
**State of Kansas
Traffic Records Coordinating Committee
eCitation Data Requirements**

August 31, 2009

Version 1.0



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Requirements document designed to identify the data elements required and optional surrounding citation data within the state of Kansas. This information is a precursor for an upcoming planned statewide central repository for all state and local citations in an effort to improve officer and traffic safety as defined by the Traffic Records Coordinating Committee.

Version	Date	Description/Changes
0.1	8/24/2009	Initial draft compiled based on review of statewide citation samples collected, as well as discussions with the Kansas Highway Patrol (KHP) and Office of Court Administration (OCA).
0.2	8/25/2009	Updates to incorporate KHP & OCA feedback.
1.0	8/31/2009	Update to incorporate Local Law Enforcement Agency (LEA) and Kansas Department of Transportation (KDOT) feedback into the document.



I. EXECUTIVE SUMMARY

This document is meant to provide a generalization of the citation data currently collected throughout the state in various paper formats as this represents how citation data should be organized electronically in the future. Meetings were held with various state- and local-level citation stakeholders in order to validate the information captured in this document and additionally identify which of these data elements are most important and therefore should be required for any electronic citation submission in the future. The remainder of this section lists which of the data elements are required citation data elements.

A. Document Data

Several person data elements are required for any given citation. These include the following:

Element	Description
Citation Date/Time	The date (and optionally time) a citation was issued.
Citation Number	The unique identification number given to a citation by an issuing agency.
Citation Served Flag	A flag denoting that a citation was or has been physically served to a subject.
SAR Flag	A flag denoting this citation or warning is being issued to someone performing suspicious activities as defined by the national Department of Homeland Security (DHS) is important so that the central eCitation systems know to route the citation to the state's fusion center for further analysis and action.

B. Person Data

Typically two persons may exist on any given citation, the issuing officer and the citation subject (or defendant). Several person data elements are required for any given citation. These include the following:

Element	Description
Officer Identification	The officer's unique agency-assigned identification (typically a badge number) used by an agency to uniquely identify an issuing law enforcement officer.
Officer Last Name	The issuing official's last name or family surname.
Officer First Name	The issuing official's first or given name.



Element	Description
Agecny ORI Number	The federally assigned ORI number for the agency associated with the issuing agency.

C. Vehicle Data

As not every citation is involves a vehicle (e.g. loitering), all vehicle information is considered optional.

D. Event Data

The offense and at least a single statute violation must exist on all citations. The data elements required for all citations include the following:

Element	Description
Offense Date	The date an offense occurred or was observed by the issuing officer.
Statute Authority	The book or statutory authority under which a code section exists (e.g. KSA, STO, Shawnee County Ordinance, etc.).
Statute Section & Sub-Section(s)	The valid code section for the statute.

As severity and degree do not always apply, they are considered optional. The legal text of the statute is also considered optional, but should be provided whenever available.

It is important to note that citations are issued on local county and city ordinances therefore it is possible for the statute to reference one of these local statues and not a statewide statute.

E. Location Data

By statute, the citation location or Scilicet is required on any given citation however the offense location (if different) is an optional component. The following location data elements are required on all citations:

Element	Description
Citation Location County	The county in which a citation is issued.
Citation Location State	The state in which a citation is issued.
Citation Location City	The city in which a citation is issued.



F. Additional Data

As many jurisdictions contain numerous data elements which are not specifically attributed to one of the previous categories, two additional categories of data are expected to be included in the standard. These two categories of data are:

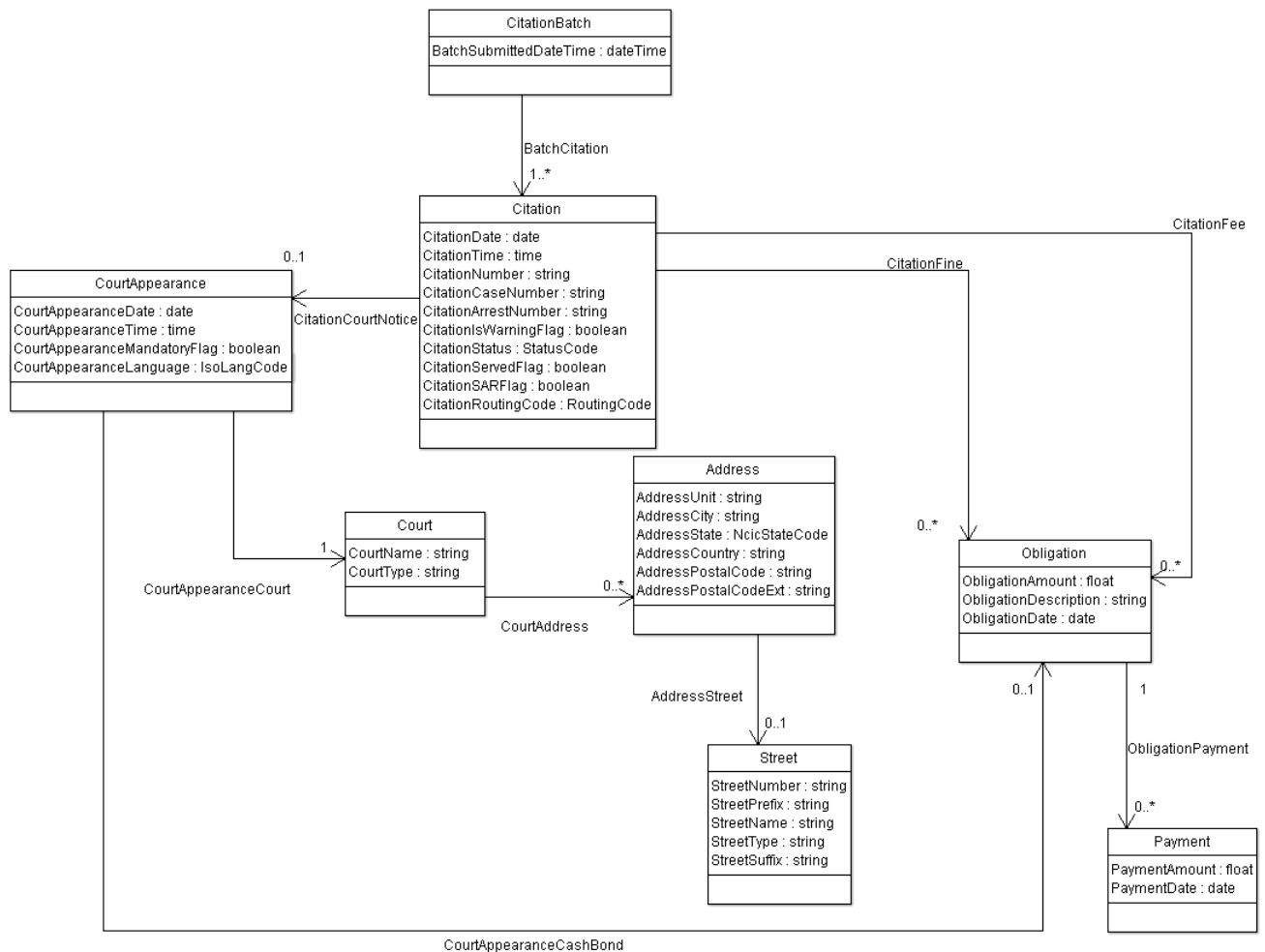
- Additional Considerations – These are considerations the issuing officer and agency would like to convey to others reviewing the citation in the future, such as a judicial official or probation officer. These are items which do not directly enhance or otherwise impact the code section or subsection being charged, but are still considered important by the agency for others to note.
- Statistical Factors – These are items of statistical value to an agency but have no bearing on the citation or its impending court case. These would be factors such as the weather conditions at the time of a citation, a locale-specific categorization, or whether the citation was associated with some other event such as an arrest or accident.

As these are flexible data elements and will likely vary between each jurisdiction, they are entirely optional elements and not required for submission.



II. DOCUMENT DATA

The citation document itself is expected to be included in a batch of citations transmitted on a periodic basis to a central statewide citation system. As such, some general document details information surrounding the citation and resulting notice to appear are expected to be included in each citation transmission. The following diagram depicts the citation batch and citation documents:



A. Required Data Elements

1. Always Required

Several person data elements are required for any given citation. These include the following:

Element	Description
Citation Date/Time	The date (and optionally time) a citation was issued.



Element	Description
Citation Number	The unique identification number given to a citation by an issuing agency.
Citation Served Flag	A flag denoting that a citation was or has been physically served to a subject.
SAR Flag	A flag denoting this citation or warning is being issued to someone performing suspicious activities as defined by the national Department of Homeland Security (DHS) is important so that the central eCitation systems know to route the citation to the state's fusion center for further analysis and action.

All other data elements depicted in the diagram are considered optional and may be provided by an agency when available.

2. Conditionally Required- When Citation is a Notice to Appear

Whenever the citation is being considered as a notice to appear at a court, several additional elements are required. These include the following:

Element	Description
Court Appearance Date	The date a subject is asked to appear in court.
Court Name	The name or description of the court in which the subject is being asked to appear.
Court Type	The type of court in which the subject is being requested to appear (municipal or district).
Court Appearance Language	An ISO 639-3 code denoting which language interpreter (including sign language) is required at the court appearance. Omit if no interpreter is required/requested.

Additional court location information and an appearance time is considered optional.

3. Conditionally Required - When a Citation Fine and/or Fee is Assessed

For some local citation systems, citations automatically calculate the fine and fees due upon issuance. When this scenario exists, and the face of the citation includes fines and/or fees, the following information is also required:



Element	Description
Fine/Fee Amount	The dollar amount of the fine and/or fee.

A description of the fine/fee and payment details are optional.

4. Conditionally Required- When Cash Bail is Accepted

Whenever cash bail is required by the issuing agency (e.g. out of state driver cited for speeding), not only an obligation for the cash bond should be recorded, but also the payment amount as depicted by the following:

Element	Description
Obligation Amount	The amount of cash bail owed and paid by the subject.
Payment Date	The date payment was made by a subject.

Unless otherwise noted, the full obligation amount is assumed to be the paid.

B. Data Element Details

1. Citation Batch

Element Name	Data Type	Description
Batch Submitted Date-Time	Date-Time	The timestamp for when a batch of citations is submitted. If a real-time transaction exists, the batch will only include a single citation.

2. Citation

Element Name	Data Type	Description
Citation Date	Date	The date a citation was issued
Citation Time	Time	The time a citation was issued.
Citation Number	String	The unique identification number given to a citation by an issuing agency.
Citation Arrest Number	String	The arrest number associated with a given citation if the citation eventually resulted in an arrest.



