

Kansas Criminal Justice Information System
eCitation Strategic Planning Project

DATA COLLECTION OUTLINE FOR INTERVIEWS

1. **Identity Information of Interviewee**
 - a. Name
 - b. Title
 - c. Agency
 - d. Address
 - e. Telephone Number
 - f. Fax Number
 - g. eMail Address

2. **Kansas Highway Patrol, County Sheriff's Departments, and City Police Departments - Issuing Traffic Citations**
 - a. **The current process and system used by you or others in Kansas in issuing traffic citations.**
 - (1) Whether the system is manual based, computer based, uses a lap top computer, hand held devices, etc.?

 - (2) What is the first thing the Trooper/Officer does when he/she makes a traffic stop?

- (3) Does the Trooper/Officer “run” the vehicle license plate before getting out of the patrol car and approaching the driver? How is that done?

- (4) What documents and information does the Trooper/Officer ask the driver for when he/she first speaks with the driver? (driver’s license, vehicle registration, insurance card, commercial vehicle information, etc.)

- (5) How does the Trooper/Officer record the information received from the driver? (hand written on a citation form; scanned by a scanner; etc.) Where does the Trooper/Officer record the information? (in the patrol car; or by the driver’s vehicle?)

- (6) What information about the driver does the Trooper/Officer want prior to issuing the citation and allowing the driver to leave the scene? (Driver’s history; any arrest warrants outstanding)

- (7) How does the Trooper/Officer determine if there are any outstanding warrants or tickets on the driver, if the driver is a habitual traffic offender, if the driver has insurance, the driver’s driving and criminal history, etc.?

- (8) What information about the vehicle does the Trooper/Officer want prior to issuing the citation and allowing the driver to leave the scene

with the vehicle? (whether the vehicle is stolen; whether the vehicle is own by someone other than the driver)

(9) How does the Trooper/Officer determine if the vehicle is stolen or has been used in the commission of a crime?

(10) How does the Trooper/Officer complete the citation? (hand written, computer entries, etc.)

(11) How does the Trooper/Officer determine the violation, the statute number, and the fine to enter on the citation?

(12) How does the Trooper/Officer handle multiple violations? (citation form allows for multiple violations on one citation; or separate citations have to be prepared for each violation). If multiple violations may be listed on one citation, is there any limit to the number of violations listed on one citation?

(13) How does the Trooper/Officer record notes or comments about the stop that are not provided on the copy of the citation given to the

driver and may be used by the Trooper/Officer later in court? (hand written into a note book or on the Trooper's/Officer's copy of the citation form; typed into a computer)

- (14) Identify each of the forms a Trooper/Officer could potentially complete as a result of a traffic stop. (Traffic Citation/Ticket, DUI information, Commercial Vehicle inspection information, Accident Form, Trooper/Officer Notes)
- (15) Describe how each of the forms is similar to or different from a routine traffic stop citation/ticket. (Additional information/evidence that must be obtain, recorded, and stored. Driver and/or Trooper/Officer signing.) [For subsequent questions, if the answer related to a citation is different from the answer related to another form, please identify the other form and how the answer is different for that form.]
- (16) Does the driver have to sign one or more copies of the citation? If so, which copy(ies)? What is the purpose for requiring the driver to sign one or more copies of the citation? (acknowledgment that driver received the citation; promise by the driver to either pay the fine or appear in court, which if the driver fails to appear in court provides the basis for the court to issue a bench warrant.)

- (17) Does the Trooper/Officer have to sign one or more copies of the citation? If so, which copy(ies)? What is the purpose for requiring the Trooper/Officer to sign one or more copies of the citation? (swearing that the facts as stated in the citation are true and that there was probable cause to issue the citation, which provides the evidentiary basis for a finding that the violation was committed without requiring the Trooper/Officer to appear in court.)
- (18) How many copies of the citation must be prepared?
- (19) What is the reason for the number of copies? (Copies to Driver, Trooper/Officer, Court, DMV, DOT, etc.)
- (20) How does the Trooper/Officer make the required copies? (Citation form has multiple pages, writing on top page carbon printed onto copies.)
- (21) Are there ever any problems with the legibility of the hand written citations?

- (22) What is the percentage of citations written by you that are dismissed by the courts because they are allegedly not legible? If a citation is allegedly not legible, it is sent back to you so it can be cleaned up?
- (23) What is the percentage of all citations written by the Troopers/Officers in your agency that are dismissed by the courts because they are allegedly not legible?
- (24) What is the percentage of all citations written by the Troopers/Officers across the state that are dismissed by the courts because they are allegedly not legible?
- (25) Are there ever any problems with the legibility of the carbon printed copies?
- (26) What is the outcome if the original or the carbon printed copies are not legible? (Trooper/Officer spends additional time deciphering his written citations. Dismissal of citation by court.)

