, which includes a table of units and a table of agencies. A red circle highlights the 'Add Emergency Responder Unit' button. The table of units has columns for 'Emergency Responder Unit Name' and 'Agency'. The table of agencies has columns for 'Agency' and 'Emergency Responder Unit Name'.

Emergency Responder Unit Name	Agency
ADDISON FIRE	DISTRICT 15 STATE POLICE
ADDISON FIRE PROTECTION DISTRICT	DISTRICT 02 STATE POLICE
ALGONQUIN-LAKEIN THE HILLS FIRE DISTRICT	DISTRICT 02 STATE POLICE
AURORA FIRE	DISTRICT 02 STATE POLICE
AURORA FIRE	DISTRICT 15 STATE POLICE
BATAVIA FIRE	DISTRICT 15 STATE POLICE
BATAVIA FIRE	DISTRICT 02 STATE POLICE
BERKLEY FIRE DEPARTMENT	DISTRICT 02 STATE POLICE
BIG ROCK FIRE	DISTRICT 02 STATE POLICE
BIG ROCK FIRE	DISTRICT 15 STATE POLICE

Agency	Emergency Responder Unit Name
DISTRICT 15 STATE POLICE	ADDISON FIRE
DISTRICT 02 STATE POLICE	ADDISON FIRE PROTECTION DISTRICT
DISTRICT 02 STATE POLICE	ALGONQUIN-LAKEIN THE HILLS FIRE DISTRICT
DISTRICT 02 STATE POLICE	AURORA FIRE
DISTRICT 15 STATE POLICE	AURORA FIRE
DISTRICT 15 STATE POLICE	BATAVIA FIRE
DISTRICT 02 STATE POLICE	BATAVIA FIRE
DISTRICT 02 STATE POLICE	BERKLEY FIRE DEPARTMENT
DISTRICT 02 STATE POLICE	BIG ROCK FIRE
DISTRICT 15 STATE POLICE	BIG ROCK FIRE

5.2.3. Add Emergency Responder Unit

The screenshot shows the 'Illinois Unified Configuration Service' web interface. The page title is 'Agency User Module - LOMBARD'. The breadcrumb trail is 'Home >> Emergency Responder Unit Maintenance >> Add Emergency Responder Unit'. The main content area is titled 'Add Emergency Responder Unit' and contains a form with two input fields: 'Emergency Responder Unit Name *' (a text box) and 'Agency *' (a dropdown menu with 'LOMBARD' selected). Below the form are 'Save' and 'Cancel' buttons.

- Click on **+Add Emergency Responder Unit**. to the top right of the listing.
- Enter the name of the Emergency Responder Unit Name and click on the Save button to add the name to the database. **NOTE** – you may have to abbreviate names in order to make the content fit in other applications. DuPage County recommends the use of “FD” for Fire Department, and “FPD” for Fire Protection District.
- Chose the agency name.

5.3. Streets

Street lists may be optional for your agencies, depending on the requirements of other applications. Crash reporting applications may already have street lists, and electronic citation applications may allow free form text entry of streets.

- NOTE - Use standard abbreviations for street type, e.g. 'ST' for Street
- Hint: Unless the legal street name contains the word for a compass direction, the street names should be kept simple and allow for a single entry for a street name, e.g. "MAIN ST" in the list to be used by the application and permit the officer to describe if it is "NORTH" MAIN ST or "SOUTH" MAIN ST.

5.3.1. Street Search

Enter the search terms in order to narrow the list displayed in the lower part of this display. Press the "Search" button to initiate the search.

5.3.2. Street Maintenance

Counties are allowed to Edit or Delete a street name. Click on either the blue "Pencil" to edit, or the red "X" in the action column to delete.

The screenshot displays the 'Street Maintenance' section of the IUCS application. At the top, there is a search form with the following fields:

- Street Name (Wildcard Search):
- County: DEKALB
- Agency: -SELECT-

Buttons for 'Search' and 'Clear Fields' are located below the search form. Below the search form is a table of street names and their associated agencies. The table has the following columns: Street Name, Agency, Edit, and Delete. The table contains 10 rows of data:

Street Name	Agency	Edit	Delete
101ST ST	DISTRICT 15 STATE POLICE		
103RD	DISTRICT 15 STATE POLICE		
104TH	DISTRICT 15 STATE POLICE		
107TH	DISTRICT 15 STATE POLICE		
108TH	DISTRICT 15 STATE POLICE		
10TH AVE	DISTRICT 15 STATE POLICE		
10TH AVE	DISTRICT 02 STATE POLICE		
10TH CT	DISTRICT 02 STATE POLICE		
10TH CT	DISTRICT 15 STATE POLICE		
10TH ST	DISTRICT 15 STATE POLICE		

Agency User Module - LOMBARD

Home >> Street Maintenance































Street Search

Street Name (Wildcard Search)	<input type="text"/>
County	DUPAGE
Agency	LOMBARD
<input type="button" value="Search"/> <input type="button" value="Clear Fields"/>	

Street Maintenance

 [Add Street](#) | [Click on Street Name to view more details](#)

12345678910 1 / 19 Go

Street Name	Agency	Edit	Delete
13TH ST	LOMBARD		
14TH ST	LOMBARD		
15TH PL	LOMBARD		
16TH PL	LOMBARD		
16TH ST	LOMBARD		
17TH PL	LOMBARD		
17TH ST	LOMBARD		
18TH ST	LOMBARD		
19TH ST	LOMBARD		
20TH ST	LOMBARD		
22ND ST	LOMBARD		
2ND AV	LOMBARD		
3RD AV	LOMBARD		
ACORN CT	LOMBARD		
ADAMS ST	LOMBARD		

12345678910

5.3.3. Add Street

Enter the name of the Street and click on the Save button to add the name to the database.