Element Name	Data Type	Description
Citation Case Number	String	The LEA-assigned case number associated with a citation.
Citation Is Warning Flag	Boolean	A flag to denote that the citation is being treated as a warning and not a court-submitted charging document.
Citation Status	Code	The filing status of a given citation (e.g. original, amended, revoked, etc.).
Citation Served Flag	Boolean	A flag denoting that a citation was physically served to a subject.
Citation SAR Flag	Boolean	A flag denoting that the citation also constitutes a suspicious activity report (SAR) and the regional fusion center should be advised of the citation's content.
Citation Routing Code	Code	A code describing where citation should be routed (e.g. county attorney, municipal court, district court, internal, etc.).

3. Court Appearance

Element Name	Data Type	Description
Court Appearance Date	Date	The date a court appearance or hearing is scheduled for.
Court Appearance Time	Time	The time a court appearance or hearing is scheduled for.
Court Appearance Mandatory Flag	Boolean	A flag denoting that a court appearance is mandatory (if this in some way overrides the charge-specific rules defined by a jurisdiction).
Court Appearance Language	Code	The ISO code for a language when a court interpreter is required for an appearance (e.g. sign language, Spanish, etc.).

4. Court

Element Name	Data Type	Description
Court Name	String	The name of the court.



Element Name	Data Type	Description
Court Type	Code	The category of court (e.g. Muni, District, etc.).

5. Court Address (and Street)

Element Name	Data Type	Description
Street Number	String	
Street Prefix	String	The directional prefix to a street (e.g. <u>S</u> Main Street).
Street Name	String	The name of a street.
Street Type	String	The category of a street (e.g. Street, Road, Avenue, etc.).
Street Suffix	String	The directional suffix to a street (e.g. Main Street <u>S</u>).
Address Unit	String	The P.O. box number or apartment/unit number.
Address City	String	Name of the city.
Address State	Code	The NCIC code value for a state.
Address Country	Code	The NCIC code value for a country.
Address Postal Code	String	The address zip or postal code (7 digits in the US).
Address Postal Code Ext	String	The address zip code extension (4 additional digits in the US).

6. Citation Fine/Citation Fee/Court Appearance Cash Bond

Element Name	Data Type	Description
Obligation Amount	Float	Amount of an obligation or liability to pay.
Obligation Description	String	Description of an obligation or liability to pay
Obligation Date	Date	Date an obligation was incurred or accrued.



