

Electronic Citation Guide

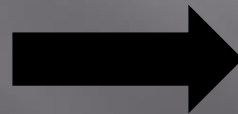
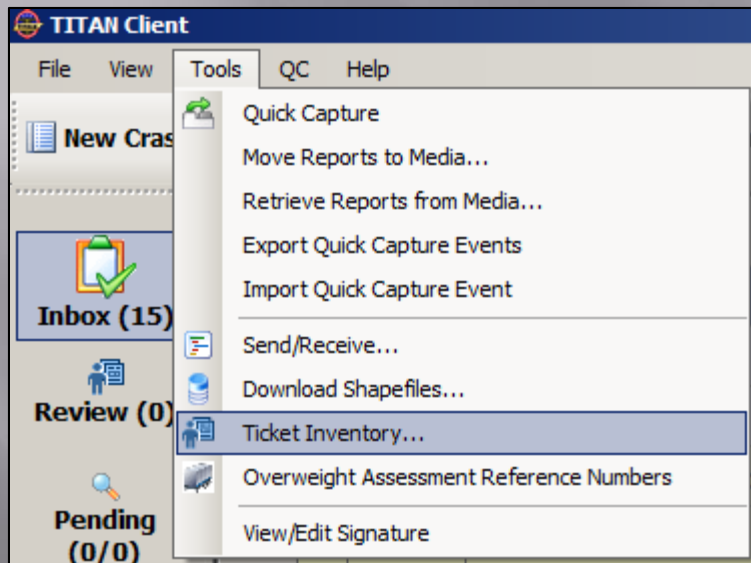


Ticket Inventory

****Launch the TITAN Client Icon from your Desktop****

- Go to **Tools**
- Select "Ticket Inventory"

- Enter # of Tickets to be Received
- MAX of 50 Allowed



The Ticket Inventory dialog box contains the following text and controls:

Please enter the number of Tickets to retrieve:

Unused Number of Tickets:	0
Used Number of Tickets:	5
Voided Number of Tickets:	0
Number of Tickets to retrieve:	<input type="text" value="45"/>
	(Max 50)

Buttons: Cancel, < Prev, Next >, Finished


****Notice**** - User must have Internet Connection at this time

Ticket Inventory-Con't

- Enter Password used to Login to TITAN

Ticket Inventory - Login

Please click Next to begin the Send/Receive process.

 You must be connected to the Internet to proceed!

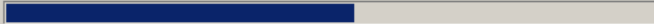
User Id: **di03940**

Password:

- TITAN will then “Fetch” the tickets requested

Ticket Inventory - Processing

Please wait while your request is issued...

 Fetching 24 of 45

- A review will then show, indicating tickets retrieved successfully

Ticket Inventory - Finished

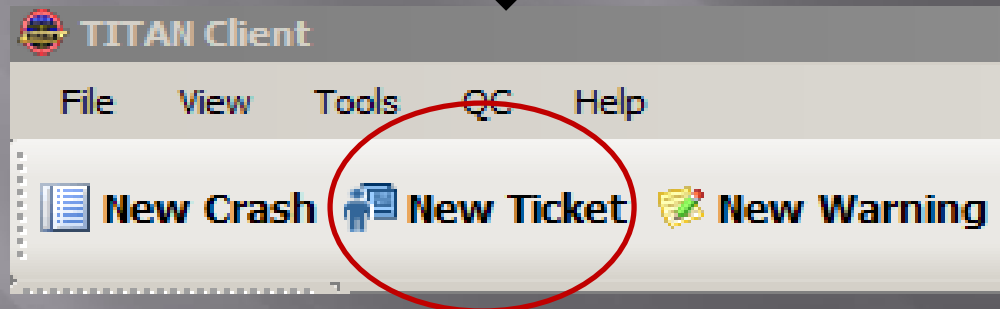
Please review the following:

Year 2016

Number of Tickets retrieved:	45
Number of Tickets Available:	45

Creating a New Ticket

- Once a trooper has signed out a block of tickets from “Ticket Inventory” . Troopers can now select **New Ticket** this will begin the eCitation issuance process



Preliminary Information

TICKET Interview - Preliminary

This record is being submitted for THP District 9 - Administrative
Please enter the following preliminary information.

