

LIST OF UPDATES TO THE CIRCUIT CLERK'S MANUAL

TO: Circuit Court Clerks
FROM: Marc Theriault, AOC General Counsel
DATE: **September 20, 2012**

IMPORTANT INFORMATION!!

PLEASE COPY THIS MEMO AND DISTRIBUTE TO EACH DEPUTY IN YOUR OFFICE.

THIS LETTER SERVES AS AN "INDEX" TO THE UPDATED SECTIONS OF THE MANUAL. IT DOES NOT INCLUDE THE UPDATE IN ITS ENTIRETY; THEREFORE, IT IS VERY IMPORTANT AND NECESSARY THAT YOU AND YOUR EMPLOYEES GO TO EACH SECTION OF THE MANUAL SET OUT IN THIS MEMO AND REVIEW THE CHANGES/MODIFICATIONS. PLEASE DIRECT ANY QUESTIONS REGARDING THESE UPDATES TO THE DEPARTMENT OF LEGAL SERVICES AT AOC.

2. **UPDATE ON UNIFORM OFFENSE REPORTING (UOR) CODES:**

Uniform Offense Reporting (UOR) codes resulting from 2012 legislation have been updated in the following sections:

• **CITATIONS:**

- Under "Transmittal List," number 3, reference to UOR code 30006 (now obsolete) has been changed to reflect its new number and description:

3. Check the citations against the transmittal list. If there are any discrepancies, report them to the law enforcement agency involved. If you have reason to believe that citations are reported inaccurately, report the problem to Legal Services at the Administrative Office of the Courts. NOTE: If a citation is received charging a defendant with UOR code 030040, 60/360 Day Involuntary Hospitalization of Mentally Ill Person; or UOR 030050, Emergency Detention; or UOR code ~~030060~~ **030080**, Involuntary Commitment of ~~Intellectually Disabled Person~~ **Individual with Alleged Intellectual Disabilities** do not open a case file. Retain the

citation by stapling it to the officer's transmittal list submitted with the citation. If other charges are listed on the citation, file and process the citation but do not complete a charge screen for any charges with the codes listed herein.

- "Other Prepayable Citations": This table has been updated with new UOR codes:

00249 (Lights/Lanterns Required by Motorless Vehicles Between Sunrise/Sunset), 00257 (Slow Moving Vehicle Emblem/Tape Required), and 00258 (Failure to Display Slow Moving Vehicle Emblem/Tape). The following codes were removed from the table: 00241 (Failure to Display Slow-Moving Vehicle Emblem); 00245 (Light Req Motorless Veh – Excpt Bicycle – Bet Sunset/Sunrise); and 00547 (Slow Moving Vehicle Emblem Required).

- **INVOLUNTARY HOSPITALIZATION**

Under "Confidentiality of Records," number 3, reference to UOR code 30006 (now obsolete) has been changed to reflect its new number and description:

3. If you receive a citation, which is NOT attached to a petition, charging a person with UOR Code 030040, 60/360 Day Involuntary Hospitalization of Mentally Ill Person; or UOR code 030050, Emergency Detention; or UOR Code ~~030060~~, **030080** Involuntary Commitment of ~~Intellectually Disabled Person~~ **Individual with Alleged Intellectual Disabilities**, Do not open a case file. Retain the citation by stapling it to the officer's transmittal list submitted with the citation. If the citation is attached to a petition, open the case file based on the petition and retain the citation in the case file. Do not complete a charge screen for any UOR listed herein.

Please feel free to contact me if you have any questions.