

## PART TWO

# THE TRAFFIC MANAGEMENT SYSTEM

# CHAPTER FIVE

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## SYNCING

Citations and collision reports that have been written on a handheld unit can be synced with the Form 5 Traffic Management System Software. You can upload the citations and collision reports, view them on a desktop PC, analyze them, edit and submit them, and then off-load them to the courts. Syncing is a simple process that requires you to set the handheld unit's memory card into a card reader and then follow a few steps in the Traffic Management System. Citations and collision reports only take a few minutes to sync, and they can be viewed immediately.

This chapter covers the syncing process, from preparing the citations and collision reports for syncing, to opening synced citations and collision reports in the Traffic Management System.

### 5.1 Preparing for Syncing

Whether you are working with citations or collision reports (or both), you must first make sure that the records are ready for syncing. In the Citation module, this simply requires completing the citation, and then selecting **Done** in the Print/Export screen:

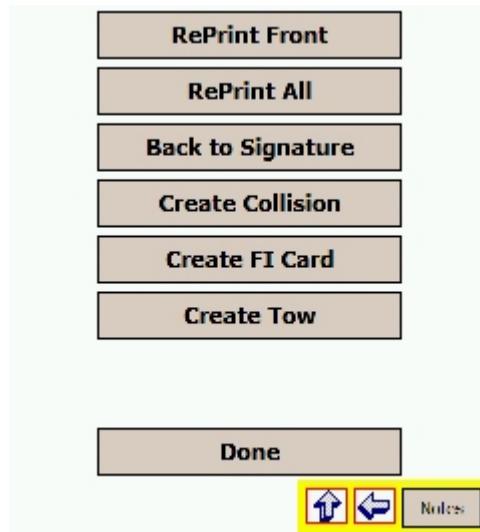


Fig. 5.1

Tapping Done will save the citation in the Citation Module and make it available for syncing. If you write a citation and then exit before hitting Done, the unfinished citation will remain in the handheld unit, but it will not be made available for syncing. This is also true of any voided citations (you have the option of voiding a citation when you exit the module before hitting Done).

For collisions, preparing for syncing is somewhat different. The Collision module requires that you complete a citation by using the Save & Validate function. As shown in Section 3.1 of Chapter Three, the Save & Validate function quickly analyzes the collision report for any errors or missing data, and then lists all of the fields that need to be fixed.

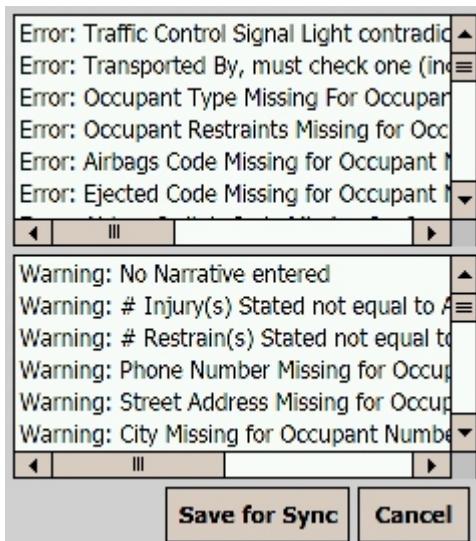


Fig. 5.2

The errors are fields that must be corrected; the warnings are fields that might need to be corrected, depending on your requirements. Fix the errors in the collision report, and then, when ready, hit the **Save for Sync** button.

Hitting the Save for Sync button is important -- without this, the collision report will not be prepared for syncing. It will be saved in the handheld unit, but it will not transfer over to the Traffic Management System.

With either the citations or collision reports (or both) completed and properly saved, you are ready to sync them.

## 5.2 Syncing Citations and Collisions

You don't need to sync the citations and collisions separately. In a very convenient and efficient manner, the Handheld Report-Writing System syncs them all at one time. You can run the sync process from either the Citation Main Menu or from the Collision Main Menu; each will allow you to sync all of the records in the handheld unit.

For convenience, we'll just look at how this is done through the Citation Main Menu. Open the Main Menu and look for the **Sync** button.

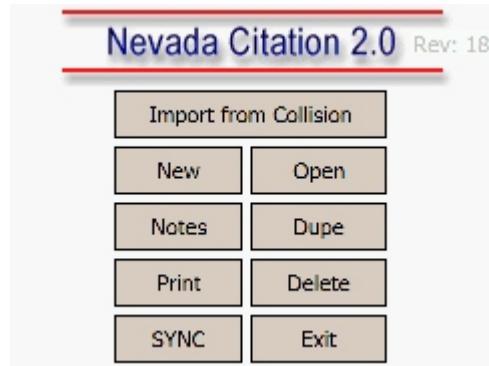


Fig. 5.3

When you hit the Sync button, the program will gather all the records and all the data. You will see a new screen, displaying a progress meter. Once the meter reaches 100%, a status message will appear.



Fig. 5.4

The status message will display how many citations, collisions, FI cards, and tow forms have been copied to the chip (also known as the “memory card”). If the message states that there are a certain number of “open” records, that means that you have citations or collisions that are unfinished or that were not prepared for syncing.

At the bottom of the screen, the program states: “Please remove chip and sync.”

To do this, follow these steps:

First, remove the memory card from the handheld unit and place the card in your card reader (which must be attached to the PC that is running the Traffic Management System).

Second, with the chip in the memory card reader, open Internet Explorer and go to the **Login** page of the Traffic Management System.

Third, input your username and password and log in.

Fourth, from the Main Menu, select **Sync**.

The Sync Window will appear.

The screenshot shows the SYNC 2.0.110 software interface. At the top, it displays 'SYNC 2.0.110'. Below this are four stacked tables:

- Cite #**: Columns: Cite #, SYNC Status, Date, Violator.
- Coll #**: Columns: Coll #, Date, Street, Vehicle1.
- Tow #**: Columns: Tow #, Status, Last Name, First Name, Vehicle.
- FICard #**: Columns: FICard #, Status, Last Name, First Name.

A red message 'Path not Found' is centered above the fourth table. At the bottom of the window, there is a toolbar with the following buttons:  
Chip Drive (E:)  Check Chip

Fig. 5.5

The Sync Window has sections for each type of record, and each section displays basic information (such as citation number, sync status, date, street, violator, and so on).

Now, click the **Check Chip** button at the bottom of the window. This will tell the System to read the memory chip and see what records are on the chip. The System will then display all of the records (citations, collision reports, FI cards, and tow forms) in the Sync Window. Each record will have a check-box next to it. The items that are checked are the ones that will be synced.

By default, all items that the System reads when you hit Check Chip will appear checked for syncing. If there are records that you do not want to sync, uncheck them individually.

Fig. 5.6 shows a sample of what the Sync Window looks like after you press Check Chip.

SYNC 2.0.110

Cite #	SYNC Status	Date	Violator
<input checked="" type="checkbox"/> C1589298	Ready	12/08/2005 03:00:00	FOGERTY JIM R
<input checked="" type="checkbox"/> C1589262	Ready	01/09/2006 09:30	DOE JOHNNY
◀ ⌂ ▶			

Call #	Date	Street	Vehicle1
<input checked="" type="checkbox"/> LVMPD-T5990	1/11/2006 12:15	DARIN ROAD	1998 DODGE
<input checked="" type="checkbox"/> 2005-0998	1/11/2006 10:00	MADISON DRIVE	2001 BEIGE CHF
<input checked="" type="checkbox"/> LVMPD-5567	1/10/2006 09:45	EUREKA DRIVE	2000 BEIGE BUI
◀ ⌂ ▶			

Tow #	Status	Last Name	First Name	Vehicle

FICard #	Status	Last Name	First Name	

Chip Drive	E:	<input checked="" type="checkbox"/>	Check Chip	Exit	SYNC
Auto Exit					

Fig. 5.6

Once you've reviewed the records and checked the ones you want to sync (or if you just left them all checked), go ahead and start the sync process by clicking the **Sync** button.

As the System syncs the records, you will see the Status column change as each record is read in. If the status reads **Synced**, that means that it has been successfully transferred. If the status reads **Already Exists**, that simply means that the record has been synced before and is already in the System.

At the bottom of the Sync Window, you will see a status bar detailing the progress of the sync, as well as a message in red. The message will change as the syncing continues, from **Uploading Citations** (or collisions, or other records), to **Downloading Handheld Files**, to **Finalizing Chip Write**. When the process is finished, a small message will pop up and say **Done**.



NOTE: During the syncing process, do NOT remove the memory card from the card reader. Removing the card will disrupt the syncing process. Only remove the card after the Done message appears and you have exited the sync screen in the Traffic Management System.

Once the sync process is complete, exit the sync screen. You can now view, edit, submit, approve, print, and analyze all of your synced traffic records in the Traffic Management System. Remove the chip from the reader and place it back in the handheld unit. Allow the unit to return to the menu screen by itself before conducting any further actions.

Before we look at how to open and view records in the Traffic Management System, let's take a look at two other aspects of the syncing process. The first is how to delete records from the handheld unit; the second is how to fix a potential syncing error.

### 5.3 Deleting Records

After you have synced your citations and collisions with the Traffic Management System and placed the memory card back into the handheld, you are ready to begin using the handheld for writing more citations and collisions. However, the sync process does not remove the existing citations and collisions (as well as FI cards and tow forms) from the handheld's memory chip. This is a safety feature that helps prevent accidental deletion of records.

However, if you want to delete the records from the handheld (once they have been synced), you can do so in a few easy steps.

To delete a citation, or several citations, open the Citation module on your handheld unit and go to the Main Menu. From the Main Menu, select Delete. A special Delete screen will open. All of the existing citations will appear, and each will have a check-box next to it.



Fig. 5.7

To delete an individual citation, check the box next to it, and then hit **Backup and Delete**. To delete all the citations, check the box at the top that's next to the Citations label. This will select all the cites. Then, just tap **Backup and Delete** (this process deletes the citations but also creates a safety backup file in case the citations need to be recovered).

To delete collision reports, first open the Form 5 Collision Module and go to the Main Menu. From the Menu, select **Open**. A list of existing collision reports will appear.



Fig. 5.8

Collision reports can only be deleted one at a time. Select a report by tapping on it, and then hit the **Delete** button at the bottom of the screen. You will be asked to confirm your decision.

Deleting any existing FI cards or tow forms is just as simple. To delete an FI card, go the FI Card Main Menu and select **Delete** to open the Delete screen. Select the card(s) you want to delete, and then hit the Delete button.

To remove any tow cards, go to the Tow Main Menu, open **Delete**, select the card(s) you want to remove, and then hit the Delete button.

And that's it. Removing synced records from the handheld will create more room for new records and also keep you from re-syncing the same items over and over.

#### 5.4 Fixing the ActiveX Error Message

When syncing with the Traffic Management System, there's a possibility that you will receive an ActiveX error message. ActiveX is basically a "scripting" process that runs in Windows and Internet Explorer. Internet Explorer is equipped to run ActiveX, but whether or not it will do so properly depends on how each version of IE is set-up on each individual computer. If your version of IE requires additional set-up, you will see the message.

When you open the Sync screen, the following message might appear:



Fig. 5.9

If you see this message, you can use the Download link at the bottom of it to access the necessary ActiveX components. When you click on the download link, you will see the following message window:



Fig. 5.10

Go ahead and click **Open**. The program will download and install the ActiveX components. During the installation, simply follow the on-screen instructions, and if you are asked to overwrite a file, go ahead and click **Yes** (click Yes to any of these types of prompts).

When the installation process is finished, you can run the sync process in the Traffic Management System again. You should no longer see the error message, and the records should sync properly.

However, there is a chance you will see a different message relating to how Internet Explorer handles ActiveX components. This message looks like this:



Fig. 5.11

If you receive this message do the following:

In Internet Explorer, go to the **Tools** menu at the top.

From the Tools menu, select **Internet Options**.

In the **Internet Options** window, click on the Security tab.

In the Security tab, select **Custom Level**.

Scroll until you see the options for **ActiveX Controls and Plug-Ins**.



Fig. 5.12

Select **Enable** for all of the ActiveX controls. When you have finished doing this, click **OK**. Close the Internet Options window. Then, go back to the Traffic Management System and begin the sync process again.

Everything should work properly now.

## 5.5 Opening and Viewing Citations

Now that you have synced the traffic records from the handheld unit to the desktop Traffic Management System, you can open and view citations, open and view collisions, and also perform a number of other essential functions, such as reviewing and approving records, and sending data to NCATS. Let's take a look at how to do this.

After syncing, go to the Traffic Management System Main Menu. Select **Citations** to open the Citation Menu. From the Citation Menu, select **Open Citations**. The System will display the Citation List, which shows citations contained within the database.

Cite # <span style="color: blue;">▲▼</span>	Citation Date <span style="color: blue;">▲▼</span>	Court <span style="color: blue;">▲▼</span>	Violator Name <span style="color: blue;">▲▼</span>	Print	Del?	MCIJIS	NCATS
79576049	7/6/2004 2:40:00 PM	Sparks Justice Court	Johnny Chen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>
79574049	7/6/2004 2:20:00 PM	Dayton Justice Court	Kevin James	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>
79568149	7/6/2004 1:21:00 PM	Indine Justice Court	Michelle Johnson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>
79567349	7/6/2004 1:13:00 PM	Reno Justice Court	Martin Smith	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>
79558249	7/6/2004 11:42:00 AM	Carson City Justice Court	Mick Jones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>

Fig. 5.13

The Citation List screen has a variety of convenient features, which we will look at one by one.

**Officer Select List.** At the top left of the screen, just below the Crossroads Software logo, is a drop-down list containing officer names and ID numbers. You can use this list to see citations written by a specific officer. Just select the officer's name and then hit the **Go** button. By default, the list is set to "All." Whether you select "All" or specify a single officer, you might have to adjust the time period to see citations. To do this, use the time options, discussed below.

**Date.** This field allows you to bring up citations that were written on a specific day. Write in the date using the standard eight digit date format (MMDDYYYY) and then hit the **Reset** button.

Remember that the Date field is optional. You don't necessarily have to specify a date.

**Show Last.** The series of radial buttons here allows you to look at citations for a certain time range: 1 Day, 3 Days, 7 Days, 2 Weeks, Month, or All. Why does this option exist? One reason is because it makes viewing and opening citations much easier, especially if your system has a large number of citations. It also allows you to find a specific citation, or several specific citations, without having to wade through a long list of all available cites.

**Ascending and Descending.** Take a moment to look at the headings for each column, particularly **Cite #**, **Citation Date**, **Court**, and **Violator Name**. Next to each heading are two arrows. These are used to sort the citations by a particular category in ascending or descending order (note that you can only order them by one column at a time). See Fig. 5.14 and 5.15 for examples.

Date:	Reset	Show Last	<input type="radio"/> 1 Day	<input checked="" type="radio"/> 3 Days	<input type="radio"/> 7 Days	<input type="radio"/> 2 Weeks	<input type="radio"/> Month	<input type="radio"/> All	<<<Prev	0 to 100	Next>>>
Cite #	▲▼	Citation Date	▲▼	Court	▲▼	Violator Name	▲▼	Print	Del?	MCIJIS	NCATS
79567349		7/6/2004 1:13:00 PM		Reno Justice Court		Martin Smith		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>
79568149		7/6/2004 1:21:00 PM		Incline Justice Court		Michelle Johnson		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>
79574049		7/6/2004 2:20:00 PM		Dayton Justice Court		Kevin James		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>
79576049		7/6/2004 2:40:00 PM		Sparks Justice Court		Johnny Chen		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>
								<a href="#">Set</a>	<a href="#">Set</a>		

Fig. 5.14

Fig. 5.14 shows the citation list sorted by ascending Citation Date. Fig 5.15 below, by contrast, shows a descending Citation Date.

Date:	Reset	Show Last	<input type="radio"/> 1 Day	<input checked="" type="radio"/> 3 Days	<input type="radio"/> 7 Days	<input type="radio"/> 2 Weeks	<input type="radio"/> Month	<input type="radio"/> All	<<<Prev	0 to 100	Next>>>
Cite #	▲▼	Citation Date	▲▼	Court	▲▼	Violator Name	▲▼	Print	Del?	MCIJIS	NCATS
79576049		7/6/2004 2:40:00 PM		Sparks Justice Court		Johnny Chen		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>
79574049		7/6/2004 2:20:00 PM		Dayton Justice Court		Kevin James		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>
79568149		7/6/2004 1:21:00 PM		Incline Justice Court		Michelle Johnson		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>
79567349		7/6/2004 1:13:00 PM		Reno Justice Court		Martin Smith		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send?</a>
								<a href="#">Set</a>	<a href="#">Set</a>		

Fig. 5.15

To change the order for any given column, simply click on either arrow in the column heading.