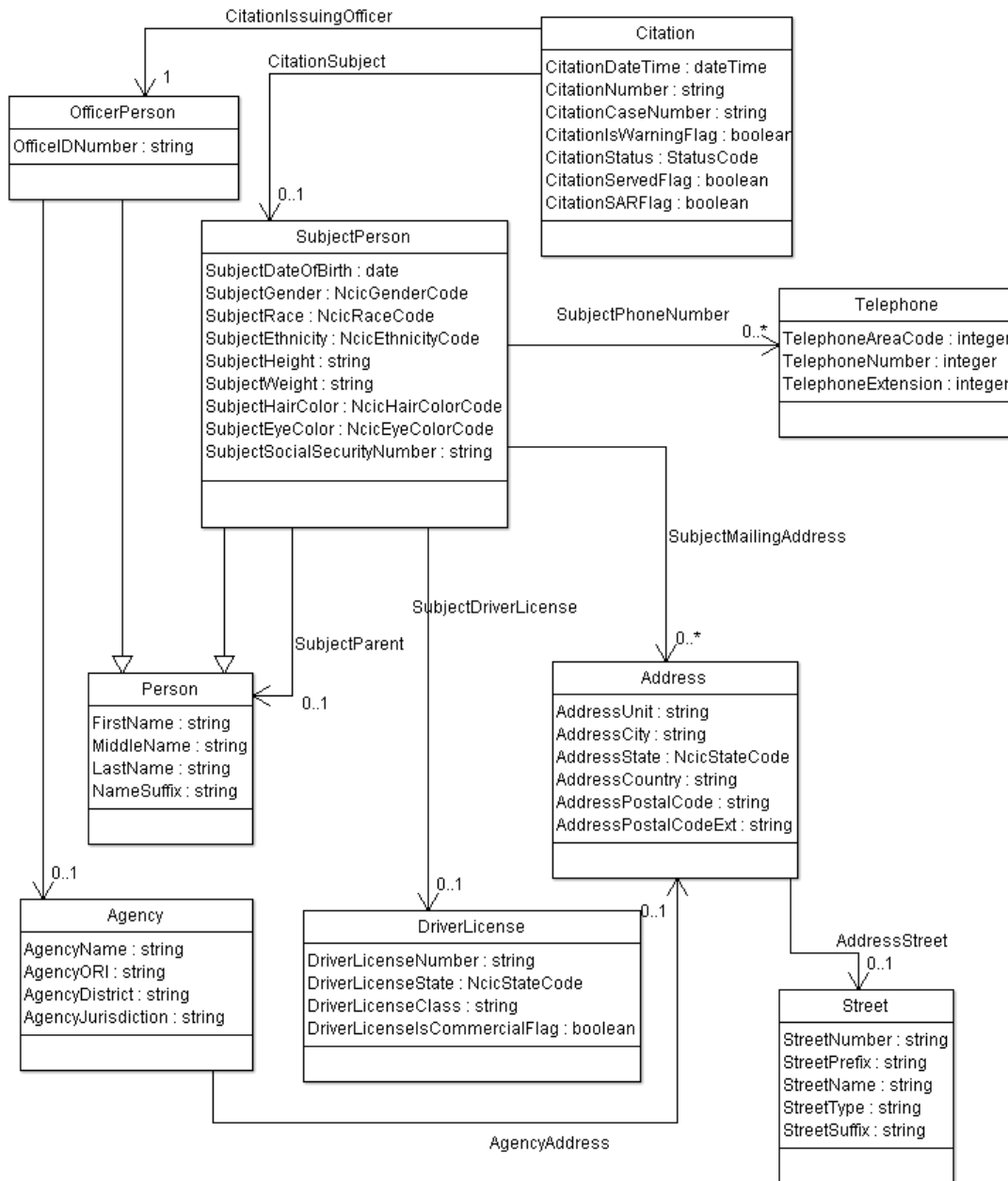
7. Payment

Element Name	Data Type	Description
Payment Amount	Float	The amount paid.
Obligation Date	Date	The date an obligation was paid.



III. PERSON DATA

Two key persons types are included on any given citation issued throughout the state, the subject (or defendant) and the issuing officer. While both are person types, typically more information surrounding the subject person is captured on a citation where minimal details surrounding the officer are included. The following diagram depicts the person information contained in a citation.



A. Required Data Elements

1. Always Required

Several person data elements are required for any given citation. These include the following:

Element	Description
Officer Identification	The officer's unique agency-assigned identification (typically a badge number) used by an agency to uniquely identify an issuing law enforcement officer.
Officer Last Name	The issuing official's last name or family surname.
Officer First Name	The issuing official's first or given name.
Agency ORI Number	The federally assigned ORI number for the agency associated with the issuing agency.

All other data elements depicted in the diagram are considered optional and may be provided by an agency when available.

2. Conditionally Required - If a Subject Exists

In situations where the citation is not a parking citation, a subject is required. This includes:

Element	Description
Subject Last Name	The subject's last name or family surname.
Subject First Name	The subject's first or given name.
Subject Gender	The sex or gender of the subject utilizing the NCIC-approved code values.
Subject Date of Birth	A valid month, day and year of birth.

3. Conditionally Required - Driver License Information Available

Whenever driver license information is available, it is requested that the citation include driver license identification number along with the issuing state although it is recognized that not every citation is a moving violation and may not include this data therefore it is considered optional.

Element	Description
Driver License Number	The identification number used to uniquely identify a licensed driver within a state.
Driver License State	The state under which a driver license is issued.



Element	Description
Driver License Commercial Indicator	A flag denoting if the driver license has the endorsements necessary to be classified as a commercial driver license.

B. Data Element Details

1. Subject Person

Element Name	Data Type	Description
Subject Date of Birth	Date	A person's birth date.
Subject Gender	Code	The NCIC code value of a person's gender or sex.
Subject Race	Code	The NCIC code value of a person's race.
Subject Ethnicity	Code	The NCIC code value of a person's ethnicity.
Subject Height	String	The measure of how tall an individual is.
Subject Weight	String	The measure of how much an individual weighs.
Subject Hair Color	Code	The NCIC code value for the color and/or style of an individual's hair.
Subject Eye Color	Code	The NCIC code value of an individual's eye color.
Subject Social Security Number	String	The 9 digit number assigned to an individual by the federal Social Security administration.
<i>Inherited From Person</i>		
Person First Name	String	An individual's first or given name.
Middle Name	String	An individual's second given name.
Last Name	String	An individual's family last or surname.
Name Suffix	String	An individual's name suffix (e.g. Sr., Jr., III, etc.).



2. Driver License

Element Name	Data Type	Description
Driver License Number	String	The unique identifier assigned to a driver license.
Driver License State	Code	The NCIC Code value for a state where a driver license was issued.
Driver License Class	String	The class or endorsement assigned to a driver on the driver license.
Driver License Commercial Flag	Boolean	A flag denoting that the driver license designates that the driver may operate commercial vehicles.

3. Officer Person

Element Name	Data Type	Description
Officer ID Number	String	The officer's unique agency-assigned identification (typically a badge number) used by an agency to uniquely identify an issuing law enforcement officer.
<i>Inherited From Person</i>		
Person First Name	String	An individual's first or given name.
Middle Name	String	An individual's second given name.
Last Name	String	An individual's family last or surname.
Name Suffix	String	An individual's name suffix (e.g. Sr., Jr., III, etc.).

4. Agency

Element Name	Data Type	Description
Agency Name	String	The name of a law enforcement agency.
Agency ORI	String	The NCIC-Assigned ORI number for an agency.
Agency District	String	The district, station or Troop under which an agency is assigned.



Element Name	Data Type	Description
Agency Jurisdiction	String	The purview under which an agency is assigned jurisdiction.