- (27) Is the driver given the original or a copy of the citation?
- (28) How long does it take on average currently for a Trooper/Officer to complete a traffic stop and as part of that, to complete the citation form?
- (a) For routine stops. (Define “routine stops”.)
 - (b) For DUI stops.
 - (c) For Commercial Vehicle stops. (Define “commercial vehicles”.)
- (29) How many blank citation forms does the Trooper/Officer keep in their patrol car during a normal shift?
- (30) How does the Trooper/Officer store the original issued citations and remaining copies in the patrol car?
- (31) How and when does the Trooper/Officer deliver the original citations and remaining copies to the Court, Agency Office, DMV, DOT, etc.?

(32) Does the Trooper/Officer keep copies of the citations and his/her notes? Why and for how long? Where does the Trooper/Officer store them?

b. Issuing Citations to Drivers from Other States.

(1) From what states do most out-of-state drivers come from? (Missouri, Nebraska, Oklahoma, Colorado – give percentages if known)

(2) Are you aware of any statistics on the number and state of origin of out-of-state drivers who are issued citations in Kansas? If so, identify the entity who collected and maintains the statistics, the nature of the statistics, and what they show. (Give percentages if known)

(3) How does a Trooper/Officer access information about the driver or the vehicle during a traffic stop of an out-of-state driver?

(4) Is the completion of a traffic citation or other forms any different for an out-of-state driver? If so, describe how it is different.

c. Describe What Information Is On or Entered On the Traffic Citation.

(1) Identity of Document (Traffic Citation/Infraction, Misdemeanor, Felony, Commercial Vehicle Report, DUI Report, etc.)

(2) Citation Number

(a) What information, if any, is contained in the Citation Number? (Court, Court Docket Number, Issuing Agency, Issuing Trooper/Officer, County/City, Date, etc.)

(b) What is the purpose of having this information in the Citation Number?

(c) How are the Citation Numbers issued and distinguished?

(3) Identity of Issuing Agency (KHP, County Sheriff's Office, City Police Department).

(a) Name

(b) Address

(c) Telephone Number

(d) Email Address

(e) Other Information

(4) Identity of Issuing Trooper/Officer

(a) Name

(b) Badge or ID Number

(c) Other Information

(5) Date of Stop

(6) Time of Stop

(a) AM/PM

(b) Military Time

(7) Time of Leaving the Scene

(a) AM/PM

(b) Military Time

(8) Location of Stop

(a) County/City

(b) Highway/Street

(c) Numerical Address

(d) Zip code

(e) Mile Post

(9) Driver's License Information

- (a) Number
- (b) Issuing State
- (c) Expiration Date
- (d) Whether Photo on License matches Driver?
- (e) Whether it has a CDL endorsement?
- (f) Other Information from License.

(10) Driver's Information

- (a) Name
- (b) Address
- (c) Telephone numbers
 - (a) Home
 - (b) Cell
 - (c) Work
- (d) Date of Birth
- (e) Race
- (f) Sex
- (g) Height
- (h) Weight
- (i) Eye Color
- (j) Hair Color

(k) Employer Information

- (a) Name
- (b) Address
- (c) Telephone number

(l) Is any of this information verified by the Trooper/Officer other than from the driver's license and registration? If so, how does the Trooper/Officer verify this information.

(11) Vehicle Information

- (a) Vehicle License Number
- (b) Issuing State
- (c) License Expiration Date (Month, Year)
- (d) Vehicle Year
- (e) Make
- (f) Model
- (g) Style (2 Door, 4 Door, SUV, Truck, etc.)
- (h) Color
- (i) Trailer License Number
- (j) Issuing State
- (k) Expiration Date (Month, Year)
- (l) Trailer Year
- (m) Trailer Make
- (n) Trailer Model

- (o) Whether it is a Commercial Vehicle?
- (p) Whether it is an exempt vehicle (Farm, Fire, Other)

(12) Owner Information

- (a) Name
- (b) Address
- (c) Telephone number
- (d) Is this information verified by the Trooper/Officer other than from the vehicle registration? If so, how does the Trooper/Officer verify this information.

(13) Passenger Information

- (a) Name
- (b) Address
- (c) Telephone number
- (d) Is any of this information verified by the Trooper/Officer other? If so, how does the Trooper/Officer verify this information. (License/ID card, verbally, DMV information on-line.)