**Print.** This function conveniently allows you to print one or more citations directly to a printer without having to open the citation in the Traffic Management System and then select print. In the print column, simply check the box for the citation you want to print (and if you want to print more than one, check any additional boxes). Next, click on the **Set** link at the very bottom of the print column. The **Set** link will open a confirmation screen (Fig. 5.16 below).

**Crossroads Software**



**STATE OF NEVADA**

TRAFFIC CITATION REPORT

Multiple Citation Print

**You are About to print following Citations?**

'79576049'

**Please Select One**

[Print Citation Only](#)

[Print Citation & Officer Notes](#)

[GoBack](#)

Fig. 5.16

Use the available options either to print the citation or to print the citation and any corresponding officer notes. The system will then display a print preview, showing you how the citation will look when it prints.

**Chen, Johnny**

In the Justice/Municipal Court of <a href="#">Sparks Justice Court</a>	State of Nevada <b>LAS VEGAS METROPOLITAN POLICE DEPARTMENT</b>	Citation Number: <a href="#">79576049</a> Accident Number: Event Number: <input type="checkbox"/> Evidence Logged <input type="checkbox"/> Arrest				
<input type="checkbox"/> Juvenile		Traffic/Misdemeanor/Citation Complaint				
<input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Accident <input type="checkbox"/> Non-Traffic <input type="checkbox"/> Warning <input type="checkbox"/> Parking <input type="checkbox"/> Misdemeanor		<input type="checkbox"/> School Zone <input type="checkbox"/> Hazmat <input type="checkbox"/> Construction Zone <input type="checkbox"/> S.T.E.P. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> Explain:				
Travel Direction: North: <input type="checkbox"/> South: <input checked="" type="checkbox"/> East: <input type="checkbox"/> West: <input type="checkbox"/>		Beat/Area: <a href="#">2A</a> Mile Marker:				
At Location: <a href="#">Imperial Blvd AT</a>						
Weather Conditions: <a href="#">Rain</a>		Road Conditions: <a href="#">Wet</a>				
Violation Date: <a href="#">07/06/2004</a>		Day Code: <a href="#">3</a>				
Issue Date: <a href="#">07/06/2004</a>		Violation Time: <a href="#">14:40</a>				
Issue Time: <a href="#">15:01</a>						
Defendant Type: Driver: <input checked="" type="checkbox"/> Passenger: <input type="checkbox"/> Pedestrian: <input type="checkbox"/> Other: <input type="checkbox"/>		Had Been Drinking: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> Unk: <input type="checkbox"/> Test Type: PBT: <input type="checkbox"/> Blood: <input type="checkbox"/> Breath: <input type="checkbox"/> UA: <input type="checkbox"/> Drugs Suspected: <input type="checkbox"/> Results: %				
Explain Other:						
THE UNDERSIGNED CERTIFIES AND SAYS THAT IN THE STATE OF NEVADA CITY/COUNTY						
Name (Last, First, Middle): <a href="#">Chen, Johnny</a>		SSN: <a href="#">0</a>				
Address: Physical: <input checked="" type="checkbox"/> Mailing: <input type="checkbox"/> <a href="#">343 E. Cedar</a>		City: <a href="#">Las Vegas</a>				
		State: <a href="#">NV</a>				
		Zip: <a href="#">89562</a>				
Country:						
DOB: <a href="#">10/10/1950</a>	Race: <a href="#">C</a>	Sex: <a href="#">M</a>	Ht: <a href="#">504</a>	Wt: <a href="#">133</a>	Hair: <a href="#">BRO</a>	Eyes: <a href="#">BRO</a>
OLN/ID: CDL: <input type="checkbox"/> <a href="#">C3432145</a>	State: <a href="#">NV</a>	Class: <a href="#">C</a>	Expiration: <a href="#">10/10/2006</a>	Restrictions:	Endorsements:	
Vehicle has current proof of insurance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <a href="#">Expiration Date of Insurance Card:</a>						
<b>DID OPERATE THE FOLLOWING VEHICLE/MOTOR VEHICLE AT THE ABOVE LISTED LOCATION</b>						
Commercial Vehicle: <input type="checkbox"/>	US DOT #:	VIN # <a href="#">9998776665443</a>				
Vehicle License: <a href="#">9NVEW654</a>	Lic State: <a href="#">NV</a>	Expiration: <a href="#">10/30/2004</a>	Year: <a href="#">1997</a>	Make: <a href="#">BMW</a>	Model: <a href="#">325</a>	Type: <a href="#">Sedan, 2 door</a>
Registered Owner: <input checked="" type="checkbox"/> Same ,	Address: <a href="#">NV</a>					

Name : **Chen, Johnny**      (0)

Fig. 5.17

**(This is a detail of the print preview; the actual print preview shows the complete citation.)**

When in print preview, you can print the citation by opening the File menu in the browser (at the top left) and selecting **Print...** A print dialog box will open; make sure that the correct printer is selected and then hit the **Print** button.

When finished, hit the Back button on your browser. This will take you to the Print confirmation screen. You can click on the **Go Back** link to return to the list of citations.

**Del (Delete).** The next option in the citation list screen is the Del button. Each citation will have a red X in the Del column; this button allows you to delete the citation entirely from the system. Deleting removes it completely, and the citation is not recoverable, so to ensure against accidental deletion, you will be asked to confirm your choice.



Fig. 5.18

Select **Yes** to delete the citation or **No** to return to the citation list.

**NCATS.** The last option in the citation list screen is for NCATS. This feature will send citation data for each citation to the NCATS database. It's a fast, easy, convenient way to transfer data from your individual workstation to the NCATS system.

First, find the citation you want to send to NCATS. In the NCATS column, you will see the **Send?** link. Click on the link. You will be prompted to confirm your decision.



Fig. 5.19

If you are certain that you want to transfer the citation to NCATS, just hit the **Send** button. After the data has been sent, you will see a message alerting you that the data was successfully inserted in the NCATS database (if something went wrong, you will see an error message; if that occurs, contact your system administrator).

### Step Seven: Opening a Citation

Syncing citations is more than simply placing them into the database. Once they are in the Traffic Management System, the citations can be viewed, edited, stored, re-sent to NCATS, and even off-loaded to the courts. We will deal with the various features of the Traffic Management System in later chapters; for now, let's just look at how to open a cite.

In the list of citations, find the one you want to open. If you move your mouse cursor across the screen, the “active” citation (the one that your mouse cursor is currently on) will have a yellow background.

Cite # ▲▼	Citation Date ▲▼	Court ▲▼	Violator Name ▲▼	Print	Del?	MCIJIS	NCATS
79576049	7/6/2004 2:40:00 PM	Sparks Justice Court	Johnny Chen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send?
79574049	7/6/2004 2:20:00 PM	Dayton Justice Court	Kevin James	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send?
79568149	7/6/2004 1:21:00 PM	Endine Justice Court	Michelle Johnson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send?
79567349	7/6/2004 1:13:00 PM	Reno Justice Court	Martin Smith	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send?
79558249	7/6/2004 11:42:00 AM	Carson City Justice Court	Mick Jones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send?
				Set		Set	

Fig. 5.20

Click once to open the citation record. The system will open the citation in standard data-input screens, as shown in Fig. 5.21.

Fig. 5.21

The sync process has placed all of the citation data in the appropriate fields, and the citation information itself has been separated into separate pages (each of which can be seen by using the tabs at the top of the page. For more information on navigating in the Traffic Management System, please consult Chapter One).

Once a citation has been opened, it can be viewed, edited, updated, and printed. For information on how to work with citations in the Traffic Management System, please consult Chapter Six.

## 5.6 Opening and Viewing Collision Reports

After syncing your collision reports, you can open and view them, as well as print, edit, submit, review, and approve them. To begin, exit the Sync screen and return to the Traffic Management System Main Menu. Select **Collisions**, and when the Collision Menu opens, select **Open Collision**.

The Collision List will appear, displaying existing collision records.

STATE OF NEVADA TRAFFIC ACCIDENT REPORT Collision List								
Squad Code:	All	Officers:	All	<input type="button" value="Go"/> <input type="radio"/> Show Last <input type="radio"/> 1 Day <input type="radio"/> 3 Days <input type="radio"/> 7 Days <input type="radio"/> 2 Weeks <input checked="" type="radio"/> Month <input type="radio"/> All				
Report # Filter *		<input type="text" value="Report # Filter *"/> <input type="button" value="Go"/>		<a href="#">New (new forms)</a> <a href="#">Collision Menu</a>				
Accident Report #	▲▼	Collision Date	▲▼	Officer ID	▲▼	Event #	▲▼	Delete? Status NCATS
LVMPD-040117-3264S		1/1/9316 23:13		4515				<input type="button"/> Approved <input type="button"/> Send?
0208050522		8/5/2022 06:28				0208050522		<input type="button"/> Approved <input type="button"/> Send?
LVMPD-031224-2575S		12/24/2004		4515				<input type="button"/> Approved <input type="button"/> Send?
LVMPD-031208-0097S		12/8/2004 00:42		4515				<input type="button"/> Approved <input type="button"/> Send?
LVMPD-031130-0022S		11/30/2004 00:00		4384		031130-0022S		<input type="button"/> Approved <input type="button"/> Send?
LVMPD-030914-0922		9/14/2004 08:59		3984				<input type="button"/> Approved <input type="button"/> Send?
LVMPD-030828-0666S		8/28/2004 07:25		4515				<input type="button"/> Approved <input type="button"/> Send?
LVMPD-030807-2096S1		8/7/2004 17:41		4515				<input type="button"/> Approved <input type="button"/> Send?
LVMPD-CR1234		7/21/2004 09:30		49		011335	<input type="button"/> Delete?	<input type="button"/> New <input type="button"/> Send?
LVMPD-CR7675		7/19/2004 15:50		49		011230	<input type="button"/> Delete?	<input type="button"/> New <input type="button"/> Send?
LVMPD-123456789		7/12/2004		500			<input type="button"/> Delete?	<input type="button"/> In Hit And Run Review <input type="button"/> Send?
LVMPD-TESTAAAA		6/24/2004		500			<input type="button"/> Delete?	<input type="button"/> New <input type="button"/> Send?
LVMPD-TEST123_TEST		6/24/2004		500			<input type="button"/> Delete?	<input type="button"/> New <input type="button"/> Send?
LVMPD-CR9999		6/23/2004 17:30		49		012444	<input type="button"/> Delete?	<input type="button"/> New <input type="button"/> Send?
LVMPD-TEST		6/16/2004 00:00		55		123	<input type="button"/> Delete?	<input type="button"/> New <input type="button"/> Send?
LVMPD-CR4500		6/12/2004 18:55		49		010645	<input type="button"/> Delete?	<input type="button"/> New <input type="button"/> Send?
LVMPD-CR8686		5/30/2004 16:30		49		017371	<input type="button"/> Delete?	<input type="button"/> New <input type="button"/> Send?
LVMPD-MNO999		5/25/2004 12:00		555		1234	<input type="button"/> Delete?	<input type="button"/> New <input type="button"/> Send?

Fig. 5.22

The Collision List screen has a variety of convenient features, which we will examine one by one.

Occasionally, the Collision List might not display collision records when you first open it. If this happens, use the Show Last option (which is explained below) to view records within a specific time range.

**Squad Code.** At the top left of the screen, just below the Crossroads Software logo, is a drop-down list that allows you to filter collision reports by squad code. When you open the list and select a code, the system will bring up collision reports that correspond with that code only. All others are excluded. This is a helpful tool that will help you find and identify specific types of collision reports, without forcing you to wade through all the reports in the system.

**Note that the Squad Code feature is an NHP-only feature; it will not appear in the Collision List for other agencies.**

**Officer.** Like the Squad Code list, this field allows you to filter collision reports. By selecting an officer name from the list, you will see only those reports that correspond with that particular officer.

**Report # Filter \*.** This convenient field lets you filter collision reports by report number. You can enter an entire report number, or you can use a truncated number, followed by the wild-card character (\*), to find all collision reports that begin, end with, or include that number. For example, CR\* will display all collision reports that begin with CR. \*CR will display all reports that end with CR. And \*CR\* will find any reports that have CR in them. Use as few or as many letters and numbers as you need.

**Show Last.** The series of radial buttons here allows you to look at collisions for a certain time range: 1 Day, 3 Days, 7 Days, 2 Weeks, Month, or All. Why does this option exist? One reason is because it makes viewing and opening collisions much easier, especially if your system has a large number of collisions. It also allows you to find a specific collision, or several specific collisions, without having to wade through a long list of all available records.

When you select one of the Show Last options, the screen will automatically refresh and display the results.

**Ascending and Descending.** Take a moment to look at the headings for each column, particularly Accident Report, Collision Date, Officer ID, and Event #. Next to each heading are two arrows. These are used to sort the collisions by a particular category in ascending or descending order (note that you can only order them by one column at a time). Simply click on one of the arrows, and the system will place the records in appropriate order.

Fig. 5.23 on the following page shows the CollisionList by descending Accident Report #.

<<<Prev 0 to 100 Next>>>								
Accident Report # ▲▼	Collision Date ▲▼	Officer ID ▲▼	Event # ▲▼	Delete? ▲▼	Status	NCATS		
LVMPD-TESTAAAA	6/24/2004	500		<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-TEST123_TEST	6/24/2004	500		<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-TEST	6/16/2004 00:00	55	123	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-MNO999	5/25/2004 12:00	555	1234	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-CR9999	6/23/2004 17:30	49	012444	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-CR8686	5/30/2004 16:30	49	017371	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-CR7675	7/19/2004 15:50	49	011230	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-CR4500	6/12/2004 18:55	49	010645	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-CR1234	7/21/2004 09:30	49	011335	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-123456789	7/12/2004	500		<a href="#">Delete?</a>	In Hit And Run Review		<a href="#">Send?</a>	
LVMPD-040117-3264S	1/1/9316 23:13	4515		<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
LVMPD-031224-2575S	12/24/2004	4515		<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
LVMPD-031208-0097S	12/8/2004 00:42	4515		<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
LVMPD-031130-0022S	11/30/2004 00:06	4384	031130-0022S	<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
LVMPD-030914-0922	9/14/2004 08:59	3984		<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
LVMPD-030828-0666S	8/28/2004 07:25	4515		<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
LVMPD-030807-209681	8/7/2004 17:41	4515		<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
0208050522	8/5/2022 06:28		0208050522	<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	

Fig. 5.23

The descending arrow turns red, and the accident report numbers are listed in descending alphabetical and numerical order.

Fig. 5.24 below shows collision reports ordered by ascending date.

<<<Prev 0 to 100 Next>>>								
Accident Report # ▲▼	Collision Date ▲▼	Officer ID ▲▼	Event # ▲▼	Delete? ▲▼	Status	NCATS		
LVMPD-MNO999	5/25/2004 12:00	555	1234	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-CR8686	5/30/2004 16:30	49	017371	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-CR4500	6/12/2004 18:55	49	010645	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-TEST	6/16/2004 00:00	55	123	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-CR9999	6/23/2004 17:30	49	012444	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-TESTAAAA	6/24/2004	500		<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-TEST123_TEST	6/24/2004	500		<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-123456789	7/12/2004	500		<a href="#">Delete?</a>	In Hit And Run Review		<a href="#">Send?</a>	
LVMPD-CR7675	7/19/2004 15:50	49	011230	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-CR1234	7/21/2004 09:30	49	011335	<a href="#">Delete?</a>	New		<a href="#">Send?</a>	
LVMPD-030807-209681	8/7/2004 17:41	4515		<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
LVMPD-030828-0666S	8/28/2004 07:25	4515		<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
LVMPD-030914-0922	9/14/2004 08:59	3984		<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
LVMPD-031130-0022S	11/30/2004 00:06	4384	031130-0022S	<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
LVMPD-031208-0097S	12/8/2004 00:42	4515		<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
LVMPD-031224-2575S	12/24/2004	4515		<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
0208050522	8/5/2022 06:28		0208050522	<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	
LVMPD-040117-3264S	1/1/9316 23:13	4515		<a href="#">Delete?</a>	Approved		<a href="#">Send?</a>	

Fig. 5.24

Note that the ascending arrow is red, and the dates run from earliest first, through the latest at the bottom of the list.