The screenshot shows the 'Add Street' form within the Illinois Unified Configuration Service. The page header is green with the text 'Illinois Unified Configuration Service' and a 'Logout' link with a user icon. Below the header, the page title is 'Agency User Module - LOMBARD'. A breadcrumb trail reads 'Home >> Street Maintenance >> Add Street'. The form itself is titled 'Add Street' and contains two input fields: 'Street Name *' with an empty text box, and 'Agency *' with a dropdown menu currently set to 'LOMBARD'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

6. Offenses & Violations

6.1. *Manage Violations*

Violations configured here can be pushed to e-citations application, and then transmitted to the court systems to file the case charges against the violator. Standardizing the violations between the e-citations application and the court filing systems ensures that charges get filed correctly the first time.

6.1.1. Violation Definitions

There are four distinct types or groups of violations

1. State Violations (SV) – State violations are first created from the statewide AOIC Offense Code table, then they may be modified by each Circuit Clerk to comply with local interpretations by the State’s Attorney. IUCS also supports County-specific violation identifiers, if the Circuit Clerk’s systems do not use the Offense Codes. As such, each set of state violations may be unique at the County level.
2. Local State Violations (LSV) – Local state violations are state violations that have been adopted as local ordinances, for use by for those agencies that have adopted the Illinois Vehicle Code (IVC). These violations are prosecuted by local prosecutors, not by the State’s Attorney.
 - a. Counties may “manually” create an LSV for a municipality by using Add Local State Violation (LSV) or Add Local State Violation from Offense (LSV) and using an Offense Code as a template.
 - b. Counties should coordinate with their agencies as they may edit some elements of an LSV.
 - i. If an agency is an IVC agency, and if the LSV is in the IVC, then there is no editing allowed.
 - ii. If the agency is not IVC , the primary system Information key, Case type, Case Class and Inchoate offense are editable.
 - c. For the initial creation of LSV violations, please contact your IUCS Administrator.
3. Local Administrative Violations (LAV) – These are violations that must be created by an agency and can only be used on NTA/NTC or Parking forms. They are “heard” in an administrative hearing, rather than prosecuted at a court level. Municipal ordinances such as parking, noise disturbances and red light cameras are examples. Counties have the option of reviewing LAV violations, but they are rarely filed in court.

- Local Court Violations (LCV) – These violations must be created in cooperation with a municipality and the court. These are violations which may escalate to the judicial system if the offense is not resolved at the local level.

6.1.2. Violation Search

- Enter or select the search term or terms needed to narrow the list displayed in the lower part of this display.
- Press the “Search” button to initiate the search. If there are no returns, it is possible that one search term contradicted another search term, e.g. “Use on Form=overweight” and “ViolationType = Local Admin -LAV”
- SYNC indicates the violation has been accepted and configured by the circuit clerk court system, if that is a County requirement.

6.1.3. Violation List

This is the initial display of violations when the user selected Manage Violations from the “Home” screen.

The screenshot displays the 'Illinois Unified Configuration Service' interface. At the top, it shows the user 'GOODWIN, LISA (COUNTY - DEKALB)' and options for 'Change User Role' and 'Logout'. Below the header, there is a navigation bar with 'Home >> Violations List' and a 'General Help' icon.

The main section is titled 'Violation Search' and contains a form with the following fields:

- Violation Code: []
- Violation Description: []
- Violation Type: [--SELECT--]
- Offense Code: []
- County: [DEKALB]
- Agency: [DEKALB TEST]
- CMS Key: [ALL]
- Active/Inactive?: [ACTIVE]
- Sync Status: [ALL]
- Use On Form: [--SELECT--]
- Approved By County?: [--SELECT--]

Buttons for 'Search' and 'Clear Fields' are located below the form.

Below the search form is the 'Violations List' section. It includes a toolbar with links to add various violation types: 'Add State Violation (SV)', 'Add Local Admin Violation (LAV)', 'Add Local State Violation (LSV)', 'Add Local State Violation from Offense (LSV)', and 'Add Local Court Violation (LCV)'. A note states: 'Note: Click on Violation Code to view details.'