(14) Whether accident involved?

- (a) Type of accident (rear end, right side/left side. Roll over, etc.)
- (b) Whether there is a spill and/or hazmat hazard?

- (15) Violation Information
 - (a) Statute Number
 - (b) Violation Description
 - (c) Penalty/Fine
 - (c) Vehicle speed
 - (i) Speed Zone
 - (ii) How determined? (Radar, Pace, Aircraft)
 - (d) How many violations can be listed on one citation?

- (16) Court Information
 - (a) Name
 - (b) Address
 - (c) Telephone number
 - (d) web address
 - (e) email address
 - (f) Court Hearing Date and Time
 - (i) Is a hearing date and time entered on the citation when issued?

 - (ii) Does the driver have to request a hearing date in response to the citation, in which case the Court then schedules the date and time for the hearing and notifies the driver?

- (17) How is the Citation served on the driver? (Served at scene. Sent to Court for mailing, when citation prepared after accident investigation.)

- (18) Legal Notice on Response Options
 - (a) Ability for Driver to respond on Citation Form and mail back to Court.

- (19) Whether an interpreter is needed?

- (20) Payment Options
 - (a) In person, with Court address

 - (b) By mail, with Court address

 - (c) On-line, with web address and/or email address

- (21) Signature of Trooper/Officer?
 - (a) Certification/Affidavit/Declaration under penalty of perjury?

- (22) Signature of Driver?
 - (a) Acknowledge receipt of citation, without admission of committing violation.

d. Any Other Information on Traffic Stops and Issuing Citations

(1) Is there any other information regarding the current system used in your jurisdiction or Kansas state for traffic stops, recording of traffic stop information, and issuing citations that I have not asked you about?

e. If you are currently using a computer system related in any way to the issuance or adjudication of traffic citations, please provide:

(1) the name of the software program,

(2) the name of the operating system (Windows; Unix; other),

(3) the identity and location of the manufacturer,

(4) the version of the software program,

(5) any other identifying information,

(6) the purpose of the computer system,

(7) how the computer system operates and functions, and

(8) what the computer system provides or generates.

f. If you are using a computer system related in any way to the issuance or adjudication of traffic citations, please provide:

(1) the name, address, telephone number, web address, and email address of the company from whom the system was purchased;

(2) the date the system was purchased;

(3) the dates of each upgrade to the system; and

(4) the identity of each upgrade.

- g. Do you know of any other sheriff's department or police department which currently uses the same Citation form your department is currently using? If so, please provide the name of the county and/or city.

3. Courts

a. Identify the court to which the traffic citations are submitted and/or which handle their disposition.

- (1) Name
- (2) Address
- (3) Telephone number
- (4) Web page
- (5) Email address
- (6) Name and Title of person(s) who handle the traffic citations

b. Describe how the court receives the traffic citations for processing, and from whom. (paper citations from law enforcement; electronically).

c. Describe how the citations are processed for a court hearing and disposition.

- (1) Does a clerk take information off the citation and enter it into the Court's system?

(2) How is this done? (manually in hand writing; manually entered into a computer system)

(3) List the information that is entered from the citation into the court system.

(a) Identity of Document (Traffic Citation/Infraction, Misdemeanor, Felony, Commercial Vehicle Report, DUI Report, etc.)

(b) Citation Number

(c) Identity of Issuing Agency (KHP, County Sheriff's Office, City Police Department).

(i) Name

(ii) Address

(iii) Telephone Number

(iv) Other Information

(d) Identity of Issuing Trooper/Officer

(i) Name

(ii) Badge or ID Number

(iii) Other Information

(e) Date of Stop/Citation Issuance

(f) Time of Stop

(g) Location of Stop

- (i) County/City
- (ii) Highway/Street
- (iii) Numerical Address
- (iv) Mile Post
- (h) Driver's Information
 - (i) Name
 - (ii) Address
 - (iv) Telephone number
 - (v) Date of Birth
 - (vi) Race
 - (vii) Sex
 - (viii) Other information
- (i) Driver's License Information
 - (i) Number
 - (ii) Issuing State
 - (iii) Other Information from License
- (j) Vehicle Information
 - (i) Vehicle License Number
 - (ii) Issuing State
 - (iii) Expiration Date (Month, Year)
 - (iv) Vehicle Year
 - (v) Make

- (vi) Model
 - (vii) Style (2 Door, 4 Door, SUV, Truck, etc.)
 - (viii) Color
 - (ix) Other Information
- (k) Witness Information
- (i) Name
 - (ii) Address
 - (iii) Telephone number
 - (iv) Other Information
- (l) Violation Information
- (i) Statute Number
 - (ii) Violation Description
 - (iii) Penalty/Fine
 - (iv) Vehicle speed
 - (v) Speed Zone
 - (vi) How determined? (Radar, Pace, Aircraft)
 - (vii) Other Violation Information
- (m) Any Other Information from Citation

(4) Once the Citation Information is entered into the Court's System, describe what occurs next in the process toward disposition.