**Delete?** This option in the Collision List allows you to delete a collision record entirely from the system. To delete a record, simply find the record in the list and click on the **Delete?** link in the same row of that record.

Choosing to delete a record will remove it completely, and the collision will not be recoverable. To ensure against accidental deletion, you will be asked to confirm your choice with this message: **Do you want to delete this collision record?** The message will also display the record number. Select “Yes” to remove the collision, or select “No” if you decide you want to keep it.

**Status.** The Status field actually performs two functions: 1) it displays the current status of each collision record, and 2) it allows users to submit records for review. The two are directly related, so let's look at how the **submit and review process** works.

## 5.7 Submit, Review, and Approve

Follow the steps below to submit, review, and then approve collision records.

- When a collision record is synced into the Traffic Management System for the first time, it is labeled “**New**” in the status field of the Collision List screen.

The record needs to be submitted for review. To do this, click on the icon in the status field next to the record’s status (where it says “New”). (Note: make sure you click on the icon, not the record itself. If you click on the record, the entire record will open. Instead, you want to open the submit screen).

Fig. 5.25 shows the submit screen.

Accident Report #	Collision Date	Collision Time	ID Number	Investigator	Status
LVMPD-CR7675	7/19/2004	15:50	49	49 TEST	

Comments:

Fig. 5.25

In the submit screen, the user can insert comments if necessary. Click the Submit button to submit the record for review.

- When the record is submitted for review, the status in the Collision List then reads “**Submitted**,” and the collision can be edited by the originating officer.

The officer can now click on the record itself and review it.

- Once the record has been submitted, there are two options: the submission/review can be cancelled, in which case the record returns to its “new” status. Or it can be accepted for review, to be looked at by an administrator or approving officer. In this state, the status will read “**In Review**.”

<<<Prev 0 to 100 Next>>>						
Accident Report # ▲▼	Collision Date ▲▼	Officer ID ▲▼	Event # ▲▼	Delete?	Status	NCATS
LVMPD-CR1234	7/21/2004 09:30	49	011335		In Review	Send?
LVMPD-CR7675	7/19/2004 15:50	49	011230	Delete?	Submitted	Send?
LVMPD-CR9999	6/23/2004 17:30	49	012444	Delete?	New	Send?
LVMPD-CR4500	6/12/2004 18:55	49	010645	Delete?	New	Send?
LVMPD-CR8686	5/30/2004 16:30	49	017371	Delete?	New	Send?

Fig. 5.26

4. While it is under review, the record can then be handled in one of two ways. If the approving officer feels that no additional changes need to be made, the record can be approved (to do this, simply hit the **Approve** button in the Submit Screen. The button is available only after the record has been accepted for review). The status will read "**Approved**," and the record has been finalized. However, if the approving officer feels that some change(s) needs to be made, he or she can request changes. Fig. 5.27 shows the submit screen when additional changes are requested.

Accident Report #	Collision Date	Collision Time	ID Number	Investigator	Status
LVMPD-CR1234	7/21/2004	09:30	49	49 TEST	In Review
	8/5/2004 1:38:34 PM (Submitted)	Anything			
	8/5/2004 1:40:33 PM (In Review)				
	8/5/2004 1:41:22 PM (Change Request)				
	8/5/2004 1:41:44 PM (Submitted)				
	8/5/2004 1:42:04 PM (In Review)				
<b>Comments:</b>	You need to add the name of the passenger who was transported with injuries.				
	<input type="button" value="Collision List"/> <input type="button" value="Approve"/> <input type="button" value="Request Change"/>				

Fig. 5.27

Write comments in the Comments field if necessary. When ready, hit the **Request Change** button.

Of course, if there are no changes to request, just hit the Approve button to approve and finalize the collision record.

5. The Request Change button will open a special notes section, in which you can specify what needs to be changed for each field. The Notes screen (Fig. 5.28) organizes all the data fields by collision report pages; so, for example, there are separate sections for the fields for the scene information page and for the vehicle page.

Fig. 5.28 on the next page shows a sample Notes screen.

Add Notes    Cancel

**Scene Information Page**

Event Number/Code Revision	<input type="text"/>
Accident Classification	<input type="text"/>
Urban/Rural	<input type="text"/>
Emergency User/Office Report	<input type="text"/>
Report Type	<input type="text"/>
Hit and Run/Private Property	<input type="text"/>
Agency Name	<input type="text"/>
Collision Date/Time	<input type="text"/>
Beat/Sector	<input type="text"/>
County/City	<input type="text"/>
Mile Marker	<input type="text"/>
Surface	<input type="text"/>
Intersection	<input type="text"/>

Fig. 5.28

Scroll through the page to find the data fields that need to be changed. Enter instructions, corrections, or notes about changes in the text field(s) on the right.

Here's a sample of notes for two fields:

Beat/Sector	<input type="text"/>
County/City	<input type="text"/> Entered the wrong city name.
Mile Marker	<input type="text"/>
Surface	<input type="text"/> No surface entered.
Intersection	<input type="text"/>

Fig. 5.29

Once all the necessary notes have been entered, click the Add Notes button at the top of the screen. This will save the notes, allowing them to be displayed in the record itself.

The Collision List appears, and the record is highlighted in red, with the status now reading “**Change Request**.”

								<<<Prev	0 to 100	Next>>>
Accident Report # ▲▼	Collision Date ▲▼	Officer ID ▲▼	Event # ▲▼	Delete?	Status	NCATS				
LVMPD-040117-3264S	1/1/9316 23:13	4515			Approved		Send?			
0208050522	8/5/2022 06:28		0208050522		Approved		Send?			
LVMPD-031224-2575S	12/24/2004	4515			Approved		Send?			
LVMPD-031208-0097S	12/8/2004 00:42	4515			Approved		Send?			
LVMPD-031130-0022S	11/30/2004 00:06	4384	031130-0022S		Approved		Send?			
LVMPD-030914-0922	9/14/2004 08:59	3984			Approved		Send?			
LVMPD-030828-0666S	8/28/2004 07:25	4515			Approved		Send?			
LVMPD-030807-209651	8/7/2004 17:41	4515			Approved		Send?			
<b>LVMPD-CR1234</b>	<b>7/21/2004 09:30</b>	<b>49</b>	<b>011335</b>	<b>Delete?</b>	<b>Change Request</b>		Send?			
LVMPD-CR7675	7/19/2004 15:50	49	011230	Delete?	Submitted		Send?			

Fig. 5.30

Clicking on the status icon will open the submit screen (Fig. 5.27), where the user can read comments about the record.

Selecting the record by clicking on its number in the list will open the record. Yellow “sticky” notes will appear at the fields that need to be fixed or changed, along with the notes that were created in the Notes screen.

Fig. 5.31

In this example, the note for the city name appears next to the City field, while the note for the surface type correction appears next to the Surface field. The red arrow at the top of each note will collapse the note so that you can see more of the field; clicking the arrow again will expand it.

Make the correction in each field, and then hit the X in the top right of each note to close it.

When the changes are finished, click the **Save/Update** button at the top of the screen.



Fig. 5.32

The Save/Update button is the one in the center with the disk drive icon.

6. When you save the record, four options will appear: **Open Same Collision**, **Open Other Collision**, **New Collision**, and **Collision Menu**. Select the option for the task you want to do next. The status of the collision record you just edited and saved will remain as “Change Request” until it is submitted to the approving officer.

Return to the Collision List and select the status icon to open the status screen for that record. Write in any necessary comments (such as “changes made according to your notes”), and then select the **Submit** button.

This will change the record’s status to “Submitted”. The approving officer can then look at the record again and approve it or re-submit it for further changes.

If no other changes are necessary, the record can be approved by selecting the **Approve** button.

7. During the review process, you will have two options for data validation. In an open collision record, the **Validate** button is next to the Save/Update button; it’s the button with the checkmark in Fig. 5.32. In the submit screen (depending on the stage of the review process), you’ll see an **Accept for Review and Validate** button. Both buttons open a list of errors and warnings that should be fixed or looked at before final approval (the System checks the entire collision record and then flags any errors or warnings).

Fig. 5.33 on the next page show a sample **Collision Validation Errors** list.

Errors are the most critical items, while warnings are important but less critical (and some may not need to be addressed in every instance).



## STATE OF NEVADA

### TRAFFIC ACCIDENT REPORT

Collision Validation Errors

[Open collision](#) [Collision List](#)

#### Scene Information Page

Error: Missing Agency Name  
Warning: No Narrative entered  
Error: Grade Relative To Missing  
Error: Grade Percentage Missing  
Error: Pavement Markings must be selected  
Error: No Intersection Type is selected

#### Vehicle Information Page

Error: Vehicle Traveling On Street Name Missing For Vehicle Number 2  
Warning: Driver Factors, must be selected for Vehicle Number 2  
Error: Traffic Control Type Missing For Vehicle Number 1  
Error: Traffic Control Type Missing For Vehicle Number 2  
Warning: Expiration Date Missing For Vehicle Number 1  
Warning: Vehicle Identification Number Missing For Vehicle Number 1  
Warning: R.O. First Name Missing For Vehicle Number 1  
Warning: R.O. Last Name Missing For Vehicle Number 1  
Warning: R.O. Street Address Missing For Vehicle Number 1  
Warning: R.O. City Missing For Vehicle Number 1  
Warning: R.O. State Missing For Vehicle Number 1  
Warning: R.O. ZIP Missing For Vehicle Number 1

Fig. 5.33

Use this list as your guide for fixing errors and making any changes suggested by the warnings. When you have finished, simply hit the **Save/Update** to save the record.

8. Once the all of the changes have been made, the record status stays at “Change Request”. To make the record ready for approval, it needs to be re-submitted to returns to “Submitted” status. This allows the officer to write in a comment about whether or not the requested changes have been made. The record then has to be looked at again by an approving officer, who can re-submit it by selecting Accept for Review in the submit screen (and by adding any additional comments). The status will then change to “In Review.”

Once the record in review, it can be approved (by using the Approve button in the submit screen).

If this submit, review, and approval process seems confusing, here’s a basic flow chart that illustrates how the process works (Fig. 5.34).

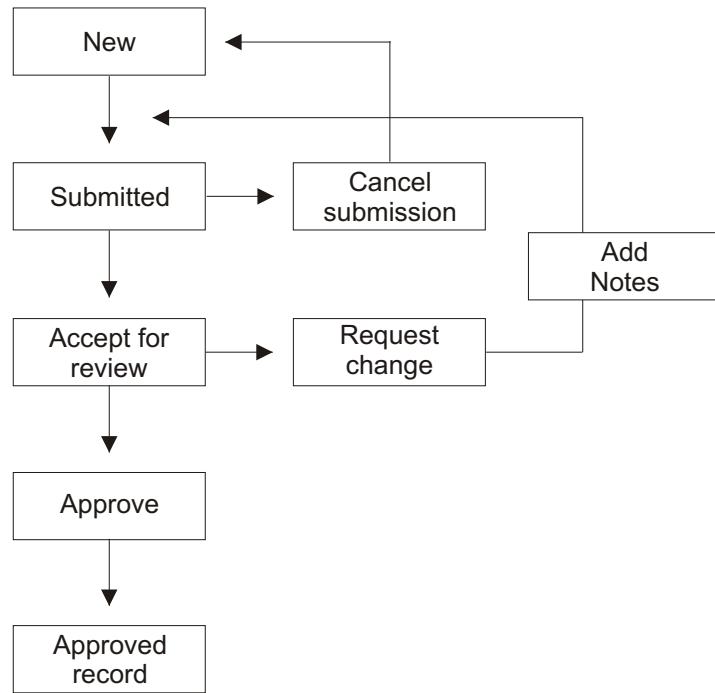


Fig. 5.34

When reviewing collision records, keep in mind that they can be changed until you hit the Approve button. Once a record has been approved, it cannot be changed (in the Traffic Management System, the “save” option for approved records is disabled).

If there are changes that need to be made to an approved collision record, the officer needs to file a supplemental report.

We have covered submitting and reviewing, but, of course, editing records is also an important part of the entire process. Please continue with the next chapter to learn how to open, view, edit, and save records in the Traffic Management System.

# CHAPTER SIX

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## OPENING AND EDITING RECORDS

In the previous chapter, we looked at syncing citations and collisions with the Traffic Management System. Now we are going to look at how users can open, edit, and save those records. Once records have been synced with the Traffic Management System, they are meant to go through a process of reviewing, editing, approving, submitting, and so on, and opening and editing records is an important step in this process. Let's see how it's done.

The steps in opening and editing traffic records, whether they are citations or collisions, are the same, so for simplicity's sake we'll just look at one type of record: the collision record.

The first thing to do is access the Collision Menu from the Main Menu. In the Main Menu, select **Collisions** (if you are opening and editing citations, then, obviously, you'd select **Citations** instead).

The Collision Menu will open.



Fig. 6.1

Select **Open Collision** from the Collision Menu. The Collision Records List will open.

Accident Report #	Collision Date	Officer ID	Event #	Delete?	Status	NCATS
LVMPD-TESTT3	6/6/2005			<input type="checkbox"/>	New	Send?
LVMPD-17117	6/29/2005 09:30	5000	EV-17117	<input type="checkbox"/>	New	Send?
LVMPD-TESTCOLL1	6/1/2005 12:44	5000		<input type="checkbox"/>	Approved	Send?

Fig. 6.2

The Collision List will display records that have already been synced into the system, as well as the status of those records. There are a number of options for searching, sorting, and displaying collision records in this List. To learn about these options, see Chapter Five, Section 5.2, Step Seven.

To open a collision record so that it can be viewed and edited, simply locate the record in the list and click on it. There might be a slight delay as the System pulls the record up. The collision record will open in the standard collision form screen:

Fig. 6.3

All of the existing data will appear in their proper fields (for example, the occupant's name will appear in the name fields, the street on which the collision took place will appear in the Collision Occurred On field, the date, time, and day of week will be in their respective fields, and so on). If a field is empty, it means that the officer who originally filled out the collision report left that field blank.

Editing the data in a collision record is a very easy, straight-forward process. Essentially, you locate the data you want to change within the record and then, using the keyboard and mouse, you simply remove or alter the existing data. If the data is in a text field, you can highlight and delete the text and then enter the correct data. If the data is in a drop-down menu, simply open the menu and select a different entry. Or if the data is in a check-box, simply check the correct box. Editing information in a collision record is just like changing data in any regular Windows-based program.

Let's take a look at a few examples.

Here, the road surface type needs to be edited. In the existing record, the Surface field was marked like this:



Fig. 6.4

To remove the check next to Asphalt, you'd simply click in that check-box once with the mouse -- or, if you are using the keyboard, you would hit "A" (the underlined letter of each entry corresponds with the key required to check or uncheck it).



Fig. 6.5

The background changes color because Surface is now the active field.

Finally, check the box next to the appropriate Surface type (or use the keyboard to select the letter that corresponds with the right type).



Fig. 6.6

The Surface type has now been changed.

Editing data in other fields is just as easy. For example, if you need to edit a street name in the Collision Occurred On field, you would simply click in the field, highlight the street name, and then delete it.



Fig. 6.7

Then you would write in the correct street name.



Fig. 6.8

What about data that is contained within a drop-down list? Can that be edited too? Quite easily actually. In a field that contains data that was selected from a drop-down list, editing is simply a matter of re-selecting data. Take a look, for example, at the Violation Description field.



Fig. 6.9

Open the drop-down list to see other available data.

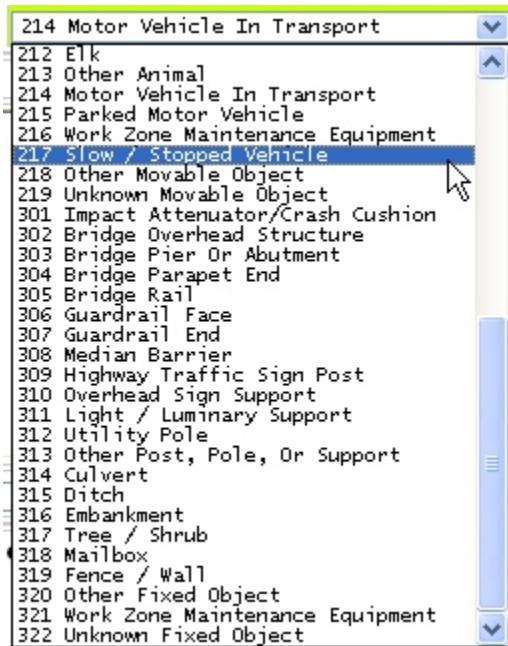


Fig. 6.10

Select a new entry from the list. The drop-down menu will close, and the new entry will appear in the field.