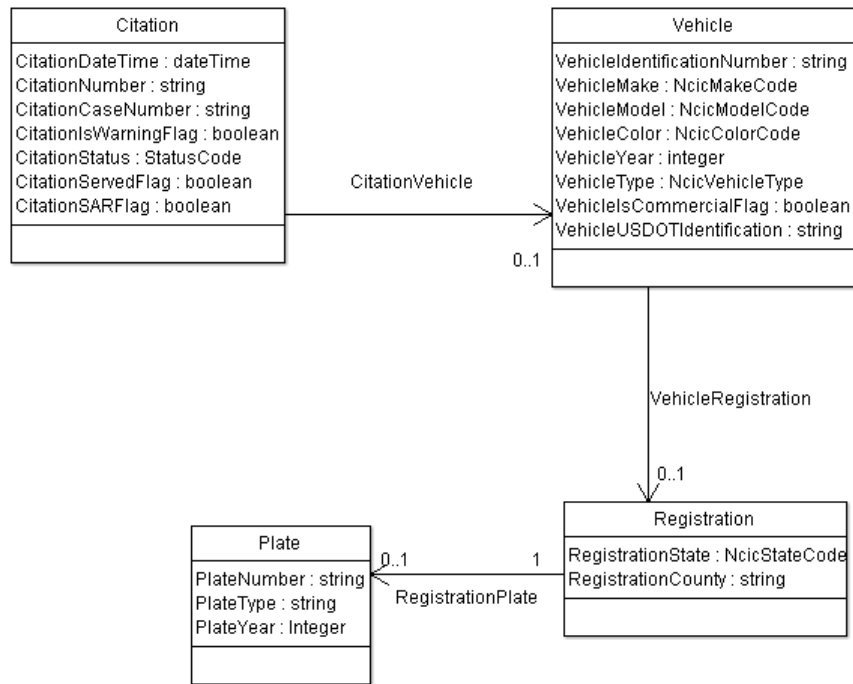
5. Subject Mailing Address & Street/Agency Address & Street

Element Name	Data Type	Description
Street Number	String	The house or building number assigned to a location.
Street Prefix	String	The directional prefix to a street (e.g. <u>S</u> Main Street).
Street Name	String	The name of a street.
Street Type	String	The category of a street (e.g. Street, Road, Avenue, etc.).
Street Suffix	String	The directional suffix to a street (e.g. Main Street <u>S</u>).
Address Unit	String	The P.O. box number or apartment/unit number.
Address City	String	Name of the city.
Address State	Code	The NCIC code value for a state.
Address Country	Code	The NCIC code value for a country.
Address Postal Code	String	The address zip or postal code (7 digits in the US).
Address Postal Code Ext	String	The address zip code extension (4 additional digits in the US).



IV. VEHICLE DATA

Citations may optionally include a vehicle (as is typically the case with moving violations). The following diagram depicts how the vehicle information is associated with the citation.



A. Required Data Elements

1. Always Required

As not every citation is a moving violation, all vehicle information is considered optional.

2. Conditionally Required - When plate number exists

When a vehicle is included on a citation, the following elements are required:

Element	Description
Registration Plate Number	The license plate number issued to a vehicle.
Registration State	The state under which a vehicle registration was issued.

B. Data Element Details



1. Vehicle

Element Name	Data Type	Description
Vehicle Identification Number	String	The VIN number assigned to a vehicle by the auto manufacture which uniquely identifies the vehicle and a number of attributes surrounding the vehicle.
Vehicle Make	Code	The NCIC code value for the vehicle make (e.g. Ford).
Vehicle Model	Code	The NCIC code value for the vehicle model (e.g. Bronco).
Vehicle Color	Code	The NCIC color code for the vehicle.
Vehicle Year	Integer	The four-digit model year under which a vehicle was manufactured.
Vehicle Type	Code	The NCIC code value for the body style of a vehicle.
Vehicle Is Commercial Flag	Boolean	A flag denoting that the vehicle is considered to be a commercial vehicle under state statute.
Vehicle USDOT Identification	String	The federal DOT assigned identification number for the vehicle.

2. Registration

Element Name	Data Type	Description
Registration State	Code	The NCIC code value for a state where a vehicle is registered.
Registration County	String	The county in which a vehicle is registered.
Registration Year	Integer	The year under which a registration is effective.
Registration Month	Code	The month in which a registration must be renewed.

3. Plate

Element Name	Data Type	Description
Plate Number	String	The number shown on a vehicle license plate.