(5) How is a Court Hearing set?

(6) How is the Judge selected for the Court Hearing?

(7) How is the Driver notified of a Court Hearing? (Mailed Notice of Hearing).

(8) What are the options to the Driver to respond to the Notice of Hearing? (Pay Penalty/Fine; Request a Mitigation Hearing; Appear at a Contested hearing).

(a) Are there any other documents enclosed with the Notice of Hearing? (Response document; Payment Voucher; Return Envelope, etc.)

(b) How does a driver respond to the Notice of Hearing if the Driver wants to pay the penalty/fine? (In person at court house; By mail; Over the telephone with a credit or debit card; On-line with a credit or debit card).

(c) How does a driver respond to the Notice of Hearing if the driver wants to request a Mitigation Hearing where the driver admits to the violation and wants to explain the circumstances to possible reduce the penalty/fine?

(d) How does a driver respond to the Notice of Hearing if the driver wants a contested hearing?

(9) Once a Mitigation or Contested Hearing is set, how is information about the citation transferred to the Judge's court that will conduct the hearing?

(10) What information and documents do the Judges need for the disposition of traffic citations?

(11) Once a Mitigation or Contested Hearing is set, how is information about the citation transferred to the Prosecutor?

(12) Once a Contested Hearing is set, how is the Trooper/Officer notified of the hearing?

(13) If a driver pays the penalty/fine for a citation, how is this information entered into the court system?

(14) Once a Mitigation or Contested Hearing is conducted and judgment is rendered and entered, how is this information entered into the court's system?

(15) Once a Mitigation or Contested Hearing is conducted and judgment is rendered and entered, or a driver pays the citation, to whom is this information sent or provided? (OJA, KDOT, KDMV, KHP, KBI, Trooper/Officer).

- (a) Describe what information is sent or provided.
 - (i) Driver/Violator's Name
 - (ii) Driver/Violator's Address
 - (iii) Driver/Violator's Telephone number
 - (iv) Driver's License Number
 - (v) Date of Birth
 - (vi) Race
 - (vii) Sex
 - (viii) Statute Number for Violation
 - (ix) Name of Violation
 - (x) Penalty/Fine
 - (xi) Whether the Penalty/Fine has been paid?
 - (xii) Date of Violation
 - (xiii) Location of Violation
 - (xiv) Vehicle Year
 - (xv) Vehicle Make
 - (xv) Vehicle Model
 - (xvii) Style
 - (xviii) Vehicle License Number

- (xix) Whether it is a Commercial Vehicle?
- (xx) Whether an accident was involved?
- (xxi) Type of accident.
- (xxii) Whether a spill occurred?
- (xxiii) Whether there was a hazmat threat or response?
- (xxiii) Any other information?

(16) Any Other Information on the Court's Process in Processing Citations

- (a) Is there any other information regarding the current system used by the Courts in your jurisdiction regarding the handling and processing of traffic citations?

d. Is the Court's handling and disposition process for traffic tickets any different for out-of-state drivers? If so, explain the difference.

e. What data do the Courts currently retrieve and analyze from the issuance and disposition of traffic citations?

- (1) Describe each type of data.

(2) For each, provide the purpose and reason the data is retrieved and analyzed.

(3) How is the data retrieved? (by hand, entered into a computer by hand, compiled by computer)

(4) How is the data compiled and analyzed? (by hand of a trained person, by computer)

(5) What statistics do the courts generate from this data?

d. If the court is currently using a computer system, please provide:

(1) the name of the software program,

(2) the name of the operating system (Windows; Unix; other),

- (3) the identity and location of the manufacturer,
- (4) the version of the software program,
- (5) any other identifying information,
- (6) the purpose of the computer system,
- (7) how the computer system operates and functions, and
- (8) what the computer system provides or generates.

e. **If the court is using a computer system, please provide:**

- (1) the name, address, telephone number, web address, and email address of the company from whom the system was purchased;
- (2) the date the system was purchased;

(3) the dates of each upgrade to the system; and

(4) the identity of each upgrade.