Fig. 6.11

You use all of these editing methods to change or remove data in collision and citation records. Remember to use the tabs at the top of the screen to move from one section of the record to another; for example, in a collision record, you will see tabs marked: **Scene Info, Vehicle 1, Vehicle 2**, and so on.

### **Editing Dates and Times**

Changing the date or the time in a collision or citation record is something you may not need to do often, mainly because the date and time are automated on the handheld units; this means that synced records will most likely have a correct date and time. But there are reasons why the date or time might need to be edited: if the officer in the field manually changed the date or time and input incorrect data; if the handheld unit had the wrong date and time in its operating system; or if a collision or citation records was input by hand in the Traffic Management System.

Editing the date and time is as easy as selecting it, highlighting it, and then writing in the correct data. Let's see how this is done by changing the date field.

First, select the date field you wish to edit by clicking it with the mouse or navigating to it with the Tab key on your keyboard.

A screenshot of a computer screen showing a form field labeled "Collision Date:" in bold black font. Below the label is a white input box containing the date "06/29/2005". The entire form field is set against a light green background. The input box has a thin black border.

Fig. 6.12

Highlight the existing date. If you are using the Tab navigation, the System will automatically highlight the date for you.

A screenshot of a computer screen showing a form field labeled "Collision Date:" in bold black font. Below the label is a white input box containing the date "06/29/2005". A vertical cursor bar is visible inside the input box, positioned between the month and day. The entire form field is set against a light green background. The input box has a thin black border.

Fig. 6.13

Delete the date by hitting the Backspace or the Delete key. Then, type in the correct date. The system will automatically fill in the slashes between the month, day, and year.

A screenshot of a computer screen showing a form field labeled "Collision Date:" in bold black font. Below the label is a white input box containing the date "06/30/20". The input box has a thin black border. The entire form field is set against a light green background.

Fig. 6.14

When you are finished, the new date will appear, and you will be moved to the next data field.

A screenshot of a computer screen showing a form field labeled "Collision Date:" in bold black font. Below the label is a white input box containing the date "06/30/2005". The input box has a thin black border. The entire form field is set against a light green background.

Fig. 6.15

### The Most Important Step

After editing a record, it is crucial that you update the record so that your changes will be entered in the database, and the modified record will be available, as opposed to the older, incorrect one. To do this, hit the Update button at the bottom of the record screen.



Fig. 6.16

The Exit button will close the current record, but will not save any of your changes.

When you update the record, a confirmation screen will appear, giving you several options.



Fig. 6.17

The System will tell you if the record was successfully updated. The options include: **Open Same Collision**, which will, of course, re-open the record you just edited if you want to view it again or make further changes; **Open Other Collision**, which will return you to the Collision List so that you can select another record; **New Collision**, which will open a blank collision form; and **Collision Menu**, which will return you to the menu with all the collision options.

## Adding Data and Sections to a Record

Editing a record is more than just a matter of changing or deleting existing data. You can also add data. If specific data in a record was accidentally omitted, but you have the data and know it was supposed to be inputted, you can input it by any of the methods used for entering data (writing data in a blank field, selecting data from a drop-down list, marking a check-box, and so on).

In addition, you can also add a section to a record, such as another vehicle section, or perhaps a non-motorist or a narrative form. To add a section, use the navigation buttons at the top of screen to select the section you need (see Fig. 6.18 below).

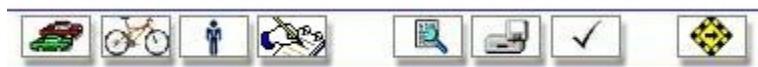


Fig. 6.18

The four graphical buttons on the left represent specific record sections (just hover the mouse cursor over each one for a second or two, and a description will appear). In a collision record, the sections are: Vehicle, Non-Motorist, Occupant/Witness, and Narrative. Citation records are complete and don't allow the addition of more sections (a citation is a single, whole entity, whereas the number of forms in a collision record will vary depending on the specifics of each collision).

Simply click on one of the buttons to open a new form. For example, selecting the Occupant/Witness button will open a new Occupant/Witness form, as shown in Fig. 6.19 below (the figure is just a detail of the form, not the complete thing).

Fig. 6.19

When the new section opens, begin inputting data as if you were writing a new report (for more information on inputting data, consult Chapter One). When finished, make sure to hit the Update button to save the entire record.

These, essentially, are the steps for opening and editing records in the Traffic Managements System. Continue to the next chapter to learn about running queries.

# CHAPTER SEVEN

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## QUERIES

Traffic and citation records input and management are an integral part of the Traffic Management System. Equally important is the ability to query those records and run reports. The analytical capability of the Traffic Management System allows agencies to go beyond the input, storage, and management of information, to a point where they can use that information to understand where, why, and how violations and collisions occur and to take steps towards minimizing traffic problems.

The Queries section of the Traffic Management System offers a wide variety of queries and reports for citation and collision data, in addition to charts, officer activity reports, and GIS mapping options. For example, you can run a historical report for all collisions at a specific intersection during a specific time period, and then have the results of that report appear in a GIS map. Or you might run a report that breaks down citations by day and time. There are numerous options at your disposal.

This chapter explains how to run the various citation and collision queries in the Traffic Management System.



NOTE: Each query is defined in this chapter, but because many of the queries operate the same way, we won't look at each and every one in depth. Once you have learned how to run a specific type of query, all others of that type will run the same way. We will however, explain each type of query thoroughly, and note any differences or unique features that you should be aware of.

### 7.1 Accessing the Queries

To access the Queries, simply click the Queries link in the Main Menu of the Traffic Citation Management System. The Queries and Report Menu will open (Fig. 7.1 below). The menu contains links to sub-menus that contain specific query and report options.



Fig. 7.1

**Collision Queries.** For these queries, refer to section 7.2.

**Citation Queries.** If you want to run citation queries, please see section 7.10.

**Charts.** To produce graphs and charts, consult section 8.1.

**Officer Activity Reports.** Details about these reports can be found in section 8.2.

**Records Output.** Find out about this option in section 8.3.

## 7.2 Collision Queries

The Collision Queries Menu contains all the available collision-based queries and reports.



Fig. 7.2

The collision queries include:

**General Query.** Run a query for all collision data in the database; you can limit the search using a wide variety of parameters, ranging from day and time, city, intersection, highway conditions, vehicle factors, and more.

**Collisions By Day and Time.** Queries a specific intersection for the number and types of collisions by day and time. This query includes a number of parameters to help limit the search.

**Intersection High Incidence.** Ranks a specific number of intersection locations by the frequency of collisions, from high to low.

**Midblock High Incidence.** Ranks a specific number of mid-block locations by the frequency of collisions, from high to low.

**Intersection Historical.** This query produces a historical report for a specific location, over a specified period of time.

**Midblock Historical.** Performs the same query as the intersection historical, but in this case it queries on a mid-block segment, instead of an intersection.

**Collisions by Injury.** Calculates the number of collisions per injury type for a specified time period.

**Collisions by Injury Severity.** Ranks collisions by the degree of injury, from fatal (as the highest), through Incapacitating, Non-Incapacitating, No Injury, and down to Unknown.

**Driver Breakdown Factor.** This report calculates the number of collisions and vehicles according to the condition of the driver. For example, factors include Had Been Drinking, Drug Involvement, Apparently Fell Asleep, Obstructed View, and more.

**Parties at Fault by Age.** After specifying a date range, you can find out how many parties are at fault for reported ages.

**Vehicle Factor Breakdown.** A thorough query that displays the number of collisions and vehicles according to specific vehicle factors. These factors include Fail to Yield Right of Way, Exceeding Speed Limit, Mechanical Defect, Hit and Run, and a number of other factors that relate to collisions.

**Traffic Collision Log.** Produces a readable, informative log for all reported collisions that occurred during a specified date range.

**Data Entry Stats.** Provides a statistical summary of the time it took to input traffic records; also includes total records, shortest and longest time, and average time.

**Data Entry Stats Summary.** Provides a statistical summary of the time it took each user to input traffic records.

**Collision Lookup.** A very usable feature that allows you to lookup collision records by dates, collision number, and most helpfully, by person.

### 7.3 How to Run a Query

As mentioned previously, most of the collision queries work the same way. Because of this, we will use a couple of queries as examples; with these examples, you can learn how the queries operate and then go on to run as many as you need.

For the first example, we will use the Collisions by Injury query.

**Collisions by Injury**

[Back](#) [Run Query](#)

**Main Query Parameters:**

Start Date:  End Date:   
City:

Intersection Related:  Select the Streets:  
Street:  Cross Street:

**Additional Query Parameters:**

Vehicle Collision Type:   
Location of First Event:   
Highway/Environment Factors:   
Light Conditions:   
Weather Conditions:   
Highway Description:   
Roadway Character:   
Roadway Conditions:   
Surface:   
Intersection:   
Start Time:  End Time:

Fig. 7.3

The first thing you'll notice is that there is a variety of query parameters. These parameters allow you to widen or narrow the amount of data -- and number of collision records -- that you search. For example, if you enter a date range and specify no other parameters, the query will return all collision records within that range. However, if you then specify a highway factor, light conditions, and roadway conditions, the query will return only those collisions that meet those specific factors.

The query parameters are divided into two sections: "Main," which includes either necessary ones or those that you will probably use most often, and "Additional," which includes a larger set of various querying factors.

## Main Query Parameters

The most important parameters are the **Start Date** and **End Date** because every query requires a date range. By default, the query automatically includes start and end dates that have been set up in the Traffic Management System Configuration -- in other words, default dates intentionally set for the queries.

You can change the start and end dates. Simply click in the start or end date field and enter a new date.

**City.** With this option, you can query collisions that occurred in a specific city. Open the list to select a city. If you leave this option alone (set to \*), the system will include collisions in all cities.

**Intersection Related.** When set to "yes," the query will include only those collisions that are intersection related; in other words, collisions that occurred within fifty feet of an intersection, as well as rear-end collisions heading towards the intersection within 150 feet of that intersection.

If you select "no," the query will exclude intersection related collisions.

By default, this option is set to \*. This simply sets the query so that it makes no distinction and includes matching citations that are intersection related as well as non-intersection related.

**Select the Streets.** If you want to query a specific location, you can select a primary road (or street) and a secondary road (cross street). First, open the Street list to select a primary road.

<b>Main Query Parameters:</b>	
Start Date:	1/1/2004
End Date:	12/31/2004
City:	*
Intersection Related:	*
<b>Select the Streets:</b>	
Street:	MAGGIE COURT
Cross Street:	LYNHURST DRIVE
	LYNHURST LANE
	LYNX DRIVE
	LYNX LANE
	LYON AVENUE
	MAGGIE COURT
	MAGGIE CREEK RANCH ROAD
	MAGGIE CREEK ROAD
	MAHOGANY LANE
	MAIN STREET
	MANZANITA DRIVE
<b>Additional Query Parameters:</b>	
Vehicle Collision Type:	
Location of First Event:	
Highway/Environment Factors:	
Light Conditions:	
Weather Conditions:	
Highway Description:	

Fig. 7.4

To input the street, just click on it with the mouse. In this example, we'll select Main Street.

Once you've selected the primary road, the system fills in the Cross Street list with those roads that cross the primary road -- a very convenient feature that doesn't force you to scroll through an entire list of city streets and guess which ones cross.

Open the Cross Street list and select a secondary road.

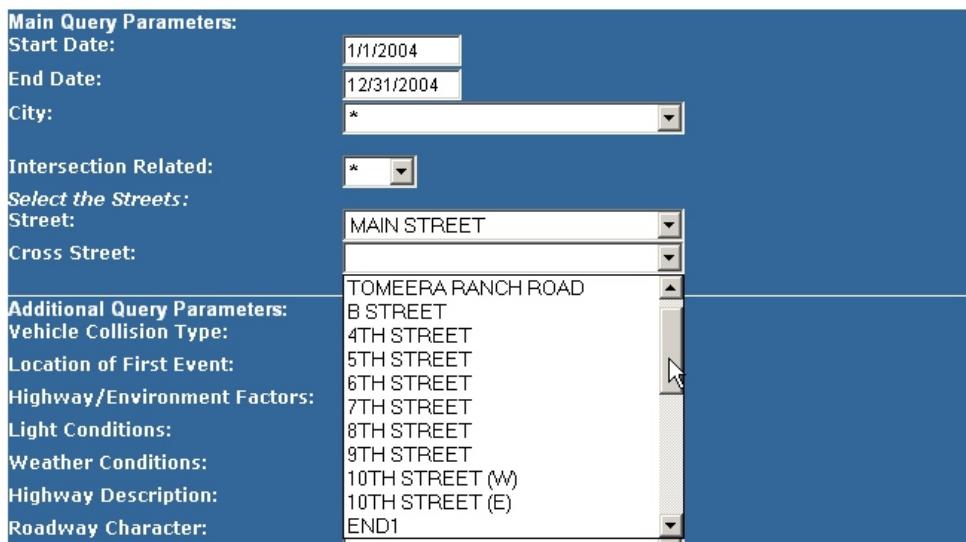


Fig. 7.5

Now, both streets have been selected:



Fig. 7.6



**NOTE:** Most of the collision queries do not require you to specify an intersection. The streets lists exist in the event that you want to query only one location, but if you want to query all locations, you can; simply leave the streets fields empty (i.e. leave the \* in the fields). There are, however, a couple of collision queries that do require a specific location because they are location-based queries. These are the **Intersection Historical** and the **Midblock Historical**.

**Additional Query Parameters.** The bottom section of the query has a series of parameters that help you narrow the query to obtain more specific collision results. The majority of the collision queries have the same Additional Query Parameters, and they all work the same way: drop-down lists from which you can select specific factors.

For example, let's say you need to run a query for all collisions that are head-on collisions. Open the Vehicle Collision Type list, find Head On, and select it with the mouse.

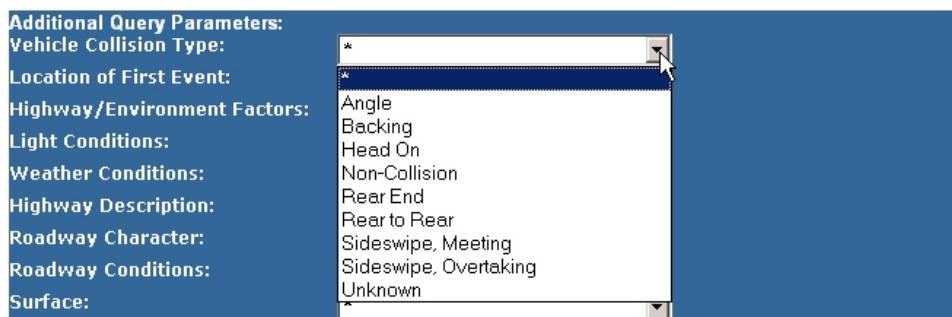


Fig. 7.7

If there are other query parameters that you want to query by, such as light or weather conditions, simply use those lists to make your selection.

Finally, you can also input a Start Time and End Time to query only those collisions that occurred within the specified time frame.

By default, all of the Additional Query Parameters are set to \*, meaning that they automatically include all collision types, all locations of first event, all highway factors, and so on. This provides you with the widest possible query for the date range you specify in the Main Query Parameters.

## **When You Are Ready to Run the Query**

Here comes the easy part: when you've input a date range, selected streets (if applicable), and selected query parameters (if applicable), just hit the Run Query button at the top right of the query screen.

The system will query the database and display your results in a readable and printable report. Fig 7.6 below shows a sample Collisions By Injury Report.

<i>Nevada Highway Patrol</i>	
<i>Collisions by Injury</i>	
<b>Date Range Reported:</b> 1/1/2004 to 12/31/2004	
<u>Injury Category</u>	<u>Number of Collisions</u>
None	2
Injury	0
Fatal	0
Unknown Injury	4
Number Injured	0
Number Killed	0
<b>Total Victims</b>	<b>0</b>
<b>Total Collisions</b>	<b>6</b>
 <b>Settings Used for Query:</b>	
Date Range Reported: 1/1/2004 to 12/31/2004	

Fig. 7.8

## **Reading the Report**

The report contains several points of information. At the top is the heading, which denotes the agency name and the type of report.

Below that is the Date Range Reported; in other words, the start and end dates used in the query.

The main body of the report contains the query results. For Collisions by Injury, there are two columns, one for Injury Category and one for Number of Collisions. These columns are followed by a tabulation of Total Victims and Total Collisions.