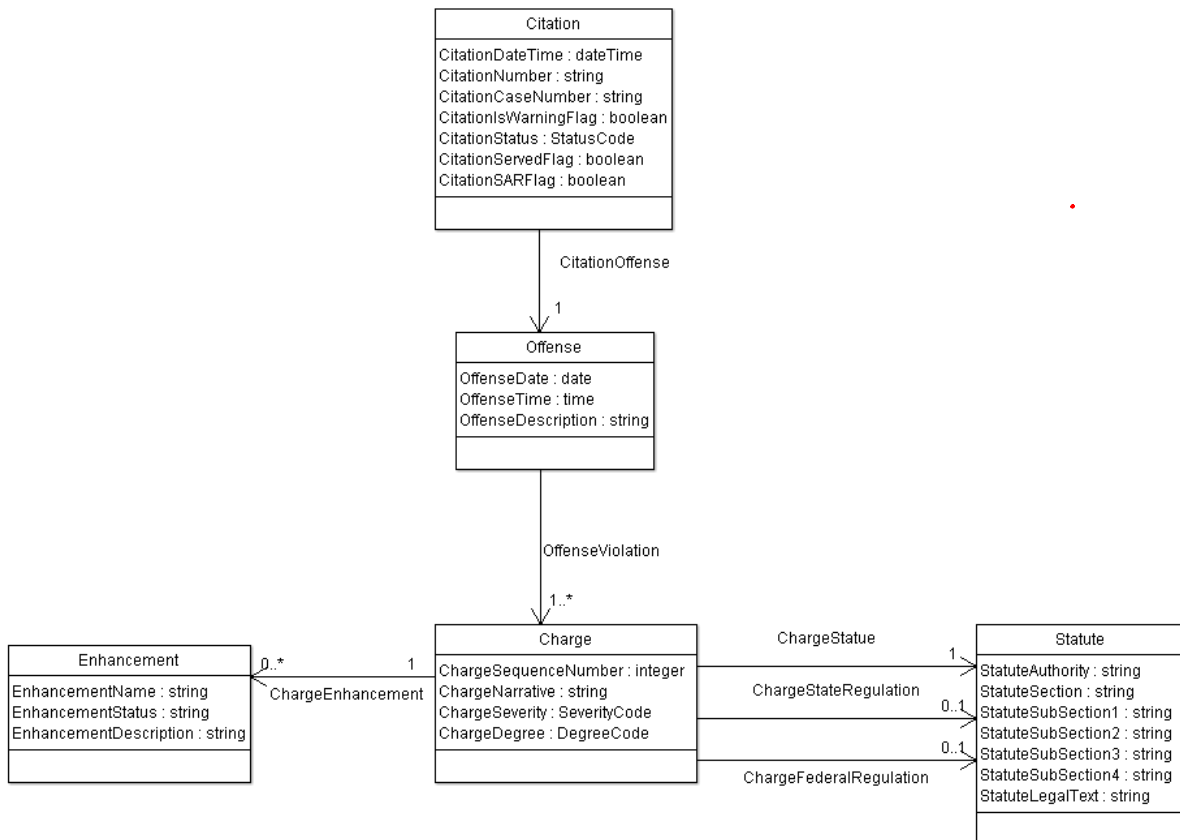


Element Name	Data Type	Description
Plate Type	String	The type of plate (e.g. veteran, alumni, etc.).



V. EVENT DATA

The event data on a citation is focused primarily on the triggering offense and resulting violations being charged on the citation. The offense itself and at least one violation is required for any citation to exist as depicted by the following diagram:



A. Required Data Elements

1. Always Required

The offense and at least a single statute violation must exist on all citations. The data elements required for all citations include the following:

Element	Description
Offense Date	The date an offense occurred or was observed by the issuing officer.
Statute Authority	The book or statutory authority under which a code section exists (e.g. KSA, STO, Shawnee County Ordinance, etc.).



Element	Description
Statute Section & Sub-Sections	The valid code section for the statute.

As severity and degree do not always apply, they are considered optional. The legal text of the statute is also considered optional, but should be provided whenever available.

It is important to note that citations are issued on local county and city ordinances therefore it is possible for the statute to reference one of these local statutes and not a statewide statute.

B. Data Element Details

1. Offense

Element Name	Data Type	Description
Offense Date	Date	Date an alleged offense occurs.
Offense Time	Time	Time an alleged offense occurs.
Offense Description	String	Textual description an officer provides surrounding an offense and reason/rationale for all of the charges being filed. Typically considered the officer narrative on the face or back of a paper citation document.

2. Offense Charge

Element Name	Data Type	Description
Charge Sequence Number	Integer	A sequential number used to denote the first, second, third, etc. violations listed on a citation.
Charge Narrative	String	Description of a specific charge (e.g. “subject made an illegal left turn”).
Charge Severity	Code	Code defining if the charge is an Infraction, Misdemeanor or Felony.
Charge Degree	String	Degree of charge (where applicable).



3. Charge Enhancement

Element Name	Data Type	Description
Enhancement Name	String	Name of a specific charge modifier or enhancement (e.g. While Traveling in Work Zone).
Enhancement Status	String	An optional textual description of the status of an enhancement. Reserved for use in situations where amendments are being made.
Enhancement Description	String	Descriptive text surrounding the enhancement if the name is insufficient to describe the charge enhancement to the court or prosecutor.