4. District Attorneys and Prosecutors

a. Describe how you currently obtain information from the traffic citations for the purposes of prosecuting contested hearings. (receive copy of each traffic citation, receive information through a computer system on each citation)

b. Describe what information you use in the prosecution of traffic citations.

c. Do you use affidavits/declarations from the Trooper/Officer who made the stop and issued the traffic citation?

- (1) How do you get the information to prepare the affidavits/declarations, including the Trooper's/Officer's notes? (Telephone interview with officer; In-person interview with officer; Officer sends or provides notes; Copy of citation from the Court Clerk, etc.)

- (2) How does the Troopers/Officers sign the affidavits/declarations? (You mail it to them, and they sign and return by mail; Officer comes into your office and signs).

- d. How is citation information requested by defendants and their attorneys in discovery provided to them?
 - (1) How are the discovery request and response tracked?

- e. Once a traffic citation matter is resolved, either by judgment or dismissal, does the District Attorney's/Prosecutor's Office record and store this information?
 - (1) How and where is this information recorded and stored? (by hand, entered into a computer)

(2) For what purpose is the information recorded and stored? (record keeping, collection of judgments)

f. Once a violator has paid the traffic citation or judgment does the District Attorney's/Prosecutor's Office record and store this information?

(1) Does the District Attorney's/Prosecutor's Office enter a Satisfaction of Judgment or other pleading stating that the judgment has been paid?

(a) How is the pleading prepared?

(b) What information is contained on the pleading?

(c) Is a copy provided to the violator? How is the copy provided to the violator? (service, mail)

(2) How and where is payment information recorded and stored? (by hand, entered into a computer)

keeping) (3) For what purpose is the information recorded and stored? (record

h. Is the process any different for out-of state drivers? If so, explain the difference.

h. What data does the District Attorney's/Prosecutor's Office currently retrieve and analyze from the issuance and disposition of traffic citations?

(1) Describe each type of data.

(2) For each, provide the purpose and reason the data is retrieved and analyzed.

(3) How is the data retrieved? (by hand, entered into a computer by hand, compiled by computer)

(4) How is the data compiled and analyzed? (by hand of a trained person, by computer)

(5) What statistics does the District Attorney's/Prosecutor's Office generate from this data?

i. If the District Attorney's/Prosecutor's Office is currently using a computer system, please provide:

- (1) the name of the software program,
 - (2) the identity and location of the manufacturer,
 - (3) the version of the software program,
 - (4) any other identifying information,
 - (5) the purpose of the computer system,
 - (6) how the computer system operates and functions, and
-
- (1) what the computer system provides or generates.

j. If the District Attorney's/Prosecutor's Office is using a computer system, please provide:

(1) the name, address, telephone number, web address, and email address of the company from whom the system was purchased;

(2) the date the system was purchased;

(3) the dates of each upgrade to the system; and

(4) the identity of each upgrade.

5. Kansas Department of Transportation and Division of Motor Vehicles

a. Describe what information related to the issuance of Traffic Citations is of interest to the KDOT?

- b. Describe what information related to the issuance of Traffic Citations is of interest to the KDMV?
- c. Describe what data from traffic citations the KDOT/KDMV currently retrieves and analyzes.
- (1) Identify the data.
 - (2) Describe each type of statistical analysis.
 - (3) Identify the agency who requests and/or performs the analysis.

(4) Describe the purpose and reason for the analysis.

(5) Describe how this data is retrieved and compiled. (By hand; electronically).

(6) Describe the document form the data is put into for use by the agency. (Spread sheet; narrative; list, etc.)

d. What information, data, and statistics would you like to be able to receive from an eCitation system?

(1) Provide the purpose for each type of different information, data, or statistics you would like to receive from the eCitation system?

(2) Describe the form in which you would like to receive the information, data, or statistics.

e. Describe the current Agent Field Reporting System (“AFRS”).

(1) What is the purpose of the system?

(2) What information is entered into the system?

(3) Who enters the information into the system?

(4) To whom is the information provided or sent?

(5) Is any statistical analysis done from information in the AFRS system?

(3) Who enters the information into the system?

(4) To whom is the information provided or sent?

(5) Is any statistical analysis done from information in the EDGER system?

(a) Describe each type of statistical analysis.

(b) Identify the agency who requests and/or performs the analysis.

(c) Describe the purpose and reason for the analysis.

(6) Identify the manufacturer and supplier of the system; any identifying labels, any updates, when the system was originally installed, and the dates of each upgrade.

g. If KDOT/KDMV is currently using a computer system not described above, please provide:

- (1) the name of the software program,
- (2) the name of the operating system (Windows; Unix; other),
- (3) the identity and location of the manufacturer,
- (4) the version of the software program,
- (5) any other identifying information,
- (6) the purpose of the computer system,
- (7) how the computer system operates and functions, and
- (8) what the computer system provides or generates.