Finally, at the bottom of the report are the Settings Used for Query. Any and all specified query parameters are listed here. In the example above, all that is listed is the date range because no other parameters were set.

However, had we set Vehicle Collision Type or Roadway Conditions, those settings would be listed as well. The purpose for the Settings Used for Query is to provide you with a quick reference for completely understanding the results of the query, so that anyone reading the report can interpret the collision results accurately.

## 7.4 Printing the Report

Each collision report can be printed for your use, such as reviewing collisions, maintaining hard copy files, having readily accessible reports without running queries again. Having printed reports can greatly enhance and facilitate your records management and traffic analysis.



**NOTE:** Before printing a report, it's important to ensure that the page margins are set properly. Because some of the reports are in landscape (instead of portrait), there is the possibility that the entire report won't print if the margins are too wide. **The page margins should be set to  $\frac{1}{4}$  (.25) inch on all sides.** To do this, simply go to the File menu at the top left of your internet browser window. From the File menu, select Page Setup. Depending on which browser version you are using, the location of the margin settings will vary; but just look for Margins and set each of them to **.25**. When finished, click OK. **Once you set the margins, the browser should maintain the settings** (even after the computer is restarted or shut down) until you manually change them again.

When you're ready to print the report, simply go to the File menu in the browser and select Print. You will have to change the page layout to **Landscape** (unless you have changed the layout already, in which case the browser should maintain your setting). To do this, click on the **Layout** tab in the Print dialog box and select Landscape. Then hit OK to print the document.

## 7.5 General Query

The General Query is the most extensive collision query, offering the widest range of query parameters and allowing you to search all available collision data. As with the other collision queries, the parameters exist for you to include and exclude as much data as you want -- you can query all collisions for a specified date range, or you can limit the search. For example, you might want to produce data for collisions that occurred at dusk on rainy days and that involved side-swipes.

You cannot get as specific as, say, searching by the middle name of the third passenger of the second vehicle of a particular collision (now, that's specific!). Nevertheless, the General Query's options are incredibly extensive, offering most of the parameters used for categorizing collisions (and, in addition, queries are not for single-collision reporting anyway; their main purpose is to understand collision patterns over time).

### Sections of the General Query

The Query itself comprises a series of sections offering various query parameters. Let's look at these sections one by one.

#### Day and Time

Date and Time:	
Start Date:	1/1/2004
End Date:	12/31/2004
Start Time:	*
End Time:	*
City:	*

Fig. 7.9

The **Start Date** and **End Date** are just what they seem -- the beginning and end of the date range you wish to query on. You can specify days, weeks, months, a year, or several years. By default, the Start and End Date fields include the dates originally set up in the Queries and Reports Configuration option (which itself is in the Setup Menu). You can change the dates by clicking in the fields and writing in new dates, or by going into the Queries and Report Configuration (which will change the Start and End Dates for all queries and reports).

Next, there are fields for **Start Time** and **End Time**. So, for example, you might want to query all collisions that occurred between 5:00 AM and 8:00 AM. To do so, you would simply write in the beginning and end times.

If you would like to run queries for collisions in a specific city in the county, just open the City drop-down list and select the city name.

### Select the Streets



Fig. 7.10

Selecting street names in the General Query works the same way it does in other queries (which is a good thing -- can you imagine a program in which a particular feature worked differently each time?). The details for selecting streets are covered in Section 7.3, but we'll go over them (briefly) again.

First, there's the **Intersection Related** field, which, by default, makes no distinction between intersection and non-intersection related collisions (it includes them all). Select "Yes" to query only intersection-related collisions or "No" to query only non-intersection related collisions.

Next, select the primary road from the **Street** drop-down list. When you have selected a street, the System automatically locates all the streets that cross that primary arterial and puts those streets in the **Cross Street** field.

Now, open the **Cross Street** field and select the secondary road.

Just remember that you do not have to query by a specific location. You can query by all locations if you'd prefer (and this is the default setting anyway).

### Conditions

The Conditions section (Fig. 7. 11 below) includes drop-down lists for a variety of conditions-related parameters, including Highway/Environment Factors, Light Conditions, Weather Conditions, Roadway Character, and more.

You can leave them all set at default (\*), in which case the query won't limit results according to specified conditions. But you can specify conditions if you are querying for collisions that meet certain factors, such as those that occurred at dusk or those that occurred on icy roads (or both). You can set as many conditions parameters as you need.

To do so, just open a drop-down list and select the appropriate condition by clicking on it.

<b>Conditions:</b>	*
<b>Highway/Environment Factors:</b>	*
<b>Light Conditions:</b>	*
<b>Weather Conditions:</b>	*
<b>Highway Description:</b>	*
<b>Roadway Character:</b>	*
<b>Roadway Conditions:</b>	*
<b>Surface:</b>	Dawn
<b>Intersection:</b>	Daylight
<b>Vehicle and Driver Information:</b>	*
<b>Vehicle Factors:</b>	*

Fig. 7.11

Once you have finished with the Conditions section, move on to Vehicle and Driver Information.

## Vehicle and Driver Information

<b>Vehicle and Driver Information:</b>	*
<b>Vehicle Factors:</b>	*
<b>Driver Factors:</b>	*
<b>Vehicle Action:</b>	*
<b>Commercial Vehicle Configuration:</b>	*
<b>Occupant Restraints:</b>	*
<b>Injury Severity:</b>	*
<b>Seating Position:</b>	*

Fig. 7.12

The General Query is the only major collision query that contains parameters for vehicle and driver information. The drop-down lists in this section allow you to query by a variety of factors, which include:

**Vehicle Factors:** Aggressive/Reckless/Careless, Disregard Control Device, Driverless Vehicle, Drove Left of Center, Fail to Maintain Lane, etc.

**Driver Factors:** Apparently Fatigued/Asleep, Apparently Normal, Driver III/Injured, Driver Inattention/Distracted, and more.

**Vehicle Action:** Backing, Driverless Vehicle, Enter Parked, Entering Lane, Lane Change, Leaving Lane, and similar factors.

**Configuration:** This list denotes the vehicle type, or vehicle configuration, including Any 4 Tire Vehicle, Bus 9 to 15 Occupants, Bus Greater Than 15 Occupants, Light Truck, Light Truck Haz Mat, and more.

**Occupant Restraints:** Child Safety Seat Used, Helmet Used, Not Installed, Not Used, etc.

**Injury Severity:** Claimed, Fatal Injury, Incapacitating, No Injury, etc.

**Seating Position:** Font Seat - Left Side, Front Seat - Middle, Front Seat - Right Side, and more.

## Additional Parameters

Additional Parameters:	
Vehicle Collision Type:	*
Location of First Event:	*

Fig. 7.13

This is the final section of the General Query, and it contains two fields, one for **Vehicle Collision Type**, the other for **Location of First Event**.

If you wish to query by these parameters, simply open each drop-down list and select an applicable entry (the entries include Angle, Backing, Head-On and similar items for Vehicle Collision Type, Inside Shoulder, Intersection, Median, etc. for Location of First Event).

## Run Query

When you have set the Start and End date, selected a city and streets (if applicable), and any parameters, you can run the query by clicking -- you guessed it -- the **Run Query** button at the top of the query screen.

Here's a detail of the report produce by the General Query:

Date Range Reported: 1/1/2004 to 12/31/2004  
Total Collisions = 13

Report# Date Time	Location	Distance Direction	Collision Type	Dir 1 Dir 2	Vehicle 1 Vehicle 2	Vehicle Factor 1 Vehicle Factor 2	Driver Factor 1 Driver Factor 2	Viol 1 Viol 2	# Injured # Killed
040102-1212	valley view blvd	0	Angle						0
1/2/2004	flamigo rd.			North	Unknown		Apparently Normal,		0
10:32:00 AM									
LVMPD-030914-0922	KOVAL LN	0	Rear End	North	Left Turn				
9/14/2004 8:59:00 AM	VENETIAN DR.								
040120-2626	JONES	0	Angle	West	Right Turn	Fail To Yield Right Of Way,	Apparently Normal,	0713	0
1/20/2004 5:42:00 PM	WASHINGTON	North							0
040120-2984	SEAL BEACH DR	0	Angle	North	Left Turn	Ran Off Road,	Apparently Normal,	0806	1
1/20/2004	CARMEN	North							0

Fig. 7.14

The collision summary report has a readable layout, with important data for each collision separated into columns. You'll probably notice that some of the column headings have multiple listings -- Distance and Direction, for example, or Vehicle Factor 1 and Vehicle Factor 2. This simply means that these columns will sometimes hold multiple pieces of information (when applicable), and that information will be displayed in the order of the heading.

For example, let's say one of the query results is a collision with two vehicle factors, Failed to Yield Right of Way and Too Fast for Conditions. These will be displayed like this:

Fail to Yield Right of  
Way, Too Fast for  
Conditions

Fail to Yield Right of Way is Vehicle Factor 1, while Too Fast for Conditions is Vehicle Factor 2.

### **Printing the Report**

For details on printing reports, please see section 7.4 of this chapter.

## 7.6 Historical Queries

There are two historical collision queries, the Intersection Historical Query and the Midblock Historical Query. Both allow you to produce historical reports for a specific location during a specific period of time.

Like all other collision queries, these historical queries can be set to include as much collision data as possible in the query, or they can be set to narrow the results. So, for example, you can run a historical query for all collisions that occurred between January and June 2003. But you can also run a historical query for all collisions that occurred on icy roads between 6 AM and 9 AM between the dates of November 1, 2003 and January 31, 2004. In other words, the queries are quite flexible.

These queries also work in conjunction with GIS mapping; they can create electronic GIS maps that display the query results. We'll look at GIS mapping in detail in the next chapter. For now, we'll just focus on how to run these historical queries.

Both queries work the same way as all other collision queries. In other words, there are Main Query Parameters and Additional Query Parameters. We won't cover every detail of the historical queries, only those portions of it that differ from other collision queries (if we did, this user's manual would be even longer!). For instructions on "How to Run a Query," see Section 7.3 Once you have consulted that section and know how to run queries, you can continue with the historical queries.

### Streets

In most collision queries, you have the option of selecting a specific location or letting the query search all locations. But with the Intersection Historical and Midblock Historical Queries, you must select a location. Why? Because these queries are made only for a specific intersection or midblock segment.

If you run the query without selecting any streets, you will get this message: "You must enter Street Names for both Primary Road and Secondary Road" (for the Midblock Historical Query, the message reads: "You must enter Street Names for a Street and two Cross Streets").

Selecting streets in the Intersection Historical Query works the same way it does with other queries: open the **Street** drop-down list, scroll through the list until you see the street name you want, and select it by clicking on it with the mouse (Fig. 7.15 below).

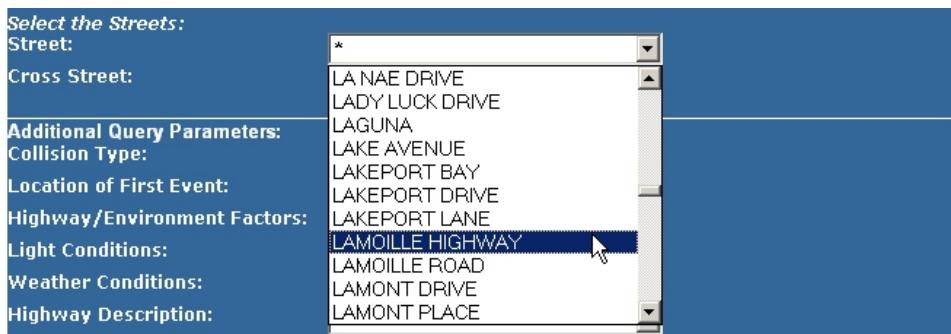


Fig. 7.15

It's not absolutely necessary to select a street with the mouse. If you prefer, you can also use the keyboard. The streets are listed alphabetically, so hitting specific letters on the keyboard can take you to the first street in the list that begins with that letter. For example, let's say you want to find Lamaille Highway. Hitting "L" on the keyboard will take you to the streets that begin with L. Then use the arrow keys on your keyboard to navigate through the list until you find Lamaille Highway.

With the primary road selected, open the Cross Street drop-down list to select the secondary road.

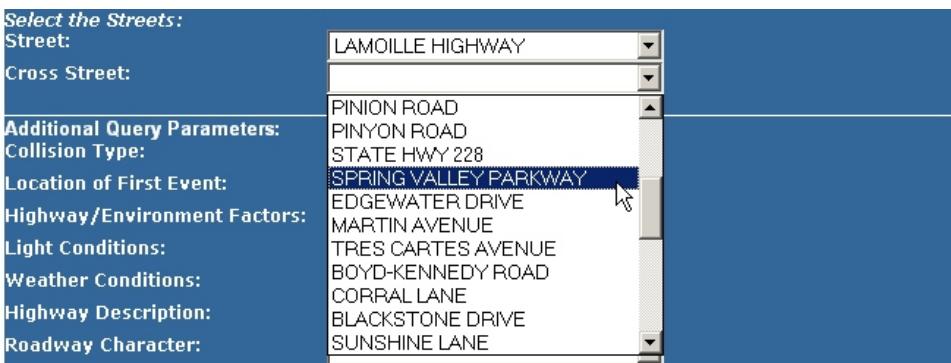


Fig. 7.16

Once you've selected a primary road, the System fills in the Cross Street list with those roads that cross the primary road -- a convenient feature that doesn't force you to scroll through an entire list of city streets and guess which ones cross.

## GIS Mapping

At the bottom of each historical query is a checkbox with this label: "GIS Map. Click here if you wish to create a GIS shapefile."

This option creates a GIS shapefile of the query results, allowing you to view the collisions on a GIS map.

## When You Are Ready to Run the Query

At the top of the query form you'll see two buttons: one marked Intersection Collision Diagram, another marked Run Query. Let's take a look at the Run Query button first. It essentially produces a report based on your query parameters.

### *Nevada Highway Patrol Intersection Historical Report*

Intersection: Sweetwater RD at Jamacha RD  
Date Range Reported: 01/01/2004 to 12/31/2004  
Total Records: 18

Report Number	Collision Date	Collision Time	Distance	Direction	Collision Type	Involved With	Primary Collision Factor	Highest Degree of Injury	Number Injured	Number Killed
1285616	1/1/2004	1:45:00 AM	0'	Not Stated	Broadside	Other Motor Vehicle	Traffic Signals and Signs	Property Damage Only	0	0
1285613	1/7/2004	9:30:00 AM	30'	East	Rear-End	Other Motor Vehicle	Unsafe Speed	Property Damage Only	0	0
1279823	1/9/2004	3:20:00 PM	0'	Not Stated	Sideswipe	Other Motor Vehicle	Traffic Signals and Signs	Property Damage Only	0	0
1326063	2/1/2004	1:00:00 AM	2'	West	Broadside	Other Motor Vehicle	Traffic Signals and Signs	Property Damage Only	0	0
1370689	3/20/2004	10:20:00 AM	30'	West	Rear-End	Other Motor Vehicle	Unsafe Speed	Property Damage Only	0	0
1365153	3/26/2004	5:00:00 PM	0'	Not Stated	Head-On	Other Motor Vehicle	Unknown	Property Damage Only	0	0
4040069	4/8/2004	6:30:00 PM	33'	West	Sideswipe	Other Motor Vehicle	Improper Turning	Property Damage Only	0	0
4070043	7/4/2004	11:45:00 PM	0'	Not Stated	Broadside	Other Motor Vehicle	Traffic Signals and Signs	Property Damage Only	0	0
4070359	7/31/2004	5:05:00 AM	0'	Not Stated	Broadside	Other Motor Vehicle	Driving Under Influence	Other Visible Injury	3	0

Fig. 7.17

Each collision record has its own row in the report, with the data for each collision report arranged in columns. Column headings at the top tell you what type of data is listed (e.g., Report Number, Collision Time, Direction, Involved With, and so on). Basic report information is contained at the top left of the report, where you can see the location, date range, and the total number of records for that location and time period. The bottom of the report (not shown here) contains information about all of the settings you specified for the query. Therefore, if you set any of the additional query parameters, those settings will be displayed at the end.

The Intersection Collision Diagram is a different type of report altogether. It will show all the collision records that match your parameters, but it will present them in a clear, color-coded diagram that shows direction of travel and collision type. Fig. 7.18 below shows a detail of Collision Diagram.