Court:

Alamo City Court

[Change Court](#)

Select Appropriate Court

Violation Date: 12/13/2016 County: Davidson

Time: 07:42 City:

Primary Trafficway: I 40 OR 1.00
Reference Trafficway: Block No: Milepost:

MPH: Posted MPH: Measuring Method:

Speeding? Yes No
Vehicle Info? Yes No
Construction Zone? Yes No
Workers Present? Yes No
School Zone? Yes No
Crash? Yes No

Latitude:

Longitude: -

Map-It

District Zone:

Additional Circumstances

In Car Video? Yes No
Special Program? Yes No
Misc Information? Yes No
Commercial Vehicle? Yes No
Hazmat Involved? Yes No
16+ Passenger Vehicle? Yes No
LPR? Yes No

Void

Save

Cancel

← Prev

Next →

Finished

Violator Information

TICKET Interview - Violator

Please enter the following violator information.

Driver Passenger Violator

Check Required Bubble Indicating "Person Type"

Identification

Driver's License OR State Identicaid

123456789 State: Tennessee Expiration: 01/01/1980 Class: D

CDL

Photo Id Matched? Yes No NOTE: If other ID is presented, enter that information in your written narrative.

Name: TEST TEST Middle Name: Filial

Address: 1150 FOSTER AVE

Nashville Tennessee 37243

City State Zip

Hair Color: Gender: Male

Height: 0 0 Race: Caucasian/Mexican/Pu

Weight: Eyes:

Employer: Employer Location:

Residence Phone: Cell/Pager Phone: Work Phone: BAC: Birthdate: 01/01/1980

***Reminder*-**
If you have a "CDL License" - Place a Check here

Information that is required for a "Driver's License" or "State Id Card" is filled in above. Any field that is blank is not required, but if information is applicable to citation , it can be filled in.

Void Save Cancel Prev Next Finished

Violator Information - "No Drivers License Number"

TICKET Interview - Violator

Please enter the following violator information.

Driver Passenger Violator

Identification

Driver's License OR State Identocard

Photo Id Matched? Yes No NOTE: If other ID is presented, enter that information in your written narrative.

CDL

Name:

Last Name First Name Middle Name Filial

Address:

City State Zip

Hair Color: Gender:

Height: ' " Race:

Weight: Eyes:

Employer:

Residence Phone:

Cell/Pager Phone:

Work Phone:

BAC: o.

Birthdate:

Employer Location:

If the Violator has never had a Drivers License # Issued or History Only # Issued, both the "Driver's License" and "State ID Card" box must remain unchecked. This will allow the trooper to issue a citation to a violator using only a "Name" and "Date of Birth".

Void Save Cancel < Prev Next > Finished

Vehicle Information

TICKET Interview - Vehicle

Please enter the following vehicle information.

Commercial Vehicle? Yes No

Hazmat Placard? Yes No

Trailers? Yes No

US DOT:

CMV Inspection? Yes No

Inspection #:

Vehicle License Plate

Vehicle License Plate: Yes No

No:

State:

Expiration:

Vehicle

Model Year:

Make:

Model:

Body Style:

Color:

Owner

Same as Person Cited

Name:

Last First MI Filial

Address:

City: State: Zip:

All required information has been filled in above

Void

Save

Cancel

◀ Prev

Next ▶

Finished

Vehicle Information-Con't

TICKET Interview - Vehicle

Please enter the following vehicle information.

Commercial Vehicle? Yes No

Hazmat Placard? Yes No

Trailers? Yes No

US DOT:

CMV Inspection? Yes No

Inspection #:

Vehicle License Plate

Vehicle License Plate: Yes No

No: UNKNOWN

State:

Expiration:

Vehicle

Model Year: 2000

Make: CHEVROLET

Model: 210

Body Style: Three-Door, 2-Door Hatchback

Color: Beige

Owner

Same as Person Cited

Name:

Last First MI Filial

Address:

City: State: Zip:

If the Vehicle does not a License Plate, the trooper can mark "NO" and "Unknown" will be populated into the "Vehicle License Plate No." box. "State" and "Expiration" will no longer be required.

Void

Save

Cancel

◀ Prev

Next ▶

Finished

Violations

TICKET Interview - Violations

Please enter the following violation information:

Violation

Violation/Statute: USE OF SAFETY BELTS IN PASSENGER VEHICLES

Amount: \$ Officer Notes:

Arrestable Offense?

Violation Code	Violation Title	Fine Amount	Arrestable Offense?	Notes	Edit
<h2>Citation Bank</h2>					

Enter the Information in the outlined box above.

- “**Fine Amount**” - Is an optional field. (Trooper can leave blank)
- “**Officer Notes**” -These notes WILL display on the Violators Copy
- Once information on Violation has been entered hit the “**+ADD**” button to apply this into the citation bank.