The table below shows the list of violations:

Violation Code	Violation Description	Violation Type	Offense Code	Agency	Approved ?	CMS	Sync Status	Edit	Inactivate	Delete	Audit
605_ILCS_10_0/27	LITTERING ON TOLLWAY	SV	8076000		YES	8076000	SYNC				
605_ILCS_10_0/27	LITTERING ON TOLLWAY	LSV	8076000	DEKALB TEST	YES	8076000	SYNC				
605_ILCS_10/10	VIOLATE TOLL HIGHWAY RULE	SV	8075950		YES	8075950	SYNC				
605_ILCS_10/10	VIOLATE TOLL HIGHWAY RULE	LSV	8075950	DEKALB TEST	YES	8075950	SYNC				
605_ILCS_10/27.1	FAILURE TO PAY TOLL	SV	8076300		YES	8076300	SYNC				
605_ILCS_10/27.1	FAILURE TO PAY TOLL	LSV	8076300	DEKALB TEST	YES	8076300	SYNC				
605_ILCS_10/27.2(A)	OBSTRUCT REGIS PLATE VISIBILITY	SV	0014203		YES	0014203	SYNC				
605_ILCS_10/27.2(A)	OBSTRUCT REGIS PLATE VISIBILITY	LSV	0014203	DEKALB TEST	YES	14203	SYNC				
625_ILCS_25_0/4A	CHILD RESTRAINT VIO/CHILD 8<16	SV	0013276		YES	0013276	SYNC				
625_ILCS_25_0/4A	CHILD RESTRAINT VIO/CHILD 8<16	LSV	0013276	DEKALB TEST	YES	13276	SYNC				

At the bottom of the table, there is a pagination bar showing 'Page 1 / 139' and a 'Go' button.

This window shows an example of the result of a search for violations that have the word "SPEED" in its description and that have a violation type of "Local State Violation (LSV)".

Illinois Unified Configuration Service GOODWIN, LISA (AGENCY) Logout

Agency User Module - LOMBARD General Help

Home >> Violations List

Violation Search

Violation Code		Violation Description	SPEED	Violation Type	LOCAL STATE - LSV
Offense Code		County	DUPAGE	Agency	LOMBARD
CMS Key	ALL	Active/Inactive ?	ALL	Sync Status	ALL
Use On Form	--SELECT--	Approved By County ?	--SELECT--		

Search Clear Fields

Violations List Add Local Admin Violation (LAV) | Add Local State Violation (LSV) | Add Local State Violation from Offense (LSV) | Add Local Court Violation (LCV) | Note: Click on Violation Code to view details.

Violation Code	Violation Description	Violation Type	Offense Code	Agency	Approved ?	CMS	Sync Status	Edit	Inactivate	Delete	Audit
V 5/11-1403.2(B)	AGGRAVATED OPERATION OF A MOPED ON 1 WHEEL - SPEEDING	LSV	0016911	LOMBARD	YES	22978988	SYNC		✖		
V 5/11-1403.2(B)	AGGRAVATED OPERATION OF A MOPED ON 1 WHEEL - SPEEDING - SECOND OFFENSE	LSV	0016912	LOMBARD	YES	22979018	SYNC		✖		
V 5/11-1403.2(B)	AGGRAVATED OPERATION OF A MOPED ON 1 WHEEL - SPEEDING - 3RD OR SUBSEQUENT	LSV	0016913	LOMBARD	YES	22979048	SYNC		✖		
V 5/11-1426.2	OPERATE LOW-SPEED VEHICLE ON STREET/ROAD/HIGHWAY	LSV	0014949	LOMBARD	YES	22963160	SYNC		✖		
V 5/11-1427(H-1)	OPERATE ATV AT SPEED TOO FAST FOR CONDITIONS	LSV	0011450	LOMBARD	YES	22963958	SYNC		✖		
V 5/11-1427(H-3)	OPERATE ATV AT MORE THAN MINIMUM SPEED WITHIN 100 FT OF DWELLING AT NIGHT	LSV	0011452	LOMBARD	YES	22964014	SYNC		✖		
V 5/11-1516(A)	OPERATE LOW-SPEED ELECTRIC/GAS BICYCLE - PERSON UNDER AGE 16	LSV	0015142	LOMBARD	YES	22964658	SYNC		✖		
V 5/11-1516(B)	OPERATE LOW-SPEED ELECTRIC/GAS BICYCLE OVER 20 MPH	LSV	0015143	LOMBARD	YES	22964686	SYNC		✖		
V 5/11-1516(C)	OPERATE LOW-SPEED ELECTRIC/GAS BICYCLE ON SIDEWALK	LSV	0015144	LOMBARD	YES	22964714	SYNC		✖		
V 5/11-601(B)	SPEEDING OVER STATUTORY LIMIT 26-29	LSV	0015460	LOMBARD	YES	22971198	SYNC				

Clicking on one of the Violation Codes will display the following page.

6.1.4. Violation Details

This Violation Details screen is divided into two sections.

1. Violation Information – State Violations are controlled by the County, while the Agency has some flexibility with Local Administrative Violations Ordinances. Contact your IUCS Administrator with issues or questions.

[Home](#) >> [Violations List](#) >> Local State Violation Details

Local State Violation Details

Violation Code	V 5/11-601(B)
Violation Description	SPEEDING OVER STATUTORY LIMIT 26-29
Violation Type	LSV
Offense Code	0015460
Agency	LOMBARD
Inactive Date	01/26/2011
Remarks for Inactivate Reason	
Effective Date (MM/DD/YYYY)	01/01/2011
Use On Form	U - UTC
Audit User ID	WEB_WSIMPORT
Audit Date	11/25/2013
Sync Status	SYNC
Primary System Information Key	
Court Type	TR
Severity	45
Case Type	TR
Case Class	P
Inchoate Offense	
UCR	5060
Approved By County ?	YES
Bond Amount (\$)	140.00
Must Appear ?	N

- Offense Information is provided for information purposes and not editable. The Offense information is obtained from the Offense Code tables and other parameters from the State of Illinois. Contact your IUCS Administrator with questions.