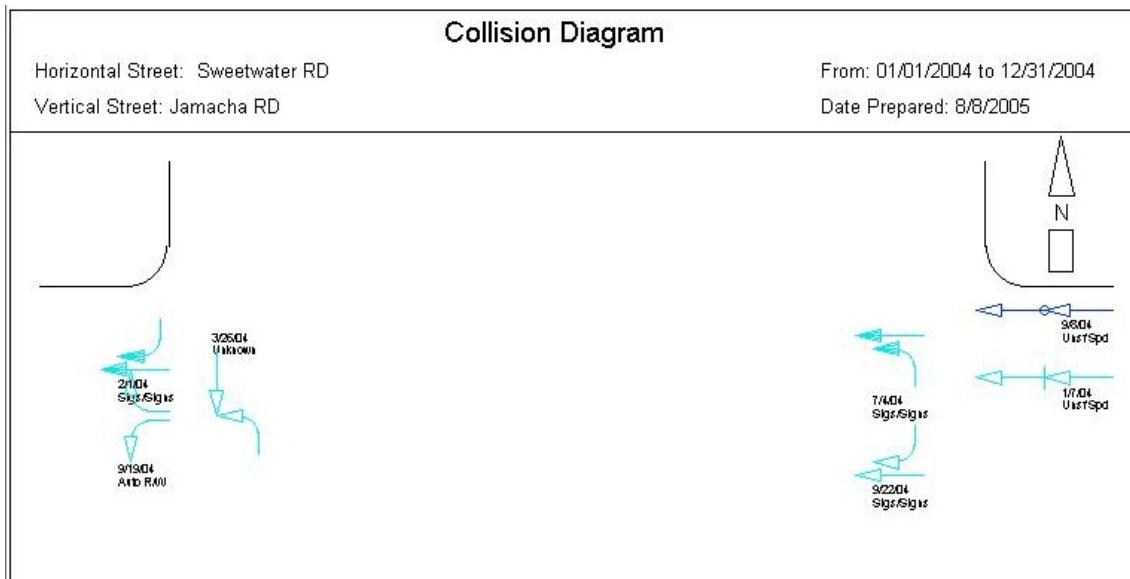


Fig. 7.18

Each collision record is represented by a set of symbols comprised of arrows and other signs and by basic information, such as date and collision factor. The colors represent the severity of injury, while the arrows and others symbols signify the type of collision. You can use the legend at the bottom of the page to read the diagram.

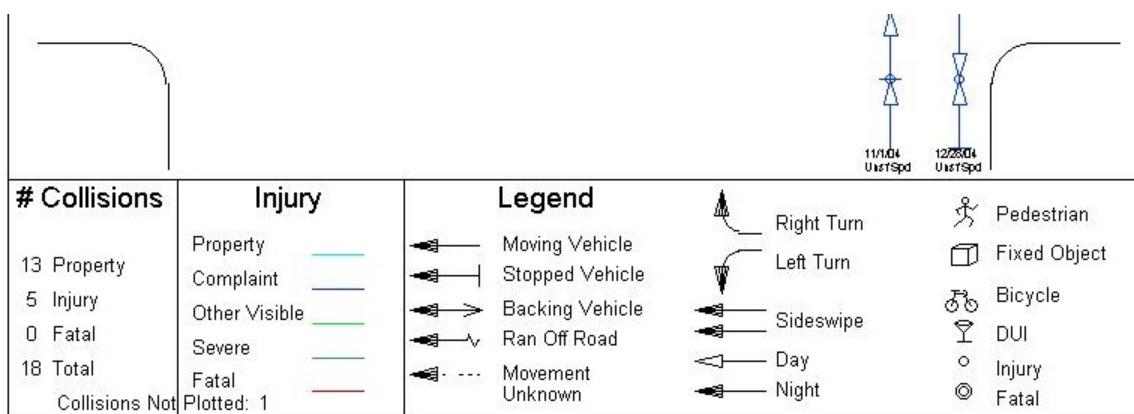


Fig. 7.19

Using the legend at the bottom, you can view the Collision Diagram and the collision patterns on your computer screen. If you wish, you can also print the Diagram to a color printer. While in the browser, open the **File** menu at the top and select **Print**. A print dialog box will open; make sure you have the right printer selected, and then just hit **Print**.

With most browsers and printers, the margins might be set to one inch (or more) on all sides. In order to get the Diagram to fit a single page, you'll have to set your margins to a quarter inch (.25) on all sides. To do so, open the **File** menu and select **Page Setup**. In the bottom right of the Page Setup box you'll find the margin settings. Input .25 into each field and then hit **OK**. If you want to see how the new settings look before printing, select **Print Preview** from the File menu.

To return to the Intersection Historical Query, just hit the **Back** button on your browser.

We won't look at some of the remaining Queries (Midblock Historical, Collisions by Injury Severity, Driver Factor Breakdown, and others) because they all operate the same way as the queries we've looked at (although, just remember that with the Midblock queries, you need to pick **two** cross streets as opposed to one). Instead, let's move ahead and take a look at a few queries that are somewhat different.

## 7.7 Traffic Collision Log

The Traffic Collision Log is one of the easiest queries to run. Why? Well, it only requires a date range! And if you have already set up the date range you want to query by in the Configuration section of the Traffic Management System, then you won't even need to input new dates -- all you'll have to do is hit the Run Query button.

Pretty easy, isn't it?

Of course, you can query by any date range you wish.

The screenshot shows a web-based query form titled "Collision Log". At the top left is a link "Back | Collision Queries". To the right are two buttons: "Reset Form" and "Run Query". Below these buttons is a section labeled "Collision Dates:" with two input fields containing the values "01/01/2003" and "12/31/2004".

Fig. 7.20

Set the collision dates and hit **Run Query**.

*Nevada Highway Patrol*  
*Traffic Collision Log*

Date Range Reported: 01/01/2003 to 12/31/2004  
 9/2/2005

Accident #	# Inj.	Coll.Type	Veh/Drv Factors	Time	Date	Location	Officer	Cited
LVMP030182-1960	1	Read End		16:40	08/12/2003	TROPICANA AVENUE at KOVAL LANE	4317	
LVMP030182-1960	1	Read End	Driver inattention or Distracted	16:40	08/12/2003	TROPICANA AVENUE at KOVAL LANE	4317	Yes
LVMP030410-2064	1	Angle	Following too Close Driver inattention or Distracted	17:25	04/10/2003	WYNN ROAD at RUSSELL ROAD		
LVMP030410-2064	1	Angle		17:25	04/10/2003	WYNN ROAD at RUSSELL ROAD		
LVMP030415-2042	1	Angle	Mechanical Defect	17:28	04/15/2003	FLAMINGO ROAD at CAMBRIDGE STREET		
LVMP030415-2042	1	Angle		17:28	04/15/2003	FLAMINGO ROAD at CAMBRIDGE STREET		
LVMP030417-2157	1	Read End	Following too Close	16:56	04/17/2003	BUFFALO DRIVE at LAKE MEAD BOULEVARD		
LVMP030417-2157	1	Read End		16:56	04/17/2003	BUFFALO DRIVE at LAKE MEAD BOULEVARD		
LVMP030417-2157	1	Read End		16:56	04/17/2003	BUFFALO DRIVE at LAKE MEAD BOULEVARD		
LVMP030417-2191	0	Read End	Aggressive Reckless Careless Driver inattention or Distracted	17:04	04/17/2003	BUFFALO DRIVE at LAKE MEAD BOULEVARD		
LVMP030417-2191	0	Read End		17:04	04/17/2003	BUFFALO DRIVE at LAKE MEAD BOULEVARD		

Fig. 7.21

The Collision Log is a simple, useful report that shows you all of the citation records for the date range you selected. That date range is shown at the top, while the bulk of the report consists of a tabular log displaying all of the collision records, each in its own row with the following relevant information (with the proper headings at the top): **Accident #**, **# Injured**, **Collision Type**, **Vehicle Driver Factors**, **Time**, **Date**, **Location**, **Officer**, and **Cited** (which indicates whether or not the driver was issued a citation).

The sample above is just a detailed section of the Collision Log report. Depending on the date range you input and the number of records in your system, the report might be much longer -- and in some cases, it might be much shorter.

To print the report, go to the **File** menu in your browser and select **Print**. The report might not fit the margins or the layout of your current printer setup. To see if it does, just select **Print Preview** in the File Menu. In the event that you need to change the margin settings or the layout, use the **Page Setup** option in the File menu, make the appropriate changes, and select Print.

Continue on to Section 7.8 to learn about Data Entry Stats.

## 7.8 Data Entry Stats and Data Entry Stats Summary

A very useful feature of the Traffic Management System is the ability to run statistical reports on the entry of collision records. This allows your agency to understand how many records have been entered over a specified period of time, the average time it takes to enter a record, and the longest and shortest times for record entry. You can also see similar statistics for each user.

There are two data entry reports: Data Entry Stats and Data Entry Stats Summary. The first includes a run-down of data entry stats and then information on each collision record entered. The Summary report is different: it shows data entry stats by user.

To run either query, all you need to do is input a date range, and you don't even need to do that if you've set the date range you want in the Configuration menu of the Traffic Management System (of course, even if you have set the dates in Configuration, you can still change them when you open the query form).

Make sure you have the date range you want and then select **Run Query** (the **Reset Form** button will return you to the default date range if you have changed the dates).

Data Entry Stats	
<a href="#">Back   Collision Queries</a>	<a href="#">Reset Form</a>    <a href="#">Run Query</a>
Entry Dates:	01/01/2003 - 12/31/2004

Fig. 7.22

When you run the query, the report will look similar to this one:

Data Entry Stats				
<b>Longest:</b> 030915-0514 75.0 min	<b>Total Time:</b> 300.3 hours	<b>Average:</b> 6.6 min	<b>Total Reports:</b> 2,720 collisions	<b>Shortest:</b> 0.0 min
<b>Entered By</b> <b>Collision Number</b> <b>Entry Started</b> <b>Entry Completed</b> <b>Elapsed Time</b>				
030915-0514	7/8/2004 2:25:11 PM	7/8/2004 2:30:10 PM	5.0	
030920-2171	7/9/2004 11:10:37 AM	7/9/2004 11:19:17 AM	9.0	
030916-1180	7/9/2004 6:42:26 AM	7/9/2004 6:51:22 AM	9.0	
030916-1254	7/8/2004 3:44:22 PM	7/8/2004 3:49:29 PM	5.0	
030916-1001	7/8/2004 3:36:58 PM	7/8/2004 3:43:19 PM	7.0	
030915-2017	7/8/2004 3:27:32 PM	7/8/2004 3:32:54 PM	5.0	
030915-1965	7/8/2004 3:13:43 PM	7/8/2004 3:20:07 PM	7.0	
030915-1925	7/8/2004 3:05:04 PM	7/8/2004 3:09:49 PM	4.0	
030915-1876	7/8/2004 2:57:23 PM	7/8/2004 3:03:14 PM	6.0	
0309106-1232	7/9/2004 7:04:50 AM	7/9/2004 7:11:47 AM	7.0	
030915-1215	7/8/2004 2:33:40 PM	7/8/2004 2:38:02 PM	5.0	
030916-1293	7/9/2004 7:14:48 AM	7/9/2004 7:26:19 AM	12.0	
030915-0626	7/8/2004 2:20:22 PM	7/8/2004 2:24:46 PM	4.0	
030915-0655	7/8/2004 2:14:28 PM	7/8/2004 2:19:53 PM	5.0	
030915-1127	7/8/2004 2:07:46 PM	7/8/2004 2:13:57 PM	6.0	
030915-0940	7/8/2004 1:59:50 PM	7/8/2004 2:06:52 PM	7.0	
030915-1133	7/8/2004 1:50:16 PM	7/8/2004 1:58:09 PM	8.0	
030915-2668	7/8/2004 1:39:32 PM	7/8/2004 1:45:47 PM	6.0	
030915-2196	7/8/2004 1:33:21 PM	7/8/2004 1:39:05 PM	6.0	

Fig. 7.23

At the top of the report are stat totals for the date range you queried. On the left, you'll see that the report shows the **Longest** time it took to input a record, the **Average** time it took, and the **Shortest** time. This information will help your agency get an accurate sense of the efficiency of traffic records entry.

On the right, the report shows the **Total Time** spent inputting all the records that are currently in the System. The report also shows the **Total Reports** that are in the System, as well as that total times the minimum number of hours.

Below these stats is a table of all the collision records in the System, with each record displayed in a row. The table displays five types of relevant information: **Entered By** (who input the record), **Collision Number**, **Entry Started** (when the record first started being entered), **Entry Completed** (when the record was finished), and **Elapsed Time** (obviously, how long it took to complete the record input).

The purpose of the Data Entry Stats report is to show and analyze how quickly records are being inputted into the System and how many personnel hours are being spent on records input. These stats can be useful in determining records management efficiency and allocation of agency resources.

To run the **Data Entry Stats Summary**, you essentially do the same thing as you did with the Data Entry Stats query: input a date range and then hit Run Query. The Summary report is different:

### *Data Entry Stats Summary*

Longest:	75.0 min	Total Time:	300.3 hours
Average:	6.6 min	Total Reports:	2,720 collisions
Shortest:	0.0 min	Total x Minimum:	0.0 hours

Entered By	Shortest	Longest	Average	Total Reports	Total Hours
1	0.0	12.0	4.0	3	0.2
382	0.0	4.0	1.7	3	0.1
852	11.0	11.0	11.0	1	0.2
873	3.0	30.0	9.3	215	33.2
874	5.0	75.0	18.1	84	25.4
877	3.0	60.0	16.8	136	38.0
878	2.0	18.0	5.4	2278	203.3

**Settings Used for Query:**  
Date Range: 01/01/2003 to 12/31/2004

Fig. 7.24

Like the first Data Entry Stats report, the Summary report displays the total statistics for records input at the top (Longest, Average, Shortest, Total Time, Total Reports, and Total x Minimum) but the results in the report table are different. Essentially, the Summary displays statistics for each user, with the user's ID listed in the **Entered By** column. It then shows the **Shortest** amount of time it took each user to input a record, the **Longest** amount of time it took that same user to input a record, and the **Average** time it takes for that user to enter a record.

In addition, the Summary also displays the **Total Reports** entered by each user and the **Total Hours** each user spent inputting records.

### Printing the Data Entry Reports

To print either the Data Entry Stats or the Data Entry Stats Summary report, just open the File menu at the top of the browser and select Print. If the report does not fit within the margin, you can set the margins in the Page Setup option in the File menu. Remember that you can see how the report will look before it prints by using Print Preview.

Now that we've looked at the Data Entry Stats queries, let's move on to something quite different: the Collision Lookup feature.

### 7.9 Collision Lookup

**Collision Lookups by Person**

Collision Queries		<a href="#">Reset Form</a>	<a href="#">Run Query</a>
Collision Number: (*=Wildcard)	<input type="text"/>		
Name: *First * Middle * Last:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address: (*=Wildcard)	<input type="text"/>		
Vehicle License Number: (*=Wildcard)	<input type="text"/>		
Phone Number: (*=Wildcard)	<input type="text"/>		
Collision Dates:	<input type="text" value="01/01/2003"/>	<input type="text" value="12/31/2004"/>	

Fig. 7.25

The Collision Lookup is a powerful, useful feature that allows you to search collision records by person, or by particular pieces of information relating to a person. There are a variety of search parameters: Collision Number, Name, Street Address, Vehicle License Number, Phone Number, and Collision Dates. You can search by any one of these parameters or by a combination of several of them. Let's see how this works.

You can search by whatever criteria you have: if you want to search by a collision number, input that in the Collision Number field; if you want to search by a last name, input that; if all you have is a street address, enter that in the proper field. You might, for example, want to look up all records that begin have a collision number that begin with "N" or that involve and individual with the last name of "Jones" -- or both.

There are two important things to remember here: the more information you put into the query, the narrower your search will be, which means you will get fewer results; and, also, you can use the wildcard feature to your advantage.

What's a wildcard? Essentially, it allows you to search for a range of data. It uses the asterisk (\*) along with letters or numbers, and where you place the wildcard and how many letters or numbers you use will determine the type of search results you get.

For example, if you enter N\* in the Collision Number field and then hit Run Query, the System will search for any and all records with numbers that begin with "N". If you enter "N2", the System will search for records with numbers that begin with "N2". The more letters or numbers you enter, the narrower your search will be.

You can also use the wildcard character at the beginning of a search string. For example, if you enter \*123, the System will find records with collision numbers that end in "123".

Finally, you can search by letters or numbers that lie in the middle of a string. For example, let's say you enter \*044\* in the collision number field. The System will find any records with collision numbers that have 044 somewhere in the middle (meaning, anywhere between the very first digit and the very last digit).