Violations- Con't

TICKET Interview - Violations

Please enter the following violation information:

Violation

Violation/Statute:

Violation Code Violation Title

Amount: \$ Officer Notes:

Arrestable Offense?

Violation Code	Violation Title	Fine Amount	Arrestable Offense?	Notes	Edit
55-9-603	USE OF SAFETY ...		N	Driver not wearing seatbelt	Edit

Citation Bank

- Once the trooper “+Add” violation(s), it will drop into the “Citation Bank” - this indicates it will be written on the citation
- If the trooper has made an error or needs to remove a specific violation from the “Citation Bank” . The trooper simply clicks on the specific violation and selects the “Remove” button.

Court Information

Court: Alamo City Court

Appearance

Date: 12/22/2016 at 09:00 Calculate Date

Agency Tracking # Provided

Total Amount:

May Pay By Mail Must Appear

Appearance Date is within 30 days

Void

Save

Cancel

◀ Prev

Next ▶

Finished

- Troopers should confirm all court information is correct before completing eCitation
 - ***Note***- If the Court information is incorrect on this page, troopers should return to the **“Preliminary Page”** and change the court. Troopers should then reconfirm this court change on the **“Violations Page”**
- Select an **“Appearance Date”** and indicate whether the citation can be **“Paid by Mail”** or **“Must Appear”**
 - If the **“Appearance Date is within 30 days”**, troopers will see the red message displayed above. This is simply a visual reminder for the trooper that the court date is within 30 days. Troopers can change the **“Appearance Date”** if needed

Citation Image

LEA: THP District 9 -		COURT ORI #: 140		AGENCY TRACKING #: 160003252		160003252	
VIOLATION DATE ON OR ABOUT: 12/15/2016 13:35		AT LOCATION REF. TRAFFICWAY: 140		BOOKING # 00		CITY: DAVIDSON	
THE UNDERSIGNED BEING DULY SWORN UPON HIS/HER OATH DEPOSES:							
DRIVER'S LICENSE NO. 123456789	STATE TN	EXPIRES 01-01-80	CLASS D	CDL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PHOTO ID MATCHED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	NAME LAST TEST	FIRST TEST
ADDRESS 1150 FOSTER AVE		<input type="checkbox"/> IF NEW ADDRESS		<input checked="" type="checkbox"/> VIOLATOR <input type="checkbox"/> PASSENGER		CITY NASHVILLE	STATE TN ZIP CODE 37243
EMPLOYER		AGE 36		RACE CAUCASIAN		SEX M	
DATE OF BIRTH 01-01-80		HEIGHT		WEIGHT		EYES	
VEH LIC NO. 123ABC		STATE TN		EXPIRES 012017		VEH YR 2000	
TR #1 LIC NO		STATE		EXPIRES		TR #2 LIC NO	
OWNER/COMPANY IF OTHER THAN		ADDRESS		CITY		STATE	
CRASH <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		IN-CAR VIDEO? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		VEH SPEED IN A		ZONE	
<input type="checkbox"/> RADAR PACE		<input checked="" type="checkbox"/> LIDAR OTHER		COMMERCIAL VEHICLE		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> HAZMAT Involved?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> HAZMAT Placard Required?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> CONSTRUCTION ZONE WORKERS PRESENT		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> 16+ PASSENGER SCHOOL ZONE		<input type="checkbox"/> YES <input type="checkbox"/> NO	
AFORE SAID DID THEN AND THERE COMMIT THE FOLLOWING OFFENSE(S):							
1. VIOLATION/STATUTE CODE 55-9-603		AMOUNT \$		In consideration of my not appearing in Court, I the undersigned, do hereby enter my appearance on the amount for the offense charged. I have read this notice and WAIVE the reading of the Affidavit in the above named cause and the right to be present at the trial of said action. I hereby enter a plea of guilty and waive the right to prosecute, appeal, or error proceedings. I understand the nature of the charge(s) against me; I understand my right to have counsel and I waive this right and the right to a continuance. I waive my right to trial before a judge or jury. I plead GUILTY to the charge(s), being fully aware that my signature to this plea will have the same effect as a judgment of this court and that a record of it will be sent to the Tennessee Department of Safety Records Section.			
2. VIOLATION/STATUTE CODE		AMOUNT \$					
3. VIOLATION/STATUTE CODE		AMOUNT \$					
4. VIOLATION/STATUTE CODE		AMOUNT \$					
5. VIOLATION/STATUTE CODE		AMOUNT \$					
DATE ISSUED 12-15-16		TOTAL AMOUNT \$		Court: ALAMO CITY COURT Address: 74 EAST PARK ALAMO TN 38001 7316964515			
ON Friday THE 30 DAY OF December 2016 AT 9:00 AM <input type="checkbox"/> YOU MUST APPEAR IN COURT. THE OFFENSE FOR WHICH YOU HAVE BEEN CHARGED CAN NOT BE PAID BY MAIL. FAILURE TO APPEAR CONSTITUTES THE SEPARATE OFFENSE OF CONTEMPT OF COURT. FAILURE TO APPEAR TO ANSWER OR SATISFY THIS CITATION WILL BE THE SAME AS A CONVICTION AND WILL RESULT IN THE SUSPENSION OF YOUR LICENSE. <input checked="" type="checkbox"/> YOU MAY PLEAD BY MAIL. IF YOU WISH TO PLEAD GUILTY TO THE OFFENSE CHARGED AGAINST YOU, YOU MUST SIGN THE WAIVER PRINTED BELOW AND MAIL THIS COPY OF THE CITATION AND THE PRESCRIBED AMOUNT SET BY THE COURT.							
My mailing address is: (PLEASE PRINT) _____ Telephone: Home: _____ Name: _____ Work: _____ Street or PO Box _____ Apt. _____ City: _____ State: _____ Zip Code: _____ <input type="checkbox"/> Is interpreter needed? Language: _____							
NOTICE THE COURT WILL ISSUE A WARRANT FOR THE ARREST OF ANY DEFENDANT WHO HAS FAILED TO RESPOND TO A TRAFFIC NOTICE DULY SERVED UPON HIM/HER AND UPON WHICH AN AFFIDAVIT HAS BEEN FILED.							
THE UNDERSIGNED FURTHER STATES THAT HE/SHE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE, THAT THE PERSON NAMED ABOVE COMMITTED THE OFFENSE(S) HEREIN SET FORTH, CONTRARY TO LAW, HAVING BEEN DULY SWORN, I DO HEREBY ATTEST THAT THE ABOVE IS A COMPLETE COPY OF THE ORIGINAL CITATION, AND THAT THE INFORMATION CONTAINED THEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. OFFICER ANDREW GOOLSBY BADGE# 54							
SWORN AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____ 20____ SIGNATURE OF OFFICER <i>Sgt. A21</i> SIGNATURE OF JUDGE/CLERK _____							
NOTICE OF CITATION FAILURE TO APPEAR IN COURT ON THE DATE ASSIGNED BY THIS CITATION OR AT THE APPROPRIATE POLICE STATION FOR BOOKING AND PROCESSING WILL RESULT IN YOUR ARREST FOR A SEPARATE CRIMINAL OFFENSE WHICH IS PUNISHABLE BY A JAIL SENTENCE OF ELEVEN (11) MONTHS AND TWENTY-NINE (29) DAYS AND/OR A FINE OF UP TO TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500)							
I UNDERSTAND THE ABOVE NOTICE AND THAT MY SIGNATURE IS NOT AN ADMISSION OF GUILT.							
X _____		(VIOLATOR'S SIGNATURE):		X _____		(SIGNATURE):	

Print Controls

Court Information

Violators Signature

Troopers Digital Signature

Signature Page / Completion

TICKET Interview - Print & Sign

Please print and sign tickets

STEP ONE

Print Ticket(s)

STEP TWO

Defendant's Signature:

Violators Signature

Sign Ticket >>>

Unsign Ticket

	Ticket Number	Signed
▶	160003252	YES

- Trooper will use In-Car Scanner to capture the “**Violators Signature**”. The signature will import into the **Defendant's Signature** area
- Trooper will mark the “**Sign Ticket**” button , once **Violators Signature** has been imported
- “**Finished**” button should now be selected to complete eCitation

Void

Save

Cancel

◀ Prev

Next ▶

Finished

Voiding Citations

- There may be occurrences that occur roadside , when a trooper is unable to complete, or makes a data input error on an eCitation . Upon these occurrences the trooper may need to “VOID” a eCitation to ensure the violator receives the proper information.
- Below are some occurrences when a trooper may need to “VOID” a citation :
 - A. Laptop / Software stops working
 - B. Printer Malfunction
 - C. Scanner Malfunction
 - D. Trooper issued eCitation to Incorrect Court
 - Should reissue subsequent citation to correct Court
 - E. Trooper issued incorrect violation to subject
 - Should reissue subsequent citation with corrected violation(s)

Void – Con't

****Steps to “VOID” an eCitation ****

TICKET Interview - Preliminary

This record is being submitted for THP District 3 - Nashville
Please enter the following preliminary information.

Court:
Anderson County General Session Clerk - Clinton
[Change Court](#)

Violation Date: County:
Time: City:

Primary Trafficway: OR
Reference Trafficway: Block No: Milepost:

MPH: Posted MPH: Measuring Method:

Speeding? Yes No Latitude:
Vehicle Info? Yes No Longitude:
Construction Zone? Yes No
Workers Present? Yes No
School Zone? Yes No
Crash? Yes No

Additional Circumstances

In Car Video?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Special Program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Misc Information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Commercial Vehicle?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Hazmat Involved?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
16+ Passenger Vehicle?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
LPR?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Void Save Cancel < Prev Next > Finished

• Select “VOID” button

Void – Con't

- Explanation for VOID must be Indicated
 - Then select “Finished”

TICKET Interview - Void

Please enter the following information to void this ticket:

Violation Date/Time: 10/28/2015 at 10:41

Location of Violation

Block No: Milepost: 333.00

Primary Trafficway: I 40

Reference Trafficway:

Violator Information

Name: Last Name First Name Middle Name Filial

Address:

City State Zip

Explanation for Void

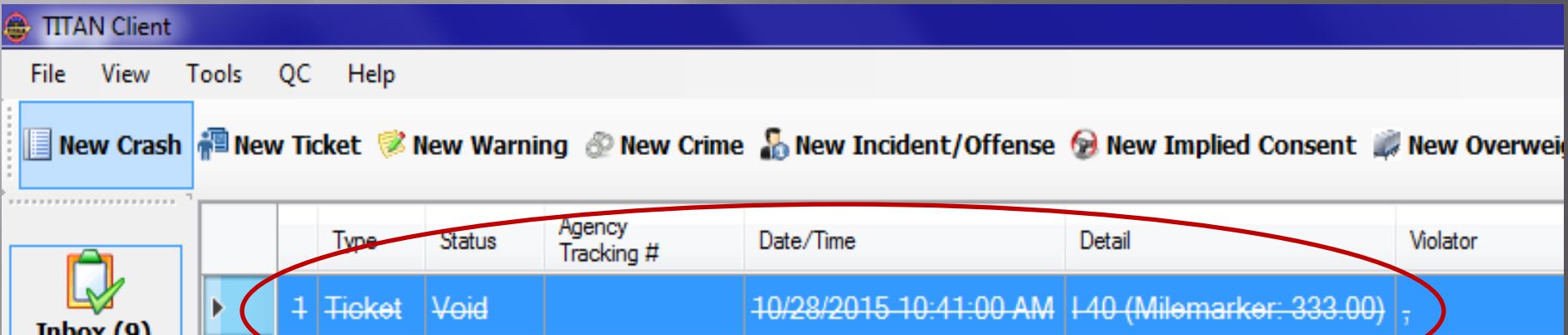
Spell Checker

Printer Malfunction - Issued paper ticket # 12345A

Void Save Cancel Prev Next **Finished**

Void – Con't

- Voided eCitation will then go to the **Inbox** to be sent to the server for proof of record
 - Voided Citation will have a line through it with a **Status** of “VOID”



The screenshot shows the TITAN Client software interface. The title bar reads "TITAN Client". The menu bar includes "File", "View", "Tools", "QC", and "Help". Below the menu bar is a toolbar with buttons for "New Crash", "New Ticket", "New Warning", "New Crime", "New Incident/Offense", "New Implied Consent", and "New Overwe". Below the toolbar is a table with the following columns: "Type", "Status", "Agency Tracking #", "Date/Time", "Detail", and "Violator". A red oval highlights a row in the table with the following data: "1", "Ticket", "Void", "10/28/2015 10:41:00 AM", "I40 (Milemarker: 333.00)", and a semicolon ";" in the Violator column.

Type	Status	Agency Tracking #	Date/Time	Detail	Violator
1	Ticket	Void	10/28/2015 10:41:00 AM	I40 (Milemarker: 333.00)	;

- In the event equipment failure prevents the use of eCitation, troopers should revert to utilizing Carbon Paper Based Citations
- Help tickets should be submitted indicating equipment failure ASAP to the respective responsible entity