Offense Details

Offense Code	0015460	Version	2.3	Class of Violation	P
Description	DRIVING 26-29 MPH ABOVE LIMIT	Effective Date	01/01/2011	Inactive Date	01/26/2011
Chapter	0625	Act	00050	Section	11-601 (b)
Is State Police?	NO	Must Appear ?	NO	ADR SOS	Supervision
Statutory SOS	YES	BOI ?		Case Type	TR
Audit Date	01/07/2011	AOSEQ	122500	AOIC Management Review Date	
Use On FORM / APS	UTC	Added/Changed ?	Changed	Reason For Stop	1:MOVING VIOLATION
Moving Violation Type	1:SPEED	Speed Low (mph)	26	Speed High (mph)	29
Default Bond Amount (\$)	140.0	School District ?	NO	Park District ?	NO
Emergency District ?	NO	Over Weight		Collect Axle Number ?	NO
Collect Gross ?	NO	Collect Excess Pounds ?	NO	Collect Permit Number ?	NO
Fine Schedule		Allowed Weight Zero ?	N	Combination Bond ?	NO
Collect Speed ?	NO	Temporary Offense ?	NO	Complaint Verbiage	
School Bus Driver	NO	Remarks	PNLTY 11-202;SOS 50;PA 96-1507	UCR	5060
Subsequent Offense	NO				

6.1.5. Add Local Administrative Violation

[Home](#) >> [Violations List](#) >> Add Local Administrative Violation

Add Local Administrative Violation

Violation Information

Violation *	<input type="text"/>
Violation Description *	<input type="text"/>
Violation Type	Local Admin Violation
County *	DUPAGE
Agency *	LOMBARD
Use On Form *	--SELECT--
Initial Fine Amount \$	<input type="text"/>
Incremented Fine Amount	<input type="text"/>
Fine Increments after 'X' Days	<input type="text"/>
Payment Instruction Text	<input type="text"/>
Effective Date (MM/DD/YYYY) *	<input type="text"/>
Primary System Information Key	<input type="text"/>
Court Type *	OV CASES
Severity *	85
Case Type *	OV
Case Class *	P
Inchoate Offense	--SELECT--
UCR	<input type="text"/>
Bond Amount (\$)	120.00
Must Appear ?	<input type="radio"/> YES <input checked="" type="radio"/> NO

Place values in the fields that are marked as required (red asterisk).

6.1.6. Add Local State Violation

This feature will be documented in the next release.

6.1.7. Add Local State Violation from Offense

This feature will be documented in the next release.

6.1.8. Add Local Court Violation

This feature will be documented in the next release.

6.2. Offense Module

Offenses are defined and maintained by the Administrative Office of the Illinois Courts (AOIC). The Offense List is a list of offenses recognized by the AOIC.

6.2.1. Offense Search

The application opens with a display of current offenses known to the system for the entire state of Illinois. An offense is the foundation for violations.

- Enter any search terms in the fields that are needed to narrow the search.
- Press the “Search” button to initiate the search and the offense list that displays will contain the offenses that meet the criteria set by the search terms..

The screenshot displays the 'Illinois Unified Configuration Service' interface. At the top, it shows 'Agency User Module - LOMBARD' and a 'Logout' button. Below this is a breadcrumb trail: 'Home >> Offense Maintenance'. The main section is titled 'Offense Search' and contains a form with the following fields:

- Offense Code:
- Description (Wildcard Search):
- Class:
- Chapter (Wildcard Search):
- Act (Wildcard Search):
- Section (Wildcard Search):
- Case Type:
- Must Appear?:
- Active/Inactive?:
- Offense Status:
- ISP Statute (Wildcard Search):

Buttons for 'Search' and 'Clear Fields' are located below the form. Below the search form is the 'Offense List' section, which includes links for 'View CSV Report', 'View PDF Report', and 'View Excel Report'. A note states: 'Note: Click on Code to view more details'. The list is currently showing page 1 of 466. The table below contains the following data:

Offense Code	Version	AddChg	Class	Must Appear ?	Chapter	Act	Section	Case Type	Description	Effective Date	Inactive Date	Action
0014733	2.23	A	A	Y	720	00050	21-3(a-5)(1)	CM	DRIM TRESPASS VEHICLE IN FIELD	08/09/2005		
0014734	2.23	A	A	Y	720	00050	21-3(a-5)(2)	CM	CRIM TRESPASS VEH BY LIVESTOCK	08/09/2005		
0014735	2.23	A	A	Y	720	00050	21-3(a-5)(3)	CM	CRIM TRESPASS VEH IN ORCHARD	08/09/2005		
0014736	2.23	A	A	Y	720	00050	21-3(a-5)(4)	CM	CRIM TRESPASS VEHICLE IN BARN	08/09/2005		
0014737	2.23	A	2	Y	720	00050	12-4(d-5)	CF	AGG BATTERY /CORR EMP /EMP DHS	07/29/2005		
0014738	2.23	A	3	Y	720	00050	12-4(b)(18)	CF	AGG BATTERY /EMP GOV'T /SCHOOL	07/26/2005		
0014739	2.23	A	4	Y	720	00050	11-25(a)	CF	GROOMING	01/01/2009		
0014740	2.23	A	3	Y	720	00050	11-26(a)	CF	TRAVELING TO MEET A MINOR	01/01/2009		
0014741	2.23	A	4	Y	720	00050	12-7.5(a)(3)	CF	CYBERSTALK /SOLICIT COMM ACT	01/01/2009		
0014742	2.23	A	3	Y	720	00050	12-7.5(a)(3)	CF	CYBERSTALK /SOLICIT COMM ACT /2+	01/01/2009		
0014743	2.23	A	4	Y	720	00050	12-7.5(a-5)(1)	CF	CYBERSTALK /WEBPAGE /THREAT	01/01/2009		
0014744	2.23	A	3	Y	720	00050	12-7.5(a-5)(1)	CF	CYBERSTALK /WEBPAGE /THREAT /2+	01/01/2009		
0014745	2.23	A	4	Y	720	00050	12-7.5(a-5)(2)	CF	CYBERSTALK /WEBPAGE /APPREH	01/01/2009		
0014746	2.23	A	3	Y	720	00050	12-7.5(a-5)(2)	CF	CYBERSTALK /WEBPAGE /APPREH /2+	01/01/2009		
0014747	2.23	A	4	Y	720	00050	12-7.5(a-5)(3)	CF	CYBERSTALK /WEBPAGE /SOLICIT	01/01/2009		

- By clicking on an Offense Code link, the details for that offense will be displayed on the next window that displays.

6.2.2. Offense Details

The information in Offense Details is either derived from the AOIC Offense Code table for the State of Illinois, or is metadata designed to facilitate the use of this offense in a third party application.

Illinois Unified Configuration Service
GOODWIN, LISA (AGENCY)

Agency User Module - LOMBARD
Gener

[Home](#) >> [Offense Maintenance](#) >> [Offense Details](#)

Offense Details

Offense Code	0012746	Version	2.3	Class of Violation	P
Description	SPEEDING IN SCHOOL ZONE/2ND+	Effective Date	01/01/2002	Inactive Date	
Chapter	0625	Act	00050	Section	11-605(a)
Is State Police?	NO	Must Appear ?	Y	ADR SOS	Tape
Statutory SOS	YES	BOI ?		Case Type	TR
Audit Date		AOSEQ	122850	AOIC Management Review Date	
Use On FORM / APS	UTC	Added/Changed ?	Changed	Reason For Stop	1:MOVING VIOLATION
Moving Violation Type	1:SPEED	Speed Low (mph)	0	Speed High (mph)	0
Default Bond Amount (\$)	120.0	School District ?	YES	Park District ?	NO
Emergency District ?	NO	Over Weight		Collect Axle Number ?	NO
Collect Gross ?	NO	Collect Excess Pounds ?	NO	Collect Permit Number ?	NO
Fine Schedule		Allowed Weight Zero ?	NO	Combination Bond ?	NO
Collect Speed ?	YES	Statute		INA	
SUFFCK		Temporary Offense ?	NO	Remarks	PA 92-242
Audit User ID	DUPAGE_CCJEFDVA	Audit Date	05/20/2014	Complaint Verbiage	
School Bus Driver	NO	Last Update		UCR	5060
Subsequent Offense	YES	Inactive Date (MM/DD/YYYY)			

ISP Statute Details

ISP Statute	Offense Class	Description	BOI ?	Juvenile ?
625 ILCS 5.0/11-605-A	P	SPEEDING IN SCHOOL ZONE	NO	NO

7. Police Officers

Each County may manage officer schedules differently. The County Administrator creates court sessions at specific locations for each Agency. Once sessions are created, the Agency uses IUCS to assign individual officers to those sessions.

If a court session at a particular location has not been created, the Agency will not be able to assign officer schedules.

Note: Depending on the County and requirements of other third party applications, officer schedules may have to be entered both in IUCS and sent to the Circuit Clerk.

7.1. Assign Officers Schedules

Officer schedules must be created separately for every County in which the Agency operates. The County Administrator should assist agencies in determining any specific county parameters listed below.

7.1.1. Search Officers for Schedules Assignment

- Each County creates their own list of Court Types, according to how court cases are managed. For example, in DuPage County, TR is Traffic Court, DT is DUI Court, OV is non-traffic ordinance violations, etc.
- Each County defines their list of Court Locations, which includes available field courts. For example 4002 and 4015 are the court room numbers at the DuPage County Complex, while WH is Wheaton Field Court, GL is Glendale Heights Field Court, etc.
- The Start Date must be a date in the future. You cannot assign a past court session.
- The search fields with an asterisk are required. Sessions can be narrowed down by using any of the following:
 - A single day of the week or any combination of Days of the Week
 - A single choice from Week of the Month
 - AM or PM sessions
 - A purpose code is a descriptor that a County may use to further indicate what type of court session it is, i.e. arraignment, initial schedule, etc.

Complete these parameters on the Assign Officer Schedules screen, and click Search.

