E-TIX

(ELECTRONIC TRAFFIC INFORMATION EXCHANGE)

Directive: 14 – 100

Date of Issue: July 2013   Amends/Cancels: 14-104

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I.   PURPOSE

The purpose of this Directive is to establish policy regarding the use of the E-Tix software and hardware.

II.   POLICY

All sworn members of DGS-MCP will strictly adhere to the procedures set forth in this Directive.

III.   PROCEDURES

A. E-Tix Software

1. The E-Tix software was developed by the Maryland State Police and is being provided to allied agencies to be used as a method to issue Maryland Uniform Complaint and Citations. The software may also be used to print warnings, S.E.R.O. and accident exchange forms.

2. Only officers who have attended an approved Maryland State Police training program are authorized to use E-Tix.

3. The software will be installed on Mobile Data Computers for all officers who are in patrol and have been trained to use the software. No one is permitted to alter, remove or modify the software.

4. A user manual for E-Tix is available online at http://etix.mdsp.org. It is located under the document section. This document should be utilized to answer questions and get help as needed.

B. E-TIX Hardware

1. The hardware used in conjunction with the E-Tix software is either hard-mounted printer and scanner or "Slick Ticket" over-the-seat style carrier. This carrier has an integrated optical scanner (L-tron) and a thermal printer (Pentax Pocket Jet). The unit requires one D/C connection for power and one USB computer connection.

2. The "slick ticket"/hard-mounted equipment is the only hardware authorized to be used with E-Tix. It may not be disassembled or altered in any way.

3. The paper used with these units meets strict specifications set by the District Court of Maryland. Therefore, only thermal paper issued by the department will be used.

C. E-Tix Use

1. When using E-Tix, all guidelines for issuing traffic citations using the traditional Maryland Uniform Complaint and Citation shall apply. The only exception is the requirement for the defendant to sign the citation(s). When issuing citations electronically, the defendant is not required to sign the citation.

2. Officers will be required to fill out all mandatory fields before issuing citations. The software will also prompt you to indicate whether the violation contributed to an accident and will also ask if the stop is a "reportable stop" referring to the data required to be reported for racial profiling reporting (TSDS data).

3. Since E-Tix only generates one paper copy of citations, warnings, and SEROs, officers will use the Reporting/Statistics feature of E-Tix to generate a daily report of activity. This report can be printed and turned in for statistical tracking purposes.

D. Citations

1. If citations fail to print officers will attempt to print citation by alternate methods:

   a. Check/Replace printer paper.

   b. Attempt to Reset Printer, Reset E-Tix software

   c. Print citation from any participating agency terminal, by logging on to E-Tix and retrieving citation.

   d. Advise violator citation will be mailed to them. Print citation and mail via certified mail within 24 hours.

E. Traffic Stop Data Sheets (TSDS)

1. TSDS sheets will no longer be needed unless the stop resulted in a verbal warning, E-Tix is unavailable, or the stop data for whatever reason cannot be captured in E-Tix. Officers not using E-Tix will continue to fill out TSDS as required.

2. Officers will continue to notify the dispatchers upon completion of traffic stops whether the stop will be with or without a data sheet.

F. Race Based Data Reporting (MSP Form 90)

1. Race Based Data (MSP Form 90) stickers will no longer be needed unless the stop results in a verbal warning, E-Tix is unavailable, or the stop data for whatever reason cannot be captured in E-Tix. Officers not using E-Tix will continue to fill out Race Based Data (MSP Form 90) stickers as required.