So, to sum up, your search criteria can be set in the following ways:

Full search entry (for example, a complete record number or a complete last name, such as "Jones")

Beginning characters, using one or more (e.g., N\*, N0\*, N0711\*, JON\*)

Ending characters, using one or more (e.g., \*3, \*23, \*723, \*NES)

Middle characters, using one or more (e.g., \*4\*, \*04\*, \*RES\*)

Keep in mind that you can use the wildcard for any field: Collision Number, First Name, Middle Name, Last Name, Street Address, Vehicle License Number, and Phone Number.

But also keep in mind that **you don't have** to use the wild card -- you can use a whole search entry, such as full name or a street address. It all depends what type of results you want: whether you want a range of results or more specific ones. For example, if you search by a specific street address (e.g., "1200 Main Street"), you will only get records that contain that address (provided there are any in the System).

Let's see the Collision Lookup in action.

In this example, we're searching by Collision Number and Last Name using the wildcard feature. We'll place \*88\* in the Collision Number field to find records that contain those numbers and S\* in the Last Name field to narrow it down to records that contain last names beginning with S.

**Collision Lookups by Person**

Collision Queries		<a href="#">Reset Form</a>	<a href="#">Run Query</a>
<b>Collision Number:</b> (*=Wildcard)	<input type="text" value="*88*"/>		
<b>Name: *First * Middle * Last:</b>	<input type="text"/>	<input type="text"/>	<input type="text" value="S*"/>
<b>Street Address:</b> (*=Wildcard)	<input type="text"/>		
<b>Vehicle License Number:</b> (*=Wildcard)	<input type="text"/>		
<b>Phone Number:</b> (*=Wildcard)	<input type="text"/>		
<b>Collision Dates:</b>	<input type="text" value="01/01/2003"/>	<input type="text" value="12/31/2004"/>	

Fig. 7.26

Hitting the Run Query button will produce a report similar to this one:

**Collision Lookups by Person**

[Back to Query Page](#)

Accident #	Veh# - Occ# NonMot#	Date	Street Phone Number	Occupant (Last, First Middle Name) Non-Motorist (Last, First Middle Name) Registered Owner (Last, First Middle Name)	Status
LVMP030823-1688	1-2	8/23/2003	CHEYENNE AVENUE...	SEVILLA,GRACIELA B	<a href="#">Approved</a>
				,	
				,	
LVMP030825-0884	2-1	8/25/2003	BONANZA ROAD...	SPRAY,BECKY JO	<a href="#">Approved</a>
				,	
				,	
LVMP030825-1688	2-1	8/25/2003	SAHARA AVENUE...	SHANG,WEINA	<a href="#">Approved</a>
				,	
				,	
LVMP030903-2288	2-1	9/3/2003	FORT APACHE ROAD...	SMITH,TRACY	<a href="#">Approved</a>
				,	
				,	
LVMP030904-1882	2-1	9/4/2003	SAHARA AVENUE...	SANCHEZ,SILVANO E	<a href="#">Approved</a>
				,	
				,	

Fig. 7.27

As you can tell, the report lists each search result in numerical order (by accident number) and arranges basic data under specific headings. Note that some of the headings are staggered. For example, Occupant, Non-Motorist, and Registered Owner are listed in the same column. Each result has three rows and will display this information (if available) in the same order as they are listed in the heading.

Of course, the real point of this search is to find specific collision records. Once you've run the query and the search results appear, you can select a specific record and open it. To do this, locate the record you want to see in the list and move your mouse cursor over it. This record will be highlighted in yellow; click once on it with the mouse, and the System will open it in a standard, printable format.

The screenshot shows the 'STATE OF NEVADA TRAFFIC ACCIDENT REPORT SCENE INFORMATION SHEET' for accident number LVMP030825-0884. The report is dated 8/25/2003 at 0913 MONDAY. The location is LAS VEGAS, NV. The agency is LAS VEGAS METROPOLITAN POLICE DEPARTMENT. The collision involved 3 vehicles and 0 non-motorists, resulting in 4 occupants, 0 fatalities, 3 injured, and 4 restrained. The accident occurred on BONANZA ROAD at the intersection of LILLIAN STREET. The roadway character is straight & level, and the conditions are dry. The highway description is Two-Way, Not Divided, Center Turn Lane Lines. The weather conditions are clear. Various checkboxes for surface types like asphalt, concrete, gravel, dirt, and others are checked. The form includes sections for vehicle details, witness information, and a detailed description of the accident scene.

Event Number:		STATE OF NEVADA TRAFFIC ACCIDENT REPORT SCENE INFORMATION SHEET					Accident Number: LVMP030825-0884		
Code Revision:							<input type="checkbox"/> Property	<input checked="" type="checkbox"/> Injury	<input type="checkbox"/> Fatal
							Revised: 5/21/2003		
<input checked="" type="checkbox"/> Emergency		<input type="checkbox"/> Office Report		<input checked="" type="checkbox"/> Initial Report	<input type="checkbox"/> Preliminary Report	<input type="checkbox"/> Resubmission	<input type="checkbox"/> Hit and Run	Agency Name: LAS VEGAS METROPOLITAN POLICE DEPARTMENT	
					<input type="checkbox"/> Supplement Report	<input type="checkbox"/> Private Property			
Collision Date:	Time:	Day:	Beat/Sector	County	City	Surface	Intersection	Paddle Markers	
8/25/2003	0913	MONDAY			LAS VEGAS	<input checked="" type="checkbox"/> Asphalt	<input type="checkbox"/> Four Way	<input checked="" type="checkbox"/> None	
						<input type="checkbox"/> Concrete	<input type="checkbox"/> Four Way	<input type="checkbox"/> Left Side	
						<input type="checkbox"/> Gravel	<input type="checkbox"/> Right Side	<input type="checkbox"/> Both Sides	
						<input type="checkbox"/> Dirt	<input checked="" type="checkbox"/> T	<input type="checkbox"/> Unknown	
						<input type="checkbox"/> Other	<input type="checkbox"/> Y	<input type="checkbox"/> Roundabout	
Occurred On: (Highway # or Street Name) BONANZA ROAD									
<input checked="" type="checkbox"/> At Intersection With: <input type="checkbox"/> Or: <input type="checkbox"/> Feet <input type="checkbox"/> Miles <input type="checkbox"/> N/A Of (Cross Street) LILLIAN STREET									
<input type="checkbox"/> Approximate <input type="checkbox"/> Parking Lot <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural									
Roadway Character		Roadway Conditions		Access Control		<input checked="" type="checkbox"/> None	<input type="checkbox"/> Full	<input type="checkbox"/> Partial	Total All Lanes
<input type="checkbox"/> Curve & Grade		<input checked="" type="checkbox"/> Dry	<input type="checkbox"/> Chalk	Main Road	Cross Road	Travel Lane	12 Ft	<input checked="" type="checkbox"/> Not Determined	Relative To:
<input type="checkbox"/> Curve & Hillcrest		<input type="checkbox"/> Icy	<input type="checkbox"/> Standing Water	<input type="checkbox"/> One	<input type="checkbox"/> One			<input type="checkbox"/> Relatively	
<input type="checkbox"/> Curve & Level		<input type="checkbox"/> Wet	<input type="checkbox"/> Moving Water	<input type="checkbox"/> Two	<input checked="" type="checkbox"/> Two		12 Ft	<input type="checkbox"/> Level Roadway	
<input type="checkbox"/> Straight & Grade		<input type="checkbox"/> Snow	<input type="checkbox"/> Other	<input type="checkbox"/> Three	<input type="checkbox"/> Three			<input type="checkbox"/> (+) Up Slope	
<input type="checkbox"/> Straight & Hillcrest				<input type="checkbox"/> Four	<input type="checkbox"/> Four		0 Ft	<input type="checkbox"/> (-) Down Slope	
<input checked="" type="checkbox"/> Straight & Level			<input type="checkbox"/> Sand/Mud/Oil/Dirt/Gravel	<input checked="" type="checkbox"/> Five	<input type="checkbox"/> Five	Paved Shoulder			Grade: %
				<input checked="" type="checkbox"/> > 5	<input type="checkbox"/> > 5	Inside		Outside	
						Ft.		Ft.	
Pavement Markings and Type				Highway Description		Weather Conditions			
<input type="checkbox"/> None						<input type="checkbox"/> Unknown			
Centerline,Broken Yellow	Edge Line,Left,Yellow	Edge Line,Right,White	Two-Way,Not Divided	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Fog,Smog,Smoke,Ash				
Centerline,Solid Yellow	Edge Line,Left,White	Edge Line,Right,White	<input type="checkbox"/> Two-Way,Divided,Upper Median	<input type="checkbox"/> Cloudy	<input type="checkbox"/> Severe Crosswinds				
Centerline,Double Yellow	4 Center Turn Lane Lines		<input type="checkbox"/> Two-Way,Divided,Median Barrier	<input type="checkbox"/> Snow	<input type="checkbox"/> Sleet/Hail				
4 Lane Line,Broken White	Turn Arrow Symbols	No Passing,Either Dir.	<input type="checkbox"/> One-Way,Not Divided	<input type="checkbox"/> Rain	<input type="checkbox"/> Other				
Lane Line, Solid White	Unknown	Unknown	<input type="checkbox"/> Unknown	<input type="checkbox"/> Unknown	<input type="checkbox"/> Off Road				
Other					<input type="checkbox"/> Blowing Sand,Dirt,Soil,Snow				

Fig. 7.28

The Scene Information sheet appears, with all of the available data in their appropriate fields, as you would expect. And even though the Scene Information sheet opens first, the whole record is there for you to see. Use the navigation buttons at the top to reach different sections of the record. V1, V2, and V3, for example, will take you to Vehicle 1, Vehicle 2, and Vehicle 3, respectively -- although the number of vehicle buttons will vary from record to record, depending on how many vehicles were actually involved in the collision. Sometimes, there will be additional navigation buttons, such as O/W for the Occupant and Witness form.

If you don't want to view the sections of the record one-by-one, click the **Show All** button, which will show the entire report and allow you simply to scroll through the record.

## **Printing**

If you want to print the record, doing so is fairly easy: just hit the **Print** button in the navigation bar at the top of the screen.



NOTE: The **Print** feature will only print whichever section of the record you are currently looking at. So, for example, if you are looking at the Scene Information Sheet and select print, the System will print out a copy of just the Scene Information Sheet, not the entire collision record. The feature was set up this way for convenience, so that you can examine one section of a record at a time. If you'd like to print out the entire record, choose the Show All option first and then, after the entire record appears, hit **Print**.

When you are finished viewing and printing the record, hit the **Exit** button to return to the search results.

You can view additional records or, if you are finished, you can use the **Back to Query Page** link at the top of the screen to return to the Search Lookup page.

We have now covered Collision Queries. It's now time to take a look at Citation Queries.

### **7.10 Citation Queries**

Like the Collision Queries, the Citation Queries provide powerful methods for searching and analyzing citation data. To access them, just click on the **Queries Menu** from the **Main Menu**, and from there click on **Citation Queries**.

The System will open the **Citation Queries Menu**, which will display all of the available queries and reports (Fig. 7.29 below).

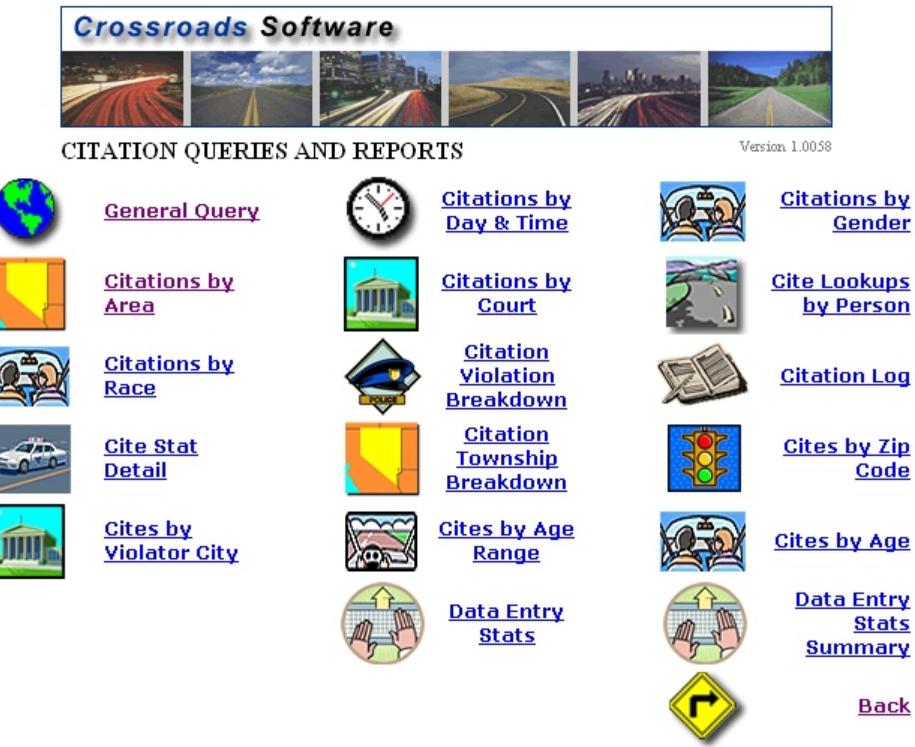


Fig. 7.29

The Citation Queries and Reports include:

**General Query.** Run a query for all citation data in the System; you can limit or expand the query using a variety of parameters, including defendant name and address, driver license number, vehicle information, court date, court, and more.

**Citations by Day and Time.** Ranks citations by date and time for a specified date range.

**Citations by Gender.** Displays the number and percentage of citations per gender.

**Citations by Area.** Breaks down the number and percentage of citations per area/beat.

**Citations by Court.** Shows the number and percentage of citations according to court.

**Cite Lookups by Person.** A powerful search function that allows you to lookup citations by person, as well as additional useful parameters.

**Citations by Race.** Analyzes the amount of citations according to the race of the defendant.

**Citation Violation Breakdown.** As the name implies, this query breaks down the citations by violation.

**Cite Stat Detail.** Breaks down citations and violations by category, such as Violations (Unique), Total Hazardous, Total Non Hazardous, Total Radar Citations, and more.

**Citation Township Breakdown.** Analyzes the number of citations per township.

**Cites by Zip Code.** Displays and ranks the number of citations for each zip code.

**Cites by Violator City.** Ranks the number of citations by the violator's city.

**Cites by Age Range.** Breaks down citations according to age range.

**Cites by Age.** A little different than the previous one, this queries breaks down citations for each specific age.

**Data Entry Stats.** Displays the data-input stats for each citation.

**Data Entry Stats Summary.** Displays data-input statistics, including the total number of reports, the average time for data entry, the total hours, and more.

## 7.11 How to Run a Query

The majority of the Citation Queries work the same way, and so we won't examine each one of them in detail. Instead, we'll take a look at a how to run most of the queries by using one as an example. However, there are several queries that are unique and required step-by-step instruction, and these will be examined in depth.

Let's begin with a regular citation query, such as Cites by Violator City. The query opens with this screen:

**Citations by Violator City**

[Back | Citation Queries](#) [Reset Form](#) [Run Query](#)

Main Query Parameters:

Start Date: 01/01/2003

End Date: 12/31/2004

Officer ID: \*

Fig. 7.30

Like most of the Citation Queries, this one is straightforward and doesn't require you to input a lot of information first. The most important parameters are the **Start Date** and **End Date** because every query needs a date range. By default, the query will automatically display the dates that have been set up in the Traffic Management Configuration, but you can certainly change the dates by simply clicking in the date fields, removing the existing dates, and inputting new ones.

When changing the dates, make sure to use the standard, eight-digit format: two digits for the month, two for the day, and four for the year. So, for example, if you want to input a start date of March 7, 2005, you would type "03" and then "07" and then "2005." Don't worry about the slashes, though -- the System will put these in automatically.

The only other query parameter is **Officer ID**. This is optional. If you leave the field blank, the query will include all citations by all officers.

However, if you want to run the query for a specific officer, open the drop-down list in the Officer ID field, scroll until you find the officer you want to query by, and click on the name with the mouse.