- i. If KDOT/KDMV is using a computer system, please provide:
 - (1) the name, address, telephone number, web address, and email address of the company from whom the system was purchased;
 - (2) the date the system was purchased;
 - (3) the dates of each upgrade to the system; and
 - (4) the identity of each upgrade.

6. Kansas Highway Patrol

- a. Describe what information related to the issuance of Traffic Citations is of interest to the KHP?
- b. Describe what data from traffic citations the KHP currently retrieves and analyzes.

- (1) Identify the data.

- (2) Describe each type of statistical analysis.

- (3) Identify the agency who requests and/or performs the analysis.

- (4) Describe the purpose and reason for the analysis.

- (5) Describe how this data is retrieved and compiled. (By hand; electronically).

- (6) Describe the document form the data is put into for use by the agency. (Spread sheet; narrative; list, etc.)

c. What information, data, and statistics would you like to be able to receive from an eCitation system?

(1) Provide the purpose for each type of different information, data, or statistics you would like to receive from the eCitation system?

(2) Describe the form in which you would like to receive the information, data, or statistics.

e. Describe the current Agent Field Reporting System (“AFRS”).

(1) What is the purpose of the system?

(2) What information is entered into the system?

(3) Who enters the information into the system?

(4) To whom is the information provided or sent?

(5) Is any statistical analysis done from information in the AFRS system?

(a) Describe each type of statistical analysis.

(b) Identify the agency who requests and/or performs the analysis.

(c) Describe the purpose and reason for the analysis.

(6) Identify the manufacturer and supplier of the system; any identifying labels, any updates, when the system was originally installed, and the dates of each upgrade.

f. Describe the current KDOT EDGER system.

(c) Describe the purpose and reason for the analysis.

(6) Identify the manufacturer and supplier of the system; any identifying labels, any updates, when the system was originally installed, and the dates of each upgrade.

f. Describe the Kansas Law Enforcement Reporting System (“KLER”).

(1) What is the purpose of the system?

(2) What information is entered into the system?

(3) Who enters the information into the system?

(4) To whom is the information provided or sent?

(5) Is any statistical analysis done from information in the KLER system?

(a) Describe each type of statistical analysis.

(b) Identify the agency who requests and/or performs the analysis.

(c) Describe the purpose and reason for the analysis.

(6) The name of the operating system (Windows; Unix; other).

7. County Sheriffs and City Police Departments

a. Describe what information related to the issuance of Traffic Citations is of interest to the your department?

b. Describe what data from traffic citations your department or other County Sheriff's Offices or City Police Departments currently retrieves and analyzes.

(1) Identify the data.

(2) Describe each type of statistical analysis.

(3) Identify the agency who requests and/or performs the analysis.

(4) Describe the purpose and reason for the analysis.

(5) Describe how this data is retrieved and compiled. (By hand; electronically).

(6) Describe the document form the data is put into for use by the agency. (Spread sheet; narrative; list, etc.)

c. What information, data, and statistics would you like to be able to receive from an eCitation system?

(1) Provide the purpose for each type of different information, data, or statistics you would like to receive from the eCitation system?

(2) Describe the form in which you would like to receive the information, data, or statistics.

e. Describe the current Agent Field Reporting System (“AFRS”).

(1) What is the purpose of the system?

(2) What information is entered into the system?

(3) Who enters the information into the system?

(4) To whom is the information provided or sent?

(5) Is any statistical analysis done from information in the AFRS system?

(a) Describe each type of statistical analysis.

(b) Identify the agency who requests and/or performs the analysis.

(c) Describe the purpose and reason for the analysis.

(6) Identify the manufacturer and supplier of the system; any identifying labels, any updates, when the system was originally installed, and the dates of each upgrade.

f. Describe the current KDOT EDGER system.

- (1) What is the purpose of the system?

- (2) What information is entered into the system?

- (3) Who enters the information into the system?

- (4) To whom is the information provided or sent?

- (5) Is any statistical analysis done from information in the EDGER system?
 - (a) Describe each type of statistical analysis.

(b) Identify the agency who requests and/or performs the analysis.

(c) Describe the purpose and reason for the analysis.

(6) Identify the manufacturer and supplier of the system; any identifying labels, any updates, when the system was originally installed, and the dates of each upgrade.

f. Describe the Kansas Law Enforcement Reporting System (“KLER”).

