

**State of New Mexico
Statewide Traffic Records Coordinating Committee**

**STRCC Meeting Notes: September 11, 2003
9:00–12:00 noon – AOC/JID Building, Santa Fe, NM**

STREOC Members Present:

STRCC Members Present:

Mary DeGravelles, Rio Rancho DPS
Sandra Martinez, NM DOT, Traffic Safety Bureau
Mike Archibeque, AOC-JID
Maureen Rene, AOC-JID
Ray Rodgers, DPS, Motor Transportation Division
Paul Mann, Taxation & Revenue Department
Alan Ho, Federal Highway Administration
Ray Rodgers, DPS, Motor Transportation Division
Jim Davis, UNM- DGR
Christina Veveris, AOC-JID
Phil Royal, Santa Fe ITT
Ellen Barr, DPS
Jerry Lee, HIS
Karen Janes, AOC
Robert DeVargas, NM DOT

Others Present:

Carol Chapman, TRD
Chris Mayrant, DPS
Bill Henz, Albuquerque PD
Monica North, Albuquerque PD

I. Updates

- A. A meeting with the Office of the CIO took place on 9/2/2003. The Office of the CIO agreed to sign the TraCS Software License Agreement for use in the pilot only. A memorandum of understanding is being completed documenting requirements of the Office of the CIO. It is anticipated that all documentation will be completed by October 1, 2003

- B. A meeting with DPS took place on 9/4/2003 to finalize the TraCS/STRS Technical Project Manager position. Minor modifications are being made to the documentation. It is anticipated that the agreement will be in place by September 30, 2003

II. Albuquerque Police Department Briefing

- A. Mike Archibeque recently met with Albuquerque Police Department to brief their traffic records department and traffic enforcement personnel about STRCC activities and the TraCS Software Evaluation Pilot.
- C. Albuquerque PD Traffic Department Overview
 - 1. There is a total of 30 traffic officers with 10 targeting DWI
 - 2. There are both patrol cars and motorcycles in use
 - i. Motorcycles are using a KDI Wireless Dispatch System
 - ii. KDI System Interfaces with Printrack CAD
 - iii. Cars are equipped with laptops
 - 3. Albuquerque PD processes 212,000 citations per year. All paper citations are sent to Metro Court and scanned.

 - 4. Albuquerque PD is drafting a proposal to participate in the TraCS Software Evaluation Pilot.

III. Membership Update

The following STREOC changes have been made:

- Representation for the Federal Highway Administration – Dennis Scovill
- Representation for Santa Fe Police Department – Deputy Chief Johnson
- NM Department of Health – meeting pending

IV. A discussion took place regarding the following TraCS NM UTC Prototype issues

- A. How will citation numbers be managed?
 - a. LEA' S currently request paper citations from MVD
 - b. Incorporate a machine number in the electronic citation number
 - c. Centralize TraCS citation numbers?
 - d. No policy or procedure exists at this time. Would a policy be local or centralized?
 - e. Legal requirements – each LEA agency must be able to account for each citation issued.
 - f. Possibility of using a combination of an agency code + machine code + sequential numbering
- B. How will DL's from other countries be handled
 - a. If the DL is not AMVA compliant the DL information will be key entered
- C. How will municipal ordinances be managed?
 - a. Need to develop procedures on table management
 - b. Municipalities to provide updates to a centralized location
- D. Are bond amounts set by each individual court?
 - a. Yes, but does not have any immediate impact on pilot activities
- E. Need to understand officers process at the roadside in relationship to how the TraCS NM UTC will work – Question Skipped

- F. Contact for the Municipal League's Municipal Codes – Diane Lang (these codes map to State statute other muni codes may not)
 - a. Contact number is 982-5573
- G. Does TraCS allow the end user to use click on a box?
 - a. Click on a box to navigate through the citation screen then use the drop box to select data
- H. Security issues (start shift and end shift procedures, officers electronic signature)
 - a. No procedures to date
 - b. By law an officers signature is required to file a complaint
 - c. During the pilot the citation will be printed and signed by officer and defendant
 - d. An officers hand signature can be electronically stored for use with TraCS
- I. Legal acceptance of officer and/or offenders electronic signatures
 - a. Additional research required
- J. In general traffic offenders are confused about who to send their penalty payment to
 - a. Currently traffic offenders use the direction printed on the back of the citation for detailed information
 - b. The printed electronic citation must have this same information
- K. How will the information on the back of the citation be handled? (Related to printers, forms, legal issues- information/instructions to offender)
 - a. The printed electronic citation must have this same information on the back as the current paper form
 - b. Possible solution for pilot – print on pre-printed sheet
- L. Ability of traffic records systems and the courts to handle electronic & standard hardcopy UTC
 - a. Develop communications with agencies to increase understanding, discuss issues, obtain feedback
- M. Ownership of citation number generation –
 - 1. MVD controls DWI citation numbers
 - 2. Vendor controls UTC citation numbering
- N. Ability for local LEA's to set court date and time defaults is needed
 - a. The Electronic UTC Prototype is now at a 10 business day default
 - b. Could leave the field blank/ no default
 - c. Need to survey LEA's
 - d. Different LEA's Agencies may have different requirements
 - e. When an officer starts shift let him set the default for the day with an ability to override
- O. When is the electronic citation on the laptop locked from changes?
 - a. More research required here – check process of other states using TraCS

- b. This issues relates to data integrity and the ability to guarantee all parties that the electronic record is “official”
 - c. There is a void function in TraCS – when will this function be used?
- P. MUST have only one VIOLATION per electronic citation (MVD requirement)
- Q. TraCS has the ability to interface with other databases (useful functionality for auto field population i.e. NCIC, NM-NIBRS, MVD-DRIVER HISTORY)
- R. Will the State (STN) Tracking Number be used?
 - a. Possible use in the development of an electronic incident report and DWI Citations
- S. DL card swipe
 - 1. Previous vendor (VISAGE) did not follow AMVA standards so some DL will not populate TraCS properly
 - 2. Newer DL's (created by NM MVD) should be able to populate TraCS - Paul Mann is testing
- V. New Issues
 - A. Paul Mann is recommending that a 2D barcode be included on the electronic citation. The barcode would contain all the information contained on the citation. This would give any agency the ability to read citation information with a barcode scanner. Paul Mann will provide additional detailed information on the software and hardware required. A State software license is being estimated at \$3,500.00.
 - B. What is the procedure for official approval of the final NM Electronic UTC? This is most likely a function of the MVD but additional information needs to be confirmed.