

CHAPTER 8
AUTOMATED CITATION DEVICE
REVISED APRIL 2019
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CHAPTER 8

AUTOMATED CITATION DEVICE

1. INTRODUCTION.

a. Description.

- (1) An Automated Citation Device (ACD) is a handheld computer used to produce an electronic citation (eCitation), replicating the CHP 215, Notice to Appear.
 - (2) The ACD is Wireless Fidelity capable and Bluetooth enabled. It can only be connected to the California Highway Patrol (CHP) network. Some devices will have cellular connection capability.
 - (3) The eCitation data is printed in the form of a CHP 215, from a mobile printer installed in the patrol vehicle, and subsequently issued to the violator.
 - (4) Once properly connected, the eCitation data is extracted and uploaded into the Statewide Automated Citation System (SACS) Web application and Management Information System (MIS).
 - (5) From the SACS Web application, eCitations are sent to the jurisdictional court. Depending on the jurisdictional court's technical capability to receive eCitation data, the eCitations are either sent electronically or printed and sent by an Area's administrative staff.
 - (6) The creation of SACS presents an opportunity for a paperless environment for officers and provides the following benefits:
 - (a) Improves officer safety and increases patrol time.
 - (b) Reduces the need for manual key data entry.
- NOTE: California Highway Patrol personnel key in data from approximately two million CHP 215s per year into the MIS. The SACS application is configured to import the data electronically.
- (c) Decreases the time necessary to transmit citations to the courts.
 - (d) Improves accuracy of collected data for statistical reporting.

b. Components of the Automated Citation Device System.

- (1) The Automated Citation Device Hardware. Handheld computers.
- (2) The Automated Citation Device Software. An application designed to manage the ACD and to help the user perform specific tasks when creating eCitations.
- (3) Mobile Printer. A portable printer installed in a patrol vehicle which enables an officer to print a citation and other documents from the ACD.
- (4) The Automated Citation Device Docking Station (Motorola Only). A four-port Ethernet cradle that recharges the ACD and connects to the CHP network to allow uploading of eCitation data, downloading of modifications, deletions, and/or additions of the software.
- (5) The Automated Citation Device Vehicle Cradle (Motorola Only). A device used to enable the proper securement for transportation of an ACD in a patrol vehicle.
- (6) Printer Bracket. A device used to ensure the proper securement for transportation of an ACD printer in a patrol vehicle.
- (7) Statewide Automated Citation System Web Application. A CHP Intranet-based application used to enable uniformed and Area office personnel to manage eCitations. Capabilities include search, review, print, track the status of an eCitation, and the ability to modify an officer's notes on an eCitation.

2. POLICY.

- a. Authority. The issuance of a CHP 215 is authorized by Section 40500 of the California Vehicle Code (CVC). Refer to Chapter 1, CHP 215, Notice to Appear, of this manual.
- b. Departmental Use. When deployed to an Area office, departmental use of the ACD shall be the preferred method of issuing a CHP 215.
- c. Responsibility.
 - (1) Area. The Area commander shall:
 - (a) Identify personnel to facilitate the training and management of the ACD equipment.

(b) Assign personnel to perform the duties of the Area office SACS account administrator.

(c) Appoint one or more persons to provide first-level support to ACD users.

(d) Provide notifications for any additions, deletions, or changes to the special districts within their Area through the CHP Help Desk. The Help Desk can be reached via telephone at (916) 843-3899, or by e-mail at Helpdesk@chp.ca.gov. Upon receiving a help ticket, Information Technology Section (ITS) will update the pick list with the requested information.

NOTE: For a description of special districts, refer to Chapter 1, Annex A, of this manual.

(e) Notification of any additions, deletions, or changes to local court jurisdictions within their Area are to be initiated through the CHP Help Desk. This includes the addition of new courts, court closures, address changes, night court availability, and any changes in the requirements for computing the court's default date and time included on the eCitation. Upon receiving a trouble ticket, ITS will update the pick list with the requested information.

(2) Area Office Statewide Automated Citation System Account Administrator.

The Area office SACS account administrator shall be responsible for establishing new user accounts and profiles for personnel assigned to the Area office. This includes all uniformed personnel who issue eCitations and use the SACS Web application.