(1) What is the purpose of the system?

(2) What information is entered into the system?

(3) Who enters the information into the system?

(4) To whom is the information provided or sent?

(5) Is any statistical analysis done from information in the KLER system?

(a) Describe each type of statistical analysis.

(b) Identify the agency who requests and/or performs the analysis.

(c) Describe the purpose and reason for the analysis.

(6) the name of the operating system (Windows; Unix; other).

8. Kansas Bureau of Investigation

a. Describe what information related to the issuance of Traffic Citations is of interest to the KBI?

b. Describe what data from traffic citations the KBI currently retrieves and analyzes.

(1) Identify the data.

(2) Describe each type of statistical analysis.

(3) Identify the agency who requests and/or performs the analysis.

(4) Describe the purpose and reason for the analysis.

(5) Describe how this data is retrieved and compiled. (By hand; electronically).

(6) Describe the document form the data is put into for use by the agency. (Spread sheet; narrative; list, etc.)

c. What information, data, and statistics would you like to be able to receive from an eCitation system?

(1) Provide the purpose for each type of different information, data, or statistics you would like to receive from the eCitation system?

(2) Describe the form in which you would like to receive the information, data, or statistics.

d. If KBI is willing to provide this information, and if KBI is currently using a computer system not described above, please provide:

(1) the name of the software program,

(2) the name of the operating system (Windows; Unix; other),

(3) the identity and location of the manufacturer,

(4) the version of the software program,

(5) any other identifying information,

(6) the purpose of the computer system,

(7) how the computer system operates and functions, and

(7) what the computer system provides or generates.

e. If KBI is willing to provide this information and if KBI is using a computer system, please provide:

(1) the name, address, telephone number, web address, and email address of the company from whom the system was purchased;

(2) the date the system was purchased;

(3) the dates of each upgrade to the system; and

(4) the identity of each upgrade.

(1) Provide the purpose for each type of different information, data, or statistics you would like to receive from the eCitation system?

(2) Describe the form in which you would like to receive the information, data, or statistics.

9. General Questions

a. Describe what aspects of the current traffic citation system from issuance to resolution you like.

b. Describe what aspects of the current traffic citation system you dislike.

c. If not provided in response to the previous questions, describe any thing, process, or information that the current citation system does not do, handle, or provide that you believe it should do, handle, or provide.

d. From the standpoint of the Trooper/Officer issuing a citation, describe in detail what information the Trooper/Officer would desire at the time he/she pulled over the driver and before exiting the patrol car.

e. From the standpoint of the Trooper/Officer issuing a citation and the driver, describe the preferable length of time it should take to make the stop, issue the citation, and return the driver and the Trooper/Officer back on their way.

f. Describe which attributes you would like in an eCitation system? Consider the following:

(1) *Software designed for the central repository server* that will be able to receive requests for data from different sources; translate the requests received; collect, translate, and correlate the data on a particular individual and vehicle from different sources; transmit the data to the requester in a form the requester's computer can read.

(2) *Software designed for the central repository server* that will be able to collect various types of data from the submitted eCitations; compile and analyze the data in the way requested; and transmit the data compilations in a form requested.

(3) *Software designed to use the state's specific citation forms.*
(Uniform or Universal Citation Form)

(4) *Use of bar codes and magnetic strips on driver's license.*

(5) *Use of laptop computers or hand held computers.*

(6) *Use of a scanner.* Scanners are either hand held (gun like) or slide types. The hand held types can also come with a built-in camera, which allows the officer to photograph the driver, the vehicle, the driver's license, the vehicle license plate, and/or the scene, and automatically download the photographs into the citation file.

(7) *Use of a portable printer.* Many systems contemplate only one ticket being issued to the driver, with the citation information being maintained and distributed electronically in the system. Indiana prints an 8.5" by 11" ticket.

(8) *Ability to enter information as defaults at start of officer's shift.*

(9) *Ability to automatically populate fields on citation form with driver and vehicle information.*

(10) *Ability to automatically populate location field on citation form by use of GPS software.*

(11) *Ability of the Officer to automatically access the driver's traffic and criminal histories at the stop scene.* If the officer has wireless internet connectivity at the stop scene, when the officer scans the driver's license or enters the driver's identity into the computer, the system will automatically check the central repository for the driver's traffic and criminal histories, including any outstanding warrants or unpaid traffic infractions.

(12) *Ability of the Officer to automatically access vehicle records at the stop scene to determine if the vehicle is stolen.* If the officer has wireless internet connectivity at the stop scene, when the officer scans the vehicle's registration or enters the vehicle identification into the computer, the system will automatically check the central repository for vehicle information, including whether the vehicle is listed as stolen.