Home >> Search Officers for Schedules Assignment

Search Officers for Schedules Assignment

Ceiling/Officer County	DUPAGE	Court Type *	OV P TR	Location *	GL
Ceiling/Officer Agency *	LOMBARD	Purpose Code	--SELECT--	Start Date (MM/DD/YYYY) *	10/01/2014
Day of Week	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	Week Of Month	<input checked="" type="checkbox"/> All Weeks <input type="checkbox"/> Week 1 <input type="checkbox"/> Week 2 <input type="checkbox"/> Week 3 <input type="checkbox"/> Week 4 <input type="checkbox"/> Week 5	AM/PM	--SELECT--

Search Clear Fields

7.1.2. Display Court Schedule Assignment List

Press Search and a list of agency officers will display side by side with a list of available dates to which one or more officers can be assigned. The list of officers is displayed on the left. The Available Court Sessions for the search parameters is on the right. This agency has both AM and PM court sessions on Thursdays.

List of Available Police Officers					List of Available Schedules						
Select	Badge #	First Name	Last Name	Version	<input type="checkbox"/>	Court Date	Court Day	Court Time	Week Of Month	Court Type	Purpose Code
<input type="checkbox"/>	100	X	ORD VIOL PM CALL	1	<input type="checkbox"/>	10/02/2014	THURSDAY	08:30	Week 1	TR	INITIAL SCHEDULE
<input type="checkbox"/>	102	C	ABENANTE	1	<input type="checkbox"/>	10/02/2014	THURSDAY	13:00	Week 1	TR	INITIAL SCHEDULE
<input type="checkbox"/>	103	A	LAWSON	1	<input type="checkbox"/>	10/09/2014	THURSDAY	08:30	Week 2	TR	INITIAL SCHEDULE
<input type="checkbox"/>	21	J	MALATIA	2	<input type="checkbox"/>	10/09/2014	THURSDAY	13:00	Week 2	TR	INITIAL SCHEDULE
<input type="checkbox"/>	24	D	THIEDE	2	<input type="checkbox"/>	10/16/2014	THURSDAY	08:30	Week 3	TR	INITIAL SCHEDULE
<input type="checkbox"/>	28	D	MARCINIAK	1	<input type="checkbox"/>	10/16/2014	THURSDAY	13:00	Week 3	TR	INITIAL SCHEDULE
<input type="checkbox"/>	29	T	OLSON	1	<input type="checkbox"/>	10/23/2014	THURSDAY	08:30	Week 4	TR	INITIAL SCHEDULE
<input type="checkbox"/>	3	W	MARKS	1	<input type="checkbox"/>	10/23/2014	THURSDAY	13:00	Week 4	TR	INITIAL SCHEDULE
<input type="checkbox"/>	30	D	KUNDROT	1	<input type="checkbox"/>	10/30/2014	THURSDAY	08:30	Week 5	TR	INITIAL SCHEDULE
<input type="checkbox"/>	31	S	HEIM	1	<input type="checkbox"/>	10/30/2014	THURSDAY	13:00	Week 5	TR	INITIAL SCHEDULE
<input type="checkbox"/>	34	J	WAGNER	1	<input type="checkbox"/>	11/06/2014	THURSDAY	08:30	Week 1	TR	INITIAL SCHEDULE
<input type="checkbox"/>	342	M	SUMMERVILLE	1	<input type="checkbox"/>	11/06/2014	THURSDAY	13:00	Week 1	TR	INITIAL SCHEDULE
<input type="checkbox"/>	35	J	LAVERY	1	<input type="checkbox"/>	11/13/2014	THURSDAY	08:30	Week 2	TR	INITIAL SCHEDULE
<input type="checkbox"/>	36	W	MITCHELL	1	<input type="checkbox"/>	11/13/2014	THURSDAY	13:00	Week 2	TR	INITIAL SCHEDULE
<input type="checkbox"/>	4	S	POKORNY	2	<input type="checkbox"/>						
<input type="checkbox"/>	41	P	NEVARA	1	<input type="checkbox"/>						
<input type="checkbox"/>	42	D	BELANGER	1	<input type="checkbox"/>						
<input type="checkbox"/>	49	J	JORDAN	1	<input type="checkbox"/>						
<input type="checkbox"/>	61	S	WATKINS	1	<input type="checkbox"/>						
<input type="checkbox"/>	667	C	BAKKEN	1	<input type="checkbox"/>						
<input type="checkbox"/>	668	D	WARD	1	<input type="checkbox"/>						
<input type="checkbox"/>	680	T	WIRSING	1	<input type="checkbox"/>						
<input type="checkbox"/>	683	L	GOUTY	2	<input type="checkbox"/>						
<input type="checkbox"/>	7	J	SCHREPPFERMAN	1	<input type="checkbox"/>						
<input type="checkbox"/>	705	G	SOHR	1	<input type="checkbox"/>						
<input type="checkbox"/>	707	T	EVOY	1	<input type="checkbox"/>						
<input type="checkbox"/>	708	S	FRIELING	1	<input type="checkbox"/>						

Assign Schedules

- Select the officer[s] to be scheduled by checking the box in front of their name(s) from the "List of Available Police Officers".
- Select the court dates to be assigned to the officers by clicking in the box next to the schedule listed in "List of Available Schedules".
- When you have selected all the desired combinations, click the "Assign Schedules" button at the bottom of the display.