4. Charge Statute/Charge State Regulation/Charge Federal Regulation

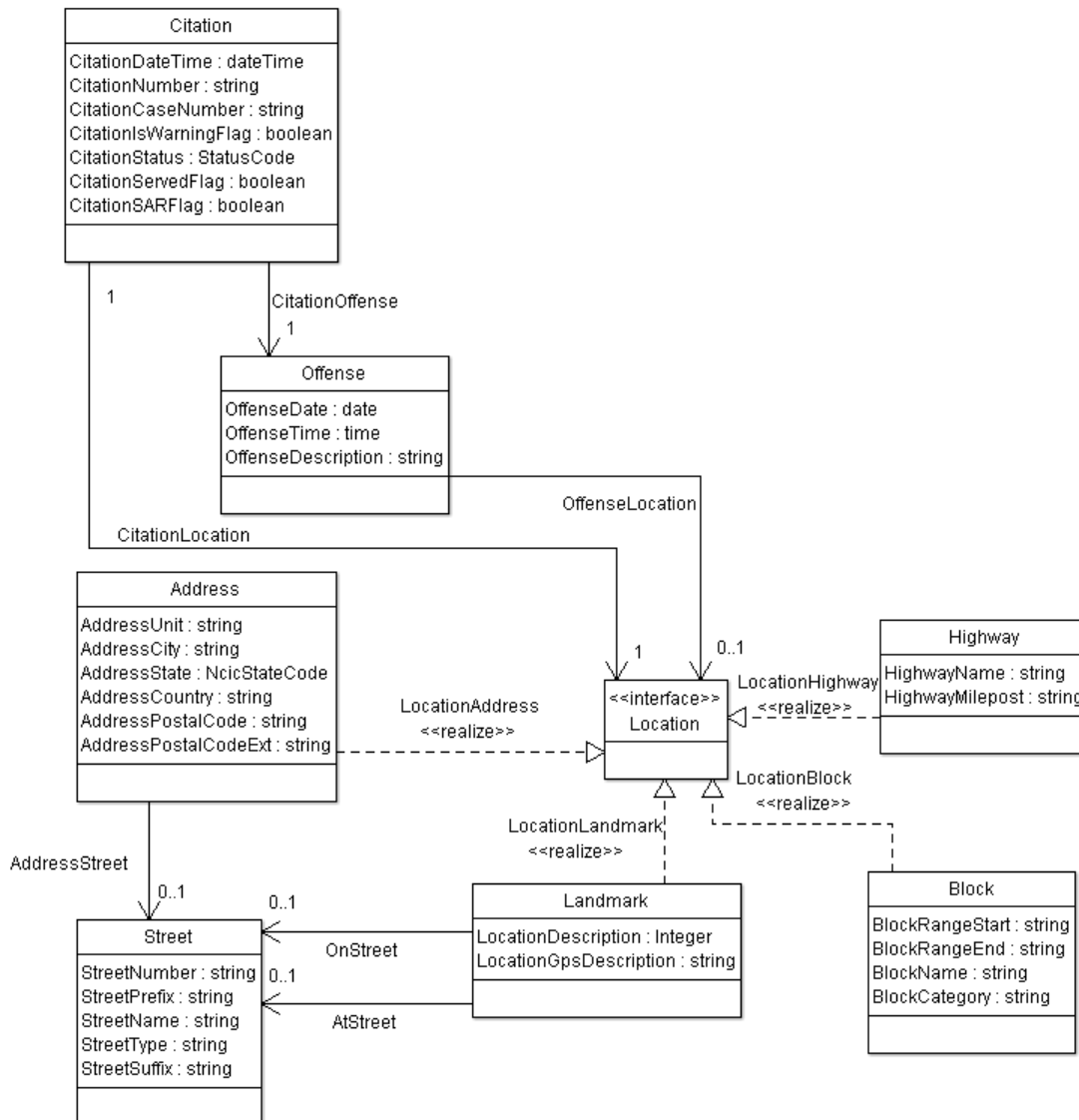
- Charge Statute – The charge being filed.
- Charge State Regulation – The state regulation or code section which a city, county or municipal ordinance references as a local statute.
- Charge Federal Regulation – The federal regulation or code section which a state law references as a state statute.

Element Name	Data Type	Description
Statute Authority	String	The book or statutory authority under which a code section exists (e.g. KSA, STO, Shawnee County Ordinance, etc.).
Statute Section	String	Section or code section identification used to specify a section within a statutory book.
Statute Sub-Section (1, 2, 3, 4)	String	Subsection or paragraph identification for use in further specifying which charge is being filed.
Statue Legal Text	String	A verbatim copy of the language as it is written in the statute.



VI. LOCATION DATA

Two critical locations included on the citation are the citation issued location (often denoted by the term “SS” or “Scilicet” on paper citations) and the location an offense occurred. The offense location can generally be expressed in several different manners. On citations, the offense location is often expressed as a physical address, a landmark description, a street & cross street or a highway milepost. The relationship these two locations and the manners in which offense location can be expressed have with the citation are depicted in the following diagram:



A. Required Data Elements

1. Always Required

By statute, the citation location or Scilicet is required on any given citation however the offense location (if different) is an optional component. The following location data elements are required on all citations:

Element	Description
Citation Location County	The county in which a citation is issued.
Citation Location State	The state in which a citation is issued.
Citation Location City	The city in which a citation is issued.

2. Conditionally Required -An Offense Location Exists

When an offense location exists, one of the following location types must be included as the citation location:

- Highway – A highway name and milepost where an offense occurred (e.g. I-70 Milepost 150)
- Address – A full street address where an offense occurred. (e.g. 1234 Maple Street).
- Landmark – A description where the offense occurred (e.g. In Centennial Park).
- Street & Cross-Street – An intersection of streets (e.g. 4th & Main Street).
- Block – A city street/block range (e.g. 400th Block of Main Street).

B. Data Element Details

1. Highway

Element Name	Data Type	Description
Highway Name	String	Name of a highway (e.g. “I-70”).
Highway Milepost	String	Identifier of a milepost (e.g. “25.1”).

2. Location Address

Element Name	Data Type	Description
Street Number	String	Identifier of a specific building or house.