(13) *Use of drop down menus for ease of data entry.* For information that must be entered into the citation form by the officer by hand, such as violation(s), fees and penalties, Court and hearing information, etc., some of the systems use drop down menus from which the officer can select the appropriate item, which is then automatically entered into the citation form.

(14) *Ability to enter multiple violations on one citation or to replicate citations for multiple violations.*

(15) *Availability for the Officer to type comments into the citation file.*

(16) *Automated data validation to verify that entries have been made in required fields.*

(17) *Ability to print a ticket at the stop scene.*

(18) *Ability to integrate certain aspects of the eCitation data into the officer's daily log.*

(19) *Ability to integrate information with ASPEN, which is software for federal electronic reporting of commercial vehicle violations.*

(20) *Ability to import driver and/or vehicle data from third-party applications, such as ASPEN.*

(21) *Electronic Internet-based download of ticket numbers from a central repository.*

(22) *Ability to write warning tickets.*

(23) *Ability to customize look and feel of eCitation forms to match existing hand written citations forms.*

(24) *Ability to capture signatures electronically.*

(25) *Ability to scan and interpret driver's licenses from almost any state.*

(26) *Ability to interface with Web pages and other applications.* In Alabama's system, Microsoft MapPoint is integrated and available for those needing mapping capabilities. With TraCS 7.3, the "TraCS Office Database" (local server) can use Access 2000, SQL Server 2000, or Oracle 91 and above. TraCS offers 5 diagramming options: (1) TraCS diagram tool, which uses drag and drop templates; (2) Image Capture and Import uploads a scanned handwritten diagram into the accident form using a flatbed scanner or a bar code imager or a graphics file as a diagram; (3) Visio 2003; (4) Easy Street Draw; and (5) Quick

Scene. Each of these allow the diagrams to be automatically loaded into an accident form.

(27) *Ability to generate affidavits for the officer to sign in the event of a court proceeding.*

(28) *Electronic Internet-based uploading of eCitation data to a central data repository.*

(29) *Ability to indicate to the officer that transmission(s) were successfully or unsuccessfully sent and received by the central repository.*

(30) *Ability to continue issuing citations when not connected to the Internet.*

(31) *Ability of the central repository server to read, interpret, translate, and collect data from different software programs.*

(32) *Ability of the central repository to collect, analyze, collate, and send specific data requested by particular stakeholders and other interested agencies.*

(33) *Ability to send eCitations electronically to the local Courts for processing and disposition.*

(34) *Effective use of information in the courtroom.* The storage of the stop and citation information, officer notes, and witness information in the system allows the information to be easily available and accessible for courtroom use.

- (35) *Ability to import data, such as citations disposition, into the central repository.*
- (36) *Ability to pay for the traffic ticket or judgment on-line.*
- (37) *Ability to scan motorists finger prints into a database.*
- (38) *Ability to scan driver's licenses and vehicle registrations and input pictures of them into the eCitation information.*
- (39) *Ability to collect Racial Profiling Date.*
- (40) *Ability of system to automatically create and input a citation number into the eCitation form.*
- (41) *Ability for voice acknowledgments when entries are made.*
- (42) *The use of Microsoft.Net based software.*
- (43) *The use of XML technology.* XML is Extensible Markup Language. Washington's JINDEX system uses the principles of Service Oriented Architecture (SOA) and the Global Justice XML Data Model (GJXDM) which eliminates the need for participating agencies to modify their existing business processes. Messages are XML documents, wrapped with a SOAP envelope. Alabama also uses a standard GJXDM format for data elements to communicate with the officer's computer. TraCS uses XML (preferred), FTP, e-mail, file copy, or a web server extract, convert, and transfer any form generated by TraCS to any

location. TraCS database output is compatible with GJDMXML and Trans XML. Maryland's system uses XML technology.

(44) *Ability of first responders to communicate between themselves.*

The TraCS version 10 contains MACH, an internet communications architecture that allows public safety agencies to share information for facilitating cooperation and organization during every day activities and emergency situations. MACH allows police, fire, and EMS agencies to communicate and share information vital to handling an incident with car-to-car instant messaging, alert notifications, and real time mapping of incidents. MAC allows for interagency and cross-agency cooperation.

h. Have you done any investigation into an eCitation system before?

(1) If so, when did you perform this investigation?

(2) Describe what your investigation entailed, and the sources you considered and/or reviewed.

(3) Describe what you learned.