7.1.3. **** Handy Tips for Court Scheduling ****

1. Court dates may be available up to 60 days in advance. January's dates may be needed in November depending on requirements of the County and/or third party applications.
2. Holidays are excluded from the County's court sessions. If an officer's court date is usually the 3rd week of the month, this may conflict with a holiday like Thanksgiving. You have to modify the search to show more than one week, or you can assign November's date separately. If you are assigning dates over a long period of time, selecting by week of month may not be helpful.
3. If officers are generally scheduled for only morning or afternoon timeslots, the AM/PM search option is very handy for reducing the available court sessions.
4. The system will not create duplicate schedules. If you select a court session that has already been assigned to an officer, the system will warn you and still create all the new assignments.
5. If you can group officers that have the same schedules together, select one set of court dates and multiple officers to assign them in one large batch.
6. Don't forget that multi-county agencies must create court dates for stops conducted in all counties.
7. If an officer's schedule changes, the court schedule assignments can be altered. **However**, changing the officer's court schedule in IUCS only prevents further cases from being assigned to that schedule. **IUCS does not provide case scheduling information.**

IUCS does not adjust or notify the court of an officer's schedule change. Notify the prosecutor of schedule conflict issues to resolve any problems with existing cases assigned to the original schedule.

7.2. Officer Schedules

7.2.1. Search / List Officer Schedules

Enter the parameters that you wish to use to narrow the list displayed in the lower part of this display. Fields with an asterisk (*) are required.

- Badge Number will display a schedule for only one officer. Leave it blank to see all officers in the Agency.
- The Start and End Dates will limit the dates returned.
- The Schedule Status of ACTIVE or INACTIVE allows the user to view the current schedules or the schedules that were removed from an officer's rotation.

Press the "Search" button to initiate the search.

The screenshot shows the 'Illinois Unified Configuration Service' header with the user 'GOODWIN, LISA (AGENCY)' and a 'Logout' button. Below the header is the 'Agency User Module - LOMBARD' section with a 'General Help' icon. The main content area is titled 'Officer Schedule List' and contains a search form. The form has the following fields: County (DUPAGE), Agency (LOMBARD), Badge Number (empty), Start Date (empty), End Date (empty), Sync Status (--SELECT--), Purpose Code (--SELECT--), and Schedule Status (ACTIVE). There are 'Search' and 'Clear Fields' buttons at the bottom of the form.

7.2.2. View Officer Schedule List

Note: If you see a Sync Status of PENDING or LOCKED, the County Administrator needs to

Officer Schedule List [Inactivate Officer Schedules](#)

1 2 3 4 5 Page 1 / 5 Go

<input type="checkbox"/>	Officer Name	Badge Number	Court Location	Court Date	Court Day	Court Time	Week Of Month	Court Type	Inactive Date	Sync Status	Purpose Code	Inactivate	Audit
<input type="checkbox"/>	MENOLASCINO, J	718	GL	06/26/2014	THURSDAY	08:30 AM	Week 4	TR		SYNC	INITIAL SCHEDULE	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	MENOLASCINO, J	718	GL	06/26/2014	THURSDAY	08:30 AM	Week 4	OV		SYNC	INITIAL SCHEDULE	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	MENOLASCINO, J	718	4017	06/27/2014	FRIDAY	09:00 AM	Week 4	DT		SYNC	ARRAIGNMENT	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	MENOLASCINO, J	718	4017	07/02/2014	WEDNESDAY	09:00 AM	Week 1	DT		SYNC	ARRAIGNMENT	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	MENOLASCINO, J	718	4017	07/11/2014	FRIDAY	09:00 AM	Week 2	DT		SYNC	ARRAIGNMENT	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	MENOLASCINO, J	718	4017	07/18/2014	FRIDAY	09:00 AM	Week 3	DT		SYNC	ARRAIGNMENT	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	MENOLASCINO, J	718	GL	07/24/2014	THURSDAY	08:30 AM	Week 4	TR		SYNC	INITIAL SCHEDULE	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	MENOLASCINO, J	718	GL	07/24/2014	THURSDAY	08:30 AM	Week 4	OV		SYNC	INITIAL SCHEDULE	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	MENOLASCINO, J	718	4017	07/25/2014	FRIDAY	09:00 AM	Week 4	DT		SYNC	ARRAIGNMENT	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	MENOLASCINO, J	718	4017	08/01/2014	FRIDAY	09:00 AM	Week 1	DT		SYNC	ARRAIGNMENT	<input checked="" type="checkbox"/>	

1 2 3 4 5

7.2.3. Inactivating an Officer's Schedule

Click the red X in the Inactivate column to disable that scheduled date for an officer.

7.3. Officer Schedule Report

7.3.1. Generate Officer Schedule Report

Create a report by selecting from the fields displayed:

- One Court Location
- One Court Type
- Start Date and End Dates
- Day of the Week (*pending removal of parameter*)
- One or more officers can be selected.

The screenshot displays the 'Illinois Unified Configuration Service' web interface. The page title is 'Agency User Module - LOMBARD'. The breadcrumb trail is 'Home >> Generate Officer Schedule Report'. The main heading is 'Generate Officer Schedule Report'. The form contains the following fields:

County *	DUPAGE
Agency *	LOMBARD
Court Location *	--SELECT--
Court Type *	--SELECT--
Start Date (MM/DD/YYYY)	09/17/2009
End Date (MM/DD/YYYY)	09/16/2010
Day of Week *	--SELECT--
Officer Name *	--SELECT-- ABENANTE C ALAGNA C BAKKEN C BALSITIS T BELANGER D BENDICSEN M

At the bottom of the form are two buttons: 'Generate Report' and 'Cancel'.

7.3.2. Officer Schedule Report Sample

Illinois Unified Configuration Service
Logout

Agency User Module - LOMBARD

[Home](#) >> [Officer Schedule List](#) >> Officer Schedule Report

Officer Schedule List

County	DUPAGE	Agency	LOMBARD	Court Location	GL
Court Type	TR	Start Date (MM/DD/YYYY)	03/01/2010	End Date (MM/DD/YYYY)	02/28/2011
Day of Week	THURSDAY	Total Officers on Report	1		

Officer Name	Badge Number	03/04/2010	03/11/2010	03/18/2010	03/25/2010	04/01/2010	04/08/2010	04/15/2010	04/22/2010	04/29/2010	05/06/2010
GRAGE J	754		01:00 PM		01:00 PM		01:00 PM			01:00 PM	

Officer Name	Badge Number	05/13/2010	05/20/2010	05/27/2010	06/03/2010	06/10/2010	06/17/2010	06/24/2010	07/01/2010	07/08/2010	07/15/2010
GRAGE J	754	01:00 PM		01:00 PM		01:00 PM		01:00 PM		01:00 PM	

Officer Name	Badge Number	07/22/2010	07/29/2010	08/05/2010	08/12/2010	08/19/2010	08/26/2010	09/02/2010	09/09/2010	09/16/2010	09/23/2010
GRAGE J	754	01:00 PM			01:00 PM		01:00 PM		01:00 PM		01:00 PM

7.4. Officer Information - Manage Police Officers

7.4.1. Officer Search

Enter the search criteria that available to narrow the list displayed in the lower part of this display. Press the “Search” button to search.

- Name and Badge accept wildcards.
- Sort by badge number or by Last Name [ascending or descending orders].

7.4.2. Officer Maintenance

Illinois Unified Configuration Service

GOODWIN, LISA (AGENCY) Logout

Agency User Module - LOMBARD

General Help

Home >> Officer Maintenance

Officer Search

County: DUPAGE Agency: LOMBARD Status: ACTIVE

Badge Number (Wildcard Search): Last Name (Wildcard Search): Sync Status: ALL

Signature Image on Client: ALL

Search Clear Fields

Officer Maintenance

Note: Click on Badge Number to view information | Click on Badge Number/Last name to sort | Add Officer

Agency	Badge Number	Version	First Name	Last Name	ReportBeam UserID	Signature Image on Client	Inactive Date	Sync Status	Edit	Audit
LOMBARD	100	1	X	ORD VIOL PM CALL		No		SYNC		
LOMBARD	102	1	C	ABENANTE	LO102	Yes		SYNC		
LOMBARD	103	1	A	LAWSON	LO103	Yes		SYNC		
LOMBARD	21	2	J	MALATIA	LO021	Yes		SYNC		
LOMBARD	24	2	D	THIEDE	LO024	Yes		SYNC		
LOMBARD	28	1	D	MARCINIAK	LO028	Yes		SYNC		
LOMBARD	29	1	T	OLSON	LO029	Yes		SYNC		
LOMBARD	3	1	W	MARKS	LO003	Yes		SYNC		
LOMBARD	30	1	D	KUNDROT	LO030	Yes		SYNC		
LOMBARD	31	1	S	HEIM	LO031	Yes		SYNC		

- Click on Add Officer link to display the “Add Officer” screen.
- Click on a badge number to view Officer Detail or the pencil icon in the Edit column to add or change information.
- Signature Image on Client (Y/N)** – This field indicates that the electronic signature image has been authorized by the County.

7.4.3. Adding or Editing an Officer

This is the editing screen of the Officer Detail.

Agency	LOMBARD
Badge Number	102
Version	1
Last Name	ABENANTE
First Name	C
ReportBeam UserID	LO102
Rank	LIEUTENANT
Suffix	
Designation	
Signature	Browse... No file selected.
Inactive Date	

IMPORTANT: In order for an officer to use the APS E-Citation software, the officer must be assigned a ReportBeam username and an electronic signature authorization. This username must be indicated on the IUCS Officer record for the purpose of managing officer signatures.

- To inactive an officer record, enter a date in the Inactive Date field and click **Inactivate**. Any court sessions will also be inactivated.
- To change the spelling of the officer name, or badge number, click **Create New Version**.

[Home >> Officer Maintenance >> Create New Version Of Officer](#)

Agency *	LOMBARD
Badge Number *	103
Version	2
Last Name *	LAWSON
First Name *	A
ReportBeam UserID	LO103
Rank	POLICE OFFICER
Suffix	
Designation	
Signature	Browse... No file selected.
Create Officer Schedule From Previous Version? *	--SELECT--

IMPORTANT – If a new officer is added, or an existing officer’s name is changed, the changes **may not take effect immediately**. Depending on County requirements, this information may have to be approved by the County Administrator. **If the officer record does not show a SYNC status by the next business day, contact the County Administrator.**

8. TSSS Record Management

To be determined.