[Back | Citation Queries](#)      [Reset Form](#)      [Run Query](#)

**Main Query Parameters:**

Start Date:	01/01/2003
End Date:	12/31/2004
Officer ID:	<input type="text" value=", Admin 5000"/> Alessandra, Nick 622 Allen, Charles 192 Almaraz, Mark 146 Altman, David 073 <b>Ames, Thomas 171</b> Anderson, Starr 9235 Angelone, Lisa 9131 Archey, Robert 097 Arellano, Luciano 488 Asp. Dave 139 Aten, Arthur 522 Austin, Chris 478 Ayala-Zapata, Luis 312 Bailey, Kevin 136 Bailey, Norman 355 Bainter, William 165 Baldwin, Ken 5000 ballard, dave 9078 Barnes, Larry 379 Barnes, Trent 271 Baughman Jr, Roy 172 Beach, Kirt 625 Bell, Santa 324 Bennett, Brian 313 Bennett, Daniel 337 Bennett, Noah 607 Beringer, Scott 232 Berry, Melissa 9266 Biehl, Mark 631 Bittick, Mark 130

Fig. 7.31

With the dates and the officer ID (if necessary) set, just hit the **Run Query** button at the top to execute the query.

The **Reset Query** button will return the query to its default settings -- the default, configured date and an empty Officer ID field. You can use this when you want to clear the parameters you've entered and start again.

When the query runs, it produces a report:

*Nevada Highway Patrol  
Violator City Report*

Date Range Reported: 01/01/2003 to  
12/31/2004

Total Cities: 204

Total Citations: 4406

<u>City</u>	<u>Citations</u>	<u>%</u>
Carson City	3055	69.34%
Dayton	349	7.92%
Reno	202	4.58%
Gardnerville	140	3.18%
Minden	80	1.82%
Sparks	67	1.52%
Silver Springs	42	0.95%
STAGECOACH	38	0.86%
Moundhouse	30	0.68%
Virginia City	16	0.36%
Incline Village	15	0.34%
S LAKE TAHOE	15	0.34%

Fig. 7.32

The report has a readable layout, displaying the date range that was used, the total number of cities, and the total number of citations. Then, the actual query results are displayed in the main portion of the report. Because this was a query of citations by violator city, the report shows the city on the left, the total number of citations for that city in the center, and the percentage that each city makes up in the total number of cites.

Fig. 7.32 is just a detail of the report, as it can be long, depending on the number of cities. As with all collision reports, this citation report (as well as the others) displays the Settings Used for Query at the end. In most cases, this will include the date range you specified and officer information if you selected a specific officer ID.

## 7.12 Printing the Report

Each citation report can be printed for your use, in the even that you'd like to review a collision, to maintain hard copy files, to have reports available without having to run queries again, or to analyze citation data.



**NOTE:** Before printing a report, it's important to ensure that the page margins are set properly. Because some of the reports are in landscape (instead of portrait), there is the possibility that the entire report won't print if the margins are too wide. **The page margins should be set to 1/4 (.25) inch on all sides.** To do this, simply go to the File menu at the top left of your internet browser window. From the File menu, select Page Setup. Depending on which browser version you are using, the location of the margin settings will vary; but just look for Margins and set each of them to .25. When finished, click OK. **Once you set the margins, the browser should maintain the settings** (even after the computer is restarted or shut down) until you manually change them again.

When you're ready to print the report, simply go to the File menu in the browser and select Print. On occasion you might have to change the page layout to **Landscape** if the report doesn't fit the standard "portrait" layout (you can see what it will look like by selecting **Print Preview** in the File menu). To change the layout, click on the **Layout** tab in the Print dialog box and select Landscape. Then hit **OK** to print the document.

Most of the Citation Queries work just like the Cites by Violator City Query. Let's now take a look at the unique citations queries, those that operate differently and that require some explanation.

## 7.13 General Query

The General Query is an extensive, all-purpose query that offers the widest range of query parameters and allows you to search all available citation data. You can include and exclude as much data as you want -- you can search all citations for a specific date range, for example, or you can limit the search in a variety of ways: by citation number, township, the defendant's name or address, driver license, vehicle make, and more. This makes the General Query a very powerful tool; there might be times when you just want to find a citation for a certain defendant or only those citations for a certain court.

The General Query consists of a series of sections that contain various parameters. Let's take a look at these sections.

CITATION GENERAL QUERY/ TYPE: = <input type="button" value="*"/> <input type="button" value="▼"/>		* Citation Number: <input type="text"/>
IN THE JUSTICE'S COURT OF <input type="button" value="*"/> <input type="button" value="▼"/> TOWNSHIP		
IN AND FOR THE COUNTY OF WASHOE, STATE OF NEVADA		
THE STATE OF NEVADA COUNTY OF WASHOE, Plaintiff	MISDEMEANOR AND/OR TRAFFIC CITATION AND COMPLAINT	<input type="button" value="Reset"/> <input type="button" value="Run Query"/>

Fig. 7.33

### Type, Number, and Township

At the top of the General Query are two fields for **Type**: you can use these to specify and search by a specific citation type. The first drop-down field has two values: **=** and **Not**. If you select **=**, the search will *include* whichever citation type you select in the second field. If you select **Not**, it will *exclude* whichever citation type you select.

Next select a citation type: Misdemeanor, Traffic, Juvenile, or Warning. If you want to search all citation types, just leave the field at its default wildcard (\*) setting.



NOTE: All of the drop-down fields in the General Citation Query have a asterisk/wildcard (\*) set by default. This simply means that, if you do not select anything from a drop-down list, the Query will include all possible selections in the search. For example, let's say you first want to search citations involving blue vehicles. You would select "Blue" from the Color drop-down list. But, later, let's say you don't want to limit your search to blue vehicles; you want to include all vehicles. You would then just leave the Color drop-down list at \*. This works the same for all drop-down fields in the General Citation Query.

For the **Citation Number** field, you can leave the field blank (the search won't be limited to a citation number), input a complete citation number (the search will bring back that one particular cite), or input several characters and a wildcard (\*). For details on using a wildcard, see Section 7.9 on Collision Lookup, where we explain how to use a wildcard. Essentially, you can use the \* before or after a character or a set of characters to limit or extend your search: for example, N\* will return all cites with citation numbers beginning with N; \*888 will return all cites with numbers ending in 888; and \*44\* will return all cites with numbers that have 44 somewhere in them.



NOTE: Any field in the Citation General Query that is labeled with a \* can accept wildcards: for example, \*First, \*Street, \*SS #, and so on. Remember that the more characters you include in a wildcard search, the less extensive the search will be. Using N\*, for example, will likely bring back more results than something more specific, like N123456\*. The same principle holds true for any of the wildcard fields, such as defendant name. J\* is more likely to yield more results than Jone\*. Also remember that, if you leave the field blank, you will get more results than if you input characters or words.

The last field in this section, **Township**, allows you to select a specific township to search by (or leave it blank to include all of them). There are two buttons: **Reset** and **Run Query**. We'll return to these later -- we need to look at the rest of the query -- but these buttons do exactly what you think they do: Reset clears the query fields and allows you to start over, while Run Query starts the search and produces the results.

### Defendant

This section lets you search by defendant-related criteria, such as the defendant's name, address, race, sex, driver license, or other parameters. You can, for example, search for all male defendants for a specific date range or all those who live in a specific zip code.

The screenshot shows a web-based form titled "DEFENDANT: \*FIRST\* MIDDLE \*LAST:". The form includes fields for residence address, race, sex, age, height, weight, hair color, eye color, SSN, driver license number, and driver license state. There are also fields for occupation and address. Most fields are labeled with an asterisk (\*) indicating they are required. Some fields, like age, height, and weight, have "From" and "To" input fields for ranges. Drop-down menus are used for race, sex, hair color, eye color, and driver license state.

Fig. 7.34

Use any of the defendant-related fields you need to narrow your query. In the free-entry fields (such as name and address), you can input complete criteria or use a wildcard search, while in the drop-down fields (Race, Sex, Hair, Eyes, and Driver License State), you can limit your search by making a selection.

There are three fields that don't contain wild cards because they allow you to search by ranges. These are **Age**, **Height**, and **Weight**. Enter a **From** value and a **To** value in these fields (or leave them blank to include all ages, heights, and weights).

VEHICLE: YR.	MAKE:	STYLE:	COLOR:
*LIC. PLATE:	LIC PLATE STATE:	*VIN:	
TIME OF OFFENSE: From To			

Fig. 7.35

### **Vehicle**

In this section of the Citation General Query, you can limit the search according to vehicle-related criteria. Use drop-down lists to select a Make, Color, or the License Plate State. Use the free-entry fields to input full criteria or wildcard searches.

### **Dates, Count, Officer, and Court**

In the final sections of the General Query, you can search by specific dates, by a specific violation/count, by the officer's name, or by the court.

Citation Dates:	Court Date:		
01/01/2003	12/31/2004		
COUNT:	*	*	
PEACE OFFICER PREPARING CITATION: *			
TO THE DEFENDANT ABOVE NAMED, YOU ARE HEREBY NOTIFIED TO APPEAR BEFORE THE JUDGE OF THE JUSTICE COURTS OF:			
*			

Fig. 7.36

By default, the **Citation Dates** (the date range by which you query) are the same dates that are set up in Configuration and that appear in all queries. You can change the dates by deleting the default ones and inputting new dates. If you would rather query by **Court Date**, input a date in this field, using the standard eight-digit format (two digits for the month, two for the day, and four for the year).

To query by **Count**, open the first drop-down list to select the code and the second to select the description.

To query by the name of the **Peace Officer Preparing Citation**, open the drop-down list for this field, locate the officer's name, and select it by clicking on it with the mouse.

Finally, you can query by a specific court; simply open the drop-down list in the **Justice Courts Of**, locate the appropriate court, and select it.



NOTE: Keep in mind that the Citation General Query is a very flexible search. You can search by a single criteria, or you can search by a combination of them. Use the fields across the various sections to combine criteria if you need to. For example, you can query for all cites with citation numbers that begin with N, with defendants whose last names begin with S, and with vehicle makes that match "Civic."

When you have set the search criteria in the General Query, you can execute the search by clicking the **Run Query** button at the top. If you want to clear the fields and start from scratch, just hit the **Reset** button.

When the results appear, you'll see them organized in a readable report:

<i>Nevada Highway Patrol Citation Report Summary</i>						
<a href="#">Close</a>   <a href="#">Print</a>						
Date Range Reported: 01/01/2003 to 12/31/2004						
Total Citations = 35						
Cite Number	Cite Date & Time	Primary Road	Secondary Road	Code 1	Code 2	Last Name
c 7108335354	05/08/2004 15:13		4249 Emerson	10.20.020		Johnson
C10170345390	12/07/2004 06:28	E COLLEGE	OTHA	10.20.010		JOHNSON
C10207495355	12/09/2004 20:21	ROOP	LITTLE	10.20.010		JOHNSON
C10215175327	12/10/2004 09:11	GRAVES		10.20.010		JOHNSON
C10278845354	12/14/2004 15:59	GRAVES LN.	HVY. 50	10.12.030		JORDAN
C10278865354	12/14/2004 18:58	HOTSPRINGS	COLLEGE PKWY.	10.12.030	10.25.060	JOHNSON
C6775945276	04/15/2004 13:14	ROOP	LITTLE	10.16.020		JOHNSON
C7115995389	05/09/2004 03:59	BEVERLY		482.545(3)	10.20.010	Johnson
CT233485359	05/17/2004 07:48	SALIMAN	GOLDFIELD	10.20.010	10.25.040	JOHNS
CT467475296	06/02/2004 13:47	GRAVES	OTHA	10.20.010		JOHNSON
CT469765276	06/02/2004 17:36	GRAVES	AIRPORT	10.20.010		JOHNSON
CT496885276	06/04/2004 14:48	HVY 50 EAST	GRAVES	10.08.010		JOHNSON
C7536395314	06/07/2004 08:39	COLLEGE	AIRPORT	10.20.010		JONES
C7550505187	06/08/2004 08:10	ROOP ST.	DAN ST.	10.25.040	482.545(3)	JONES
						LISA

Fig. 7.37

In this example, we did a query for all citations that contained defendants whose names ended in Jo\*. Each citation has its own row in the report, with the data for each one arranged in columns. Column headings at the top tell you what type of data is listed (e.g., Cite Number, Cite Date & Time, Primary Road, Secondary Rode, Code 1, and so on). Basic report information is contained at the top of the report, where you can see the date range and the total number of records for your query. The bottom of the report (not shown here) contains information about all of the settings you specified for the query. Therefore, if you set any of the additional query parameters, those settings will be displayed at the end.

## 7.14 Cite Lookups by Person

The Cite Lookups by Person is similar to the Collision Lookups by Person that we covered in Section 7.9 of this chapter. It's a powerful, useful search that allows you to search citations by person (defendant), or by particular information related to a person. As you can see in Fig. 7.38, there are several search parameters, including Citation Number, Name, Driver License Number, License Plate, License Plate State, Collision Dates, and Court Date. You can search by any one of these parameters or by a combination of several of them.

The screenshot shows a web-based search form titled "Citation Lookups by Person". At the top right are two buttons: "Reset Form" and "Run Query". Below the title, the form fields are organized into rows:

Citation Queries	Reset Form	Run Query
Citation Number:	<input type="text"/>	
Defendant: *First * Middle * Last:	<input type="text"/> <input type="text"/> <input type="text"/>	
*Driver Lic #:	<input type="text"/>	
*Lic Plate :	<input type="text"/>	
Lic Plate State:	*	<input type="button" value="▼"/>
Citation Dates:	<input type="text" value="01/01/2003"/>	<input type="text" value="12/31/2004"/>
Court Date:	<input type="text"/>	

Fig. 7.38

The Cite Lookups by Person allows to search by whatever criteria you have: by a citation number, a defendant's name, a license number, or other data. You might, for example, want to look up all records that begin with "S" or that involve an individual with the last name of "Jones" -- or both.

As with the Collision Lookups, the important thing to remember is that the more information you put into the query, the narrower your search will be -- and, also, you can use the wildcard (\*) feature to your advantage.

For full details on running wildcard searches, refer to Section 7.9. Essentially, you use the asterisk (\*) before or after letters or numbers to get a range of data. For example, if you enter N\* in the Citation Number field and then hit Run Query, the System will search for all citations with numbers than begin with N.

Of course, you don't have to use the wildcard -- you can easily search by inputting full information (full names or citation numbers, for example) or by leaving fields blank.

When you are ready, hit the **Run Query** button to execute the query. If you wish to start over, use the **Reset Form** button.

The results will display in a tabular, readable format.

<b>Citation Lookups by Person</b>					
Back		Run Query			
Cite #	Citation Date	Violation Description (1st)	Violator Name	Court Date	Load File
C 7887195235	7/1/2004 5:19:00 PM	CCMC DRIVING WITHOUT VALID LI...	SANTIAGO-GONZLES ,LIONSO	Mon: 07/12/2004 11:15 AM	09241982
C10080895235	12/1/2004 1:17:00 PM	CCMC STOP OR YIELD SIGN...	SHELDREY ,RICHARD ARNOLD	Mon: 12/27/2004 11:15 AM	08031954
C6688955354	4/9/2004 12:15:00 PM	CCMC CARELESS DRIVING...	SAMARIS ,NICHOLAS C	Mon: 05/03/2004 11:00 AM	11301983
C6778825269	4/15/2004 6:02:00 PM	CCMC FOLLOWING TOO CLOSELY...	SAYAN,SONYA MICHELE	05/10/2004 11:00	01191973
C7348815246	5/25/2004 8:01:00 AM	CCMC BASIC SPEED (11-15 OVER)...	SMITH ,ROLLIN POWERS	Mon: 06/14/2004 11:15 AM	09161977
C7885685276	7/1/2004 2:48:00 PM	CCMC FAIL TO OBEY TRAFFIC SIG...	SCHROEDER,TINA MARIE	Mon: 07/19/2004 11:15 AM	11141966
C7887815325	7/1/2004 6:21:00 PM	CCMC BASIC SPEED (11-15 OVER)...	SRINIVAS,KASOJI	Thu: 07/22/2004 11:15 AM	02011969
C8288195144	7/29/2004 1:39:00 PM	CCMC BASIC SPEED (16-20 OVER) ...	SHARP,ANGELA MARIE	08/19/2004 11:15	02011969
C8356885296	8/3/2004 8:08:00 AM	CCMC SCHOOL ZONE (10+) MPH OV...	STEELE ,LUCILLE CHRISTINE	Mon: 08/23/2004 11:15 AM	01261958
C8788915295	9/2/2004 8:11:00 AM	CCMC NO VALID DRIVER LICENSE...	Salazar ,GERALDO	Mon: 09/27/2004 11:15 AM	