Element Name	Data Type	Description
Street Prefix	String	The directional prefix to a street (e.g. <u>S</u> Main Street).
Street Name	String	The name of a street.
Street Type	String	The category of a street (e.g. Street, Road, Avenue, etc.).
Street Suffix	String	The directional suffix to a street (e.g. Main Street <u>S</u>).
Address Unit	String	The P.O. box number or apartment/unit number.
Address City	String	Name of the city.
Address State	Code	The NCIC code value for a state.
Address Country	Code	The NCIC code value for a country.
Address Postal Code	String	The address zip or postal code (7 digits in the US).
Address Postal Code Ext	String	The address zip code extension (4 additional digits in the US).

3. Location Landmark

Element Name	Data Type	Description
Location Description	String	Description of a location (e.g. “Centennial Park”)
Location GPS Description	String	The three dimensional GPS coordinates of a specific location.

4. Location On-Street/At-Street

Element Name	Data Type	Description
Street Prefix	String	The directional prefix to a street (e.g. <u>S</u> Main Street).
Street Name	String	The name of a street.
Street Type	String	The category of a street (e.g. Street, Road, Avenue, etc.).
Street Suffix	String	The directional suffix to a street (e.g. Main Street <u>S</u>).



5. Location Block

Element Name	Data Type	Description
Block Range Start	String	The starting number of a block (e.g. 100).
Block Range End	String	The ending number of a block if the range start is insufficient to describe the block. For example, in the uncommon situation where a block starts at 100 and ends at 150 and the next block starts at 160 (and not 200 as is a more common practice).
Block Name	String	Name of a street a block is on (e.g. "Main").
Block Category	String	Category of a street a block is on (e.g. "Street").

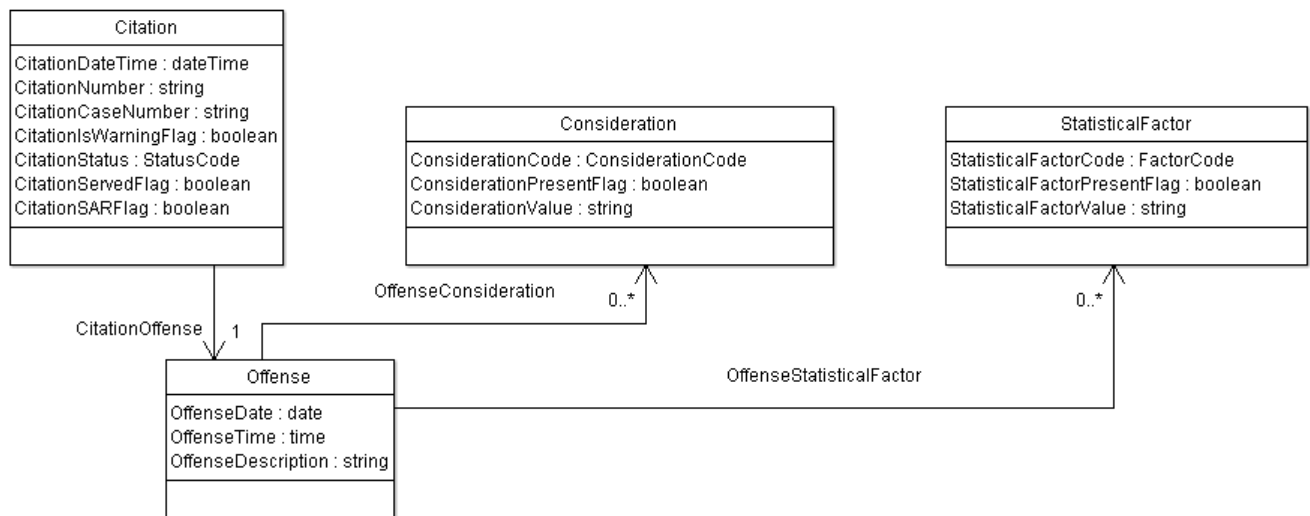


VII. ADDITIONAL DATA

As each jurisdiction throughout the State is expected to have their own unique citation data formats for the foreseeable future, the data standard must take into account many of the additional data elements included on current paper citations which while important, may not be entirely attributed to one of the prior categories. These additional data elements can be further subcategorized into two categories:

- Additional Considerations – These are considerations the issuing officer and agency would like to convey to others reviewing the citation in the future, such as a judicial official or probation officer. These are items which do not directly enhance or otherwise impact the code section or subsection being charged, but are still considered important by the agency for others to note.
- Statistical Factors – These are items of statistical value to an agency but have no bearing on the citation or its impending court case. These would be factors such as the weather conditions at the time of a citation, a locale-specific categorization, or whether the citation was associated with some other event such as an arrest or accident.

Rather than account for each and every possible data element in these categories, these two data types have been generalized in the following manner:



A. Required Data Elements

1. Always Required

All additional considerations and statistical factors are optional by definition.

B. Data Element Details

1. Consideration

Element Name	Data Type	Description
Consideration Code	String	A name for a specific consideration used by a jurisdiction for factors listed or captured on the citation.
Consideration Present Flag	Boolean	Flag denoting that a consideration was present (if the consideration is a true/false type of question/value).
Consideration Value	String	Value of a consideration when present (if the consideration is a textual or numeric value).

2. Statistical Factor

Element Name	Data Type	Description
Statistical Factor Code	String	A name for a specific factor used by a jurisdiction for factors listed or captured on the citation.
Statistical Factor Present Flag	Boolean	Flag denoting that a factor was present (if the factor is a true/false type of question/value).
Statistical Factor Value	String	Value of a factor when present (if the consideration is a textual or numeric value).

