



*December, 2004*

**New Mexico Statewide Traffic Records Coordinating Committee  
TraCS Evaluation Pilot Project - Monthly Progress Report**

**Meetings/Tasks/Activities Completed during December, 2004**

Meetings

- December 7, 2004 – Attended Santa Fe Municipal Traffic Court to monitor traffic citation process.
- December 9, 2004 – STRCC meeting. See Meeting notes at [http://www.nmtrafficrecords.com/strcc/meet\\_notes\\_04.html](http://www.nmtrafficrecords.com/strcc/meet_notes_04.html)
- December 9, 2004 – DWI Forms subcommittee meeting was held to review the DWI Citation and Revocation forms, field by field. Changes were documented and Rasha M. is updating the forms for a second draft to be completed by Jan 20<sup>th</sup> to present at STRCC January meeting.
- December 16, 2004 – STREOC meeting. Meeting minutes are posted at: [http://www.nmtrafficrecords.com/streoc/streoc\\_meet\\_notes\\_04.html](http://www.nmtrafficrecords.com/streoc/streoc_meet_notes_04.html)
- December 21, 2004 – Albuquerque Police Department team meeting to review and assess readiness for February start for pilot.

Other Tasks/Activities

- Continued DPS TraCS Pilot with (2) State Troopers and added (1) DPS Motor Transportation Division officer late in December. Traffic citations are being issued and processed through Santa Fe Magistrate, San Miguel Magistrate and Sandoval Magistrate courts.
- Completed initial mockups of DWI Forms package in TraCS software to include: DWI Citation, Criminal Complaint, Probable Cause, Tow Report, Revocation.
- Completed draft of TraCS pilot project plan, work breakdown structure and Gantt Chart and presented to APD.
- Presented 2005 Calendar year TraCS Pilot Team rollout schedule to STRCC and STREOC. Albuquerque Police Department and Santa Fe Police Department are the next rollouts being planned for March 2005 timeframe.
- Submitted OCIO monthly project report on December 10, 2004
- Developer candidate identified for the TraCS Office. Contract is being developed for signature in January, 2005.



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## Deliverables

- TraCS Project Repository
  - Additional working project documentation has been added to the TraCS project collaboration website at:  
<http://strcc.nmcourts.com/twiki/bin/view/Tracs/WebHome>
  - CD-ROM archive of the TraCS project website has been delivered to Sandra Martinez, Executive Sponsor, Traffic Safety Bureau and will be delivered on a monthly basis for the Federal Grant project file.
- OCIO Monthly Project Report – submitted on December 10, 2004.

## Planned activities for January, 2004

### Meetings

- Train DPS Court liaison on TraCS in order to print citations and deliver to Courts, MVD.
- January 20, 2004 – STRCC Monthly Meeting
- Meet with Dona Ana pilot team on January 20, 2005 to finalize project agreement with TSB.
- Meet with Panasonic team to document compliance of wireless handheld display unit with NCIC requirements on January 13, 2005
- Conduct DWI forms subcommittee meeting to develop workflow for DWI citation and Notice of Revocation forms.

### Other Tasks/Activities

- Submit OCIO monthly project report on January 10, 2004
- Complete new version of Uniform Traffic Citation in TraCS to include bar-code and NM State Statute/ Violation/Penalty Assessment table. Begin testing by 3<sup>rd</sup> week of January.
- Continue DPS TraCS Evaluation Pilot roll-out for officers. Meet with TSB to finalize DPS project agreement for purchasing wireless handheld display units for remaining 7 officers.

## Project Issues

Current issues for the TraCS Pilot Project issues are posted at:

<http://strcc.nmcourts.com/twiki/bin/view/Tracs/TracsIssues>



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**Project Risks**

The Risk Management page for the TraCS Pilot Project is located at:

<http://strcc.nmcourts.com/twiki/bin/view/Tracs/TracsRiskManagement>