(3) Uniformed Personnel Issuing Electronic Citations.

(a) The citing officer shall enter all information into the ACD as accurately as possible.

(b) After the eCitation has been printed, the officer shall have the violator sign on the device screen. The printed copy shall then be presented to the violator.

(c) For officer safety and efficiency, should the ACD malfunction or become difficult to use, temporarily discontinue use and issue a paper CHP 215. Report any such malfunctions to the CHP Help Desk.

(d) The citing officer is responsible for ensuring the eCitation hardcopy of the CHP 215, produced by the ACD, is factually correct and is in

compliance with CHP policy. If the officer has any problems issuing an eCitation, the officer shall void the eCitation and issue a paper CHP 215 instead. Any such problems must be reported to the CHP Help Desk as soon as possible.

(e) When an error is identified on an issued eCitation, a CHP 411, Notice of Correction and Proof of Service, shall be prepared as outlined in Chapter 1 of this manual.

(4) Area Office Administrator.

(a) In Areas where there is no electronic transmission of eCitations from CHP to the jurisdictional court, eCitations are to be printed using the SACS Web application and processed as outlined in Chapter 1 of this manual.

(b) Through an automated process, statistical data from each eCitation will be extracted from the SACS Web application and sent to the MIS. An eCitation containing MIS errors shall be corrected and resubmitted through the SACS Web application.

(c) If the jurisdictional court detects an error on an eCitation, it will be returned for correction. A CHP 411 shall be prepared as outlined in Chapter 1 of this manual.

(d) All returned eCitations from the jurisdictional court will be directed to a "Court Error" queue within the SACS Web application where the Area office administrator will process them as outlined in Chapter 1 of this manual.

(5) Area Office Automotive Technician. Responsibilities include the installation and maintenance of the ACD equipment in a patrol vehicle as outlined in Fleet Operation Section's (FOS) most current version of the ACD installation document. A current copy of the document can be obtained by contacting FOS at (916) 309-6800.

(6) Information Technology Section. It is the responsibility of ITS to complete the following:

(a) Maintain all servers and databases that support the SACS project.

(b) Maintain the SACS Web service and the Secure File Transfer Protocol electronic delivery systems that allow delivery and extraction of eCitation data by the appropriate courts.

- (c) Ensure the data entered to create an eCitation, printed in the form of a CHP 215 and given to the violator, is intact and not altered.
 - (d) Comply with departmental rules, as well as state and federal laws regarding data security and privacy.
 - (e) Provide training and user support.
 - (f) Maintain the ACD environment such that it is available 24 hours a day, seven days a week, except for scheduled maintenance.
 - (g) Repair and replace all ACD equipment.
 - (h) Execute all modifications. Modifications include adding, removing, or updating any special districts to the ACD "location of violation" pick list. Modifications are made after the Area commander has made notification, via the CHP Help Desk, to ITS identifying such changes.
 - (i) Update the ACD's court pick list once the Area commander has submitted a memorandum to ITS regarding changes to jurisdictional courts and/or the computed court date and time.
 - (j) Ensure the delivery of eCitations to the appropriate courts via a secure electronic data exchange subject to CVC Sections 40500(d), 40505, and 40506. Every eCitation shall consist of an electronic image as it was issued to the violator, text data of the fields in the citation, and an image of a fingerprint if captured.
- (7) Jurisdictional Court. Jurisdictional courts receiving eCitations via electronic exchange shall notify CHP of all eCitation errors by returning the eCitation electronically to the SACS Web application and noting the error found.

3. PROCEDURES.

a. Automated Citation Device Management.

(1) Area Statewide Automated Citation System Administrators. New accounts and profiles must be established by an Area office SACS administrator. The user will enter their Local Area Network (LAN) password when logging onto an ACD.

(2) Assignment. Designated personnel will be responsible for the accounting and issuance of all ACDs assigned to their Area.

(3) Inventory. The Area commander shall be accountable and ultimately responsible for the control and accounting of all ACD equipment. Refer to Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 8, Equipment.

(4) Loss/Damage/Replacement of an Automated Citation Device.

(a) If an ACD is lost, stolen, or damaged, refer to HPM 11.2, Chapter 8. Also refer to HPM 40.4, Information Security and Administration Manual, Chapter 13, Computer Security Incident Reporting.

(b) The ACD eCitation data is encrypted and secure. Once the ACD logout time has elapsed, the eCitation data is not accessible by unauthorized persons.

(5) Installation.

(a) Docking Station – Motorola Devices.

1 Identify the port for the docking station. The Division administrator and SACS administrator will need to configure the selected port for four Internet Protocol addresses.

2 Connect the docking station to the power supply cable which is connected to the nearest electrical outlet.

3 Connect the docking station to the CHP network using a category five LAN cable.

4 Once properly installed, the docking station and the network connection shall not be altered by Area personnel for any other purposes.

(b) System Center Configuration Manager – Windows Devices.

1 Find and open the SACS Citation Manager installation file.

2 Follow the prompts to complete installation.

(c) Charging the Battery.

1 Motorola devices can be charged in the docking station.

2 Motorola device charging is complete when the middle orange light at the top right of the ACD stops blinking.

3 Other devices charge via their respective wall outlet chargers.

(d) Printers.

1 How to Properly Install Printer Paper.

a Press the release button on the side of the printer and open the paper cover.

b Install paper so it will eject towards the back of the printer.

2 Installation of the Automated Citation Device Printer into the Patrol Vehicle. The Area office Automotive Technician is responsible for installing the printer in the patrol vehicle.

3 How the Electronic Citations are Printed. The printer communicates with the ACD using wireless Bluetooth technology. Bluetooth connectivity is generally within a range up to 30 feet.

b. CHP 411, Notice of Correction and Proof of Service. Refer to Chapter 1 of this manual.

c. Dismissing and Voiding. Refer to Chapter 1 of this manual.

4. PREPARATION.

a. Guidelines. Officer shall ensure the information recorded on the eCitation is complete and accurate. Information recorded on the violation(s) box will be examined closely by the court during the trial by declaration process, authorized by CVC Section 40903, prior to making its decision on the violator's guilt or innocence.

b. Logon Fields.

NOTE: When a user logs onto an ACD for the first time, it must be connected to the CHP network during the logon process. This ensures the officer's user ID number and password can be verified via network services. After the initial logon, the officer's credentials are cached on the ACD, and connecting the device is no longer required before logging on.

(1) User ID. Enter the citing officer's ID number (including leading zero if applicable).

(2) Password. Enter the citing officer's CHP network password.

(3) Domain. This field should be prepopulated with "EPRISE" as the domain.

c. Officer Profile Screen.

- (1) Officer Profile. The ACD requires officer information to prepopulate each citation.
- (2) Citing Officer ID. Enter the issuing officer's full ID number.
- (3) Citing Officer. Enter the issuing officer's last name.
- (4) Beat. Enter the assigned beat number.
- (5) Area. Enter the assigned Area location code.
- (6) Permanent Area. Enter the citing officer's permanent Area location code if different from the location code entered in the "Area" field.
- (7) Primary County. Enter the primary county where citations will be issued. This field will be the default county for violations, which will be used to filter the ACD pick list.
- (8) Violation Occurred At. Enter the default city (e.g., Sacramento, CA) or county for unincorporated areas (e.g., Sacramento County, CA) where citations will be issued.
- (9) Vacation From. Enter the citing officer's vacation start date.
- (10) Vacation To. Enter the citing officer's vacation end date.

d. Vehicle Profile Screen.

- (1) CHP Vehicle #. Enter the default patrol vehicle's license plate number as information to be recorded on the officer's notes.
- (2) Radar Unit #. Enter the default the radar unit used.
- (3) Radar IACP. Enter the default date the radar unit was last calibrated.
- (4) Lidar Unit #. Enter the default lidar unit that will be used.
- (5) Lidar IACP. Enter the default date the lidar unit was last tested by the International Association of Chiefs of Police.
- (6) Special. Enter the default special project code.
- (7) MVARS. Check the box if Mobile Video and Audio Recording System (MVARS) was utilized.

(8) Date Calib. Enter the date the patrol vehicle's speedometer was calibrated. This will be recorded on the officer's notes.

(9) By. Enter the name of the person that calibrated the patrol vehicle. This will be recorded on the officer's notes.

(10) ACT/VEH. Enter the actual speed (i.e., 20, 30, 40) and the vehicle's calibrated speed (i.e., 21, 31, 41). This will be recorded on the officer's notes.

e. Citation Entry.

(1) Date of Violation. This is prepopulated with the current date but may be modified if necessary.

(2) Time. This is prepopulated with the current time but may be modified if necessary.

(3) Owner Responsibility. Check the "Owner's Responsibility" box when an eCitation is issued pursuant to CVC Section 40001.

(4) Violator Information.

(a) Name. Enter the violator's complete legal name, as appropriate, in each of the separate fields (i.e., First, Middle, Last, and Suffix).

(b) Address, City, State, ZIP Code. Enter the complete mailing address. The complete mailing address is mandated by the Judicial Council of California and allows the court to mail a courtesy notice and other correspondence to the violator.

(5) Driver License Information.

(a) DL Status. Check the appropriate Driver License (DL) status from the pick list.

(b) DL #. Enter the DL number.

(c) DL State. Enter the state for which the DL was issued.

NOTE: The state may also be a Canadian or Mexican district, or a foreign country.

(d) Class. Choose the DL class from the pick list.

(e) Commercial. Check the box if the driver has a commercial DL.

(f) DOB. Enter the violator's six-digit date of birth (DOB). The sequence of the DOB shall be MM/DD/YY.

(g) Age. This field is automatically populated based on the entry of the DOB field.

(h) Sex, Hair, Eyes, Height, Weight. Enter the appropriate information in each box.

(i) Race. Enter the race of the violator (refer to Chapter 1 of this manual).

NOTE: When scanning the DL, the DL fields must be reviewed to ensure the fields were entered appropriately. If the fields are not entered appropriately, rescan the DL or manually enter the correct information (this will help prevent court rejection and issuance of a CHP 411).

(6) Vehicle Information.

(a) Vehicle Lic. Enter the vehicle license plate number.

(b) Vehicle VIN. Enter the vehicle identification number.

(c) State, Exp. MO, Exp. YR. Enter the state for which the vehicle is registered, and the month and year the vehicle registration is due to expire.

NOTE: The state may also be a Canadian or Mexican district, or a foreign country.

(d) Year, Make, Color, and Body Style. Using the corresponding pick list, select the year, make, color, and body style/model of the vehicle.

(e) Commercial Motor Vehicle. If the vehicle involved is a commercial vehicle, as defined in CVC Section 15210(b), mark the corresponding box.

(f) Hazardous Materials. Check the box if the vehicle involved, as defined in CVC Section 353, is transporting hazardous materials.

(7) Evidence of Financial Responsibility.

(a) Choose the company from the dropdown menu or enter the name in the field.

(b) Enter the policy number.

(8) CA/DOT/PUC/ICC.

(a) If the vehicle has been issued a California, Department of Transportation, Public Utility Commission, or Interstate Commerce Commission number, choose the identifier from the dropdown and enter the number in the corresponding field.

(b) If the vehicle involved is a commercial vehicle as defined in CVC Section 15210(b), mark the corresponding box.

(c) If the vehicle involved is transporting hazardous materials as defined in CVC Section 353, mark the appropriate box. Hazardous materials haulers are, by definition, commercial vehicles if they meet the definition of CVC Section 353. Mark both the "Commercial Vehicle (§15210(b) CVC)" and "Hazardous Material (§353 CVC)" boxes if applicable.

(9) Additional Vehicles. If there are additional vehicles, such as trailers, enter the information for each additional vehicle.

(10) Registered Owner Information.

(a) Registered Owner Name Same as Driver. Check the box if the registered owner's (R/O) name is the same as the driver's name.

(b) Name. If the R/O type is a "Person," enter the registered owner's complete legal name in the fields R/O First, Middle, R/O Last, and SFX.

(c) Entity. When selecting a R/O type other than "Person," the R/O fields will be deactivated and the "Entity" field becomes activated. Enter the name of the "Government Agency," "Company," or "Trust" for the R/O.

(d) Registered Address Same as Driver. Check this box if the R/O's address and the driver's address are the same.

(e) R/O Addr, R/O City, R/O State, ZIP. Enter the complete mailing address of the R/O or lessee including the city and zone improvement plan code. The mailing address is mandated by the Judicial Council of California and allows the court to mail a courtesy notice and other correspondence to the violator(s).

NOTE: The state may also be a Canadian or Mexican district, or a foreign country.

(11) Violation.

(a) Search Violations. Enter the violation number, part of the violation number, or any key word or words to return a subset of matching violations. Select the violation from the available pick list to assure proper entry of the charge consisting of law code, section, and subsection, and a brief description. Up to eleven violations may be entered (refer to Chapter 1 of this manual). If the violation is not available in the pick list, the violation may be manually entered. The courts will compare the violation to their bail schedule and, if the violation is not accurate, may reject the citation which will require the submission of a CHP 411.

(b) Correctable Violation. The officer is responsible to comply with requirements of the jurisdictional court when selecting the value for correctable violations (refer to Chapter 1 of this manual).

(c) Booking Required. Check the box in order to subject the violator to formal booking/fingerprinting under the authority of California Penal Code (PC) Section 853.6(g) prior to case disposition. Use this box only when a subject is not physically arrested for a "recordable" offense. When the box is checked, a CHP 194, Fingerprint Notification/Verification, shall be completed as outlined in General Order (GO) 100.28, Criminal Fingerprinting; JUS 8715, Adult Disposition of Arrest and Court Action; and JUS 8716, Juvenile Detention Disposition Report. In addition, the reverse of the violator's CHP 215 shall be filled out by the booking officer at the time of fingerprinting (refer to Chapter 1 of this manual).

(d) Misdemeanor or Infraction. Check either the misdemeanor or infraction box as applicable.

(e) Additional Violations. Add violations as needed, up to 11 per citation. Form CHP 215s are not required for additional violations.

(12) Speed Boxes. Enter the approximate speed and the Prima Facie (P.F)/Maximum (Max) Speed Limit applicable to the highway on all eCitations charging a speed violation (refer to HPM 100.68, Traffic Enforcement Policy Manual, Chapter 3, Highway Enforcement, for a listing of CVC sections applicable to the maximum speed limit).

(a) Spd Approx. Enter the approximate speed of the violator's vehicle.

(b) Safe Spd. Enter the safe speed when a speed significantly lower than the P.F./Max speed is established and the citation is prepared charging a violation of the basic speed law (CVC Section 22350).

- (c) P.F. Speed. Enter the P.F. speed.
- (d) Max Speed Limit. Enter the maximum speed limit.
- (e) Veh Limit. Enter the maximum speed limit pertaining to a particular type of vehicle or combination of vehicle(s) in the box only if the violator is cited for exceeding the vehicle speed limit.
- (f) The Safe Speed Box. Enter the approximate speed of the violator's vehicle when a speed significantly lower than the P.F./Max speed is established and the citation is prepared charging a violation of the basic speed law (CVC Section 22350).

(13) Special Project Code. Leave the box blank, except as outlined in HPM 100.68, Chapter 2, Arrest Policies, or when required to enter specific information for a special study.

(14) Location of Violation. The following individual fields will be combined to include the location of the violation:

- (a) Direction. Enter the direction of travel of the roadway where the violation occurred.
- (b) On Street or Highway. Enter the name and/or number of the roadway where the violation occurred.
- (c) Intersection. Choose whether the violation occurred at an intersection. Entering the distance, units, and direction from the intersection is optional.
- (d) At intersection of. Enter the name and/or number of the cross street.
- (e) Construction, School, Double Fine, Safety Zone. Check the corresponding box for penalty enhancements (refer to Chapter 1 of this manual).
- (f) Beat. Enter the officer's beat (refer to Chapter 1 of this manual). This field will automatically fill based upon the officer's profile.
- (g) Area. Enter the Area location code of the Area where the violation occurred. This field will automatically populate based upon the officer's profile.
- (h) Perm. Area. Enter the permanent Area location code to indicate the assigned Area of the issuing officer when issuing a citation out of the

assigned Area. This field will automatically populate based upon the officer's profile.

(i) RADAR Used/LIDAR Used. Officers shall check the corresponding boxes to indicate that either or both were used to verify a speeding violation. This information will be used to identify the radar/lidar device used to gather evidence of the speeding violation.

(j) Patrol Vehicle No. Enter the Patrol Vehicle Number of the vehicle used when observing or arresting the violator.

(k) MVARS. If MVARS was used, officers shall check the box to indicate MVARS was in use and may have captured the violation(s). This field will automatically populate based upon the officer's profile.

(l) Not Committed in My Presence. Check the box when the eCitation is prepared for violation(s) not committed in the presence of the citing/arresting officer, and when the complaint is based upon information and belief.

(m) Violation Occurred At. As outlined in Chapter 1 of this manual, enter the applicable incorporated city (e.g., "Sacramento, CA"), county for unincorporated areas of county (e.g., "Sacramento County, CA"), or special district (e.g., "Ester ESD, CA" or "Pauma Valley CS, CA") where the violation occurred. The values should be entered in a format consistent with the values in the pick list as the courts are looking for these specific values to allocate the fines, forfeitures, and penalties to local agencies.

(n) Executed At. As outlined in Chapter 1 of this manual, enter the city (e.g., "Sacramento, CA") or county (e.g., "Sacramento County, CA") where the CHP 215 is prepared.

(o) Dec. Date. The current date is automatically populated. If necessary, it can be manually changed by clicking on the calendar to select a date.

(15) Citing Officer ID. Enter the issuing officer's ID number.

(16) Citing Officer. Enter the issuing officer's last name.

(17) Arresting Officer ID. Enter the ID number of the arresting officer if different from the citing officer.

(18) Arresting Officer. Enter the last name of the arresting officer if different from the citing officer.

(19) A/Perm Area. Enter the Area location code of the arresting officer if the arresting officer is different than the citing officer.

(20) Vacation From. Enter the citing officer's vacation start date.

(21) Vacation To. Enter the citing officer's vacation end date.

(22) Signature Type. The eCitation signature field is used to capture the violator's signature only. The signature type field is to be completed by the officer to indicate the violator's signature was captured or why the violator's signature was not captured.

(a) Officers should never write in the signature field.

(b) When the violator's signature is captured, the "signature type" field should be populated with the "actual signature" entry from the pick list.

(c) For eCitations that do not require a signature, such as a "parental notification" or "owner's responsibility," the signature type field should be populated with the entry chosen from the pick list and the signature field should be left blank.

(d) The application will automatically populate appropriate verbiage on the printed eCitation, such as "PARENTAL NOTIFICATION" or "OWNER'S RESPONSIBILITY" into the signature block. The possible values in the "signature type" pick list include the following choices:

- 1 Owner's responsibility.
- 2 In custody.
- 3 Parental notification.
- 4 Complaint to be filed.
- 5 Refused.
- 6 Statistical purposes only.
- 7 Arrest warrant.
- 8 Allied agency turn-overs.
- 9 Actual signature.

(23) Citation Number. The ACD assigns each eCitation a citation number that identifies the issuing ACD and contains a unique sequential number for that ACD. The number is encoded using a combination of numeric digits and alphabetic consonants ensuring a unique sequential citation number for each eCitation issued.

(24) Court. The court section is used to enter information related to the court.

(a) Name, Address, City, State/ZIP, Telephone. Select the court from the corresponding pick list and the court information will automatically populate in each field, or enter the complete court address and telephone number.

(b) To Be Notified. Check the box if notification is to be made on a later date. The officer shall ensure the box is appropriately checked to meet the requirements of the jurisdictional court. The "To Be Notified" box shall be checked whenever the selected jurisdictional court's computed date and/or time is blank, pursuant to Chapter 1 of this manual. However, there are court jurisdictions, such as Santa Clara County, where the court requires this box to be unchecked, and the court time to be blank. It is the officer's responsibility to ensure the box value is consistent with the local jurisdictional court's requirements.

(c) Night Court. Check the box for those court districts where night sessions are held.

(d) Court Date/Time. The system will automatically populate a specific date and time of appearance on each eCitation when the court is selected. The date populated is based on the lead time supplied by the chosen court and considers weekends, holidays, and vacation dates entered in the Officer Profile. The date/time can be changed manually. Select a date from the calendar, or type a date in the "Date" field and enter the time in the "Time" field.

(25) Defendant's Fingerprint.

(a) Pursuant to CVC Section 40504 and PC Section 853.6(d), officers may request that a violator provide a right or left thumbprint or fingerprint for identification when they reasonably expect a question of identity might arise. Examples include: no DL in possession, and driving with a suspended or revoked DL. Refer to Chapter 1, paragraph 4.b.(33), of this manual.

(b) The ACD should be presented in a manner so the violator can see the box designated for fingerprint on the bottom of the device. Refer to Chapter 1 of this manual for the preferred fingerprint to capture.

(c) Capture Fingerprint.

- 1 Select the "Capture Fingerprint" box.
- 2 Using the "select finger" pick list, select "print to be captured."
- 3 Place the violator's finger on the fingerprint reader.
- 4 Select "capture print."
- 5 Select "lock print."
- 6 Select "Save."

(d) Capture Photo(s). When necessary, the officer may capture a picture of the defendant for identification purposes. Images constitute factual data and will be handled in accordance with GO 110.8, Processing and Storage of Images. Any captured photo(s) will become part of the officer's notes and will not be forwarded to the jurisdictional courts.

(26) To Be Reviewed. Check the box if the eCitation requires further review prior to sending to the jurisdictional court. The eCitation will be flagged in the SACS Web application for special processing as required in the Area office.

f. Officer Notes. The notes area is used to enter the officer's notes. When a CHP 202, Driving Under the Influence Arrest – Investigation Report, or a CHP 216, Arrest – Investigation Report, is not prepared, the officer shall make notes in the eCitation. The notes shall contain details which establish reasonable suspicion/probable cause for the stop, violation(s) charged, explanation of the reason for extended duration of stop, and any relevant circumstances occurring during the enforcement stop to ensure details of the stop are preserved. When using MVARs, the officer shall follow policy outlined in GO 100.61, Use of Mobile Video/Audio Recording Systems.

NOTE: Officers shall make notes as soon as practical after the contact.

g. Validation. To ensure data quality, the ACD validates all data that is entered. Due to the complexities of various violations and inconsistent requirements of local court jurisdictions, the ACD validation is incomplete. It shall ultimately be the

officer's responsibility to ensure the data on the eCitation is valid. The ACD validation is performed at two levels.

(1) Field Level Validation. The data entered into each field is immediately validated. If the validation fails, the entry is rejected and has to be changed.

(2) Record Level Validation. The eCitation is validated against preset business rules. This type of validation occurs automatically when the user of the ACD issues a command to save or print an eCitation. When the validation fails, the ACD provides an error message and jumps to the field that needs correction.

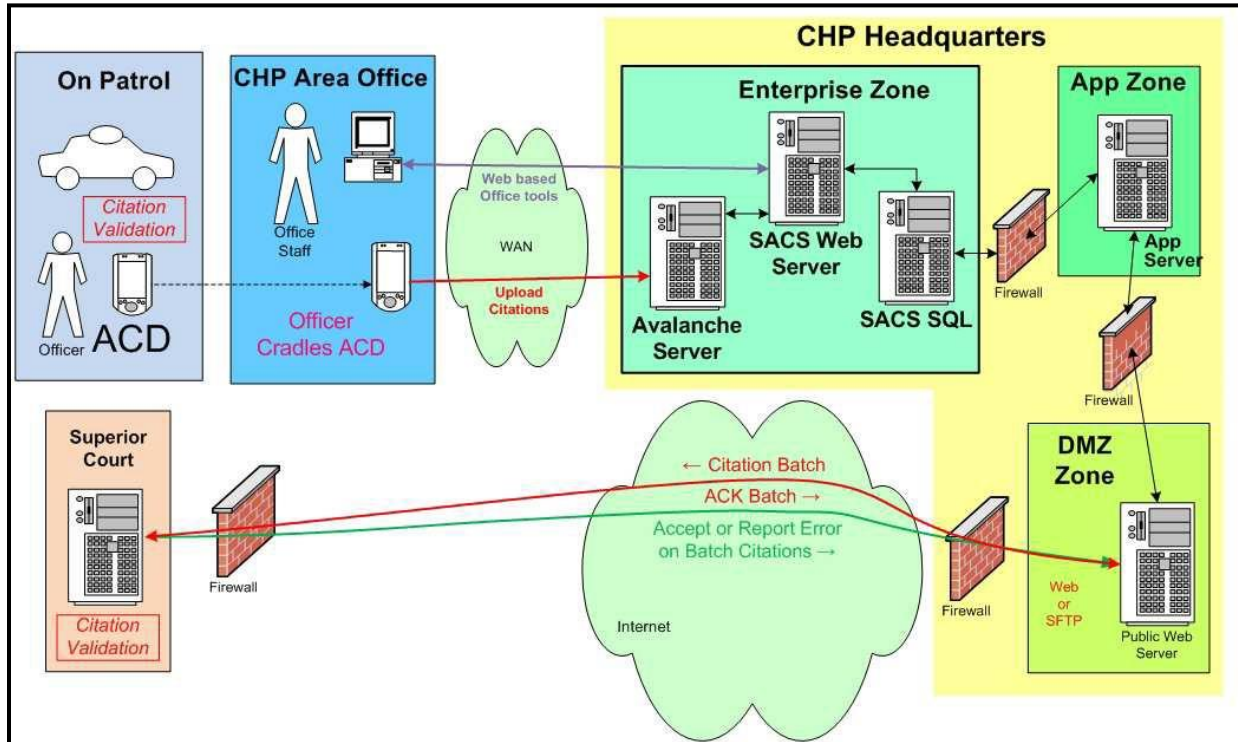
h. Locking Data.

(1) When the user of the ACD issues a command to save or print an eCitation, the eCitation data is validated. If the validation is successful, the eCitation is saved and can be printed. In addition, the eCitation data is locked and unable to be altered. Thus, the printed version of the eCitation will always be a factual representation of the electronic copy. This locking occurs even if the officer has not given a printed version of the eCitation to the violator.

(2) The data for the officer notes is not locked after a save or print operation because it is not on the eCitation that is given to the violator. The citing officer can update or add to their notes on the ACD or on the office computer by using the SACS Web application.

ANNEX A

STATEWIDE AUTOMATED CITATION SYSTEM DIAGRAM



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ANNEX B

TERMINOLOGY AND DEFINITIONS

1. Accept or Report Errors on Batch Citations. A data transmission by the court to California Highway Patrol (CHP) indicating the final acceptance or the error message for citations rejected by the court.
2. Acknowledgement Batch. The transmission of an acknowledgement by the court to CHP that the court has received a citation batch.
3. Application Server. A CHP computer server used in preparing and receiving data from the courts.
4. Application Zone. A CHP secure network zone used for application servers providing secure data for external CHP use (e.g., the courts).
5. Automated Citation Device. Small handheld computer used to enter data information for electronic citation (eCitations).
6. Avalanche Server. The Avalanche server software manages the Automated Citation Device (ACD) cradling process which updates the ACD software, uploads citations issued, and updates pick lists when necessary.
7. Citation Batch. The transmission of a batch of eCitations from CHP to the jurisdictional court.
8. Citation Validation. The software used to validate an eCitation, either by CHP on the ACD or by the court.
9. Demilitarized Zone. A CHP secure network zone used for Web servers providing communication services with entities external to the CHP (e.g., the courts).
10. Public Web Server. A CHP computer server communicating with entities external to the CHP (e.g., the courts).
11. Secure File Transfer Protocol. An information technology to securely communicate or transmit data by transferring data files.
12. Statewide Automated Citation System Web Application. Web-based application used to capture eCitation data, provide Area office support for managing citations, and to enable the search for and viewing of citations issued.

13. Web. An information technology to securely communicate or transmit data by Internet or Web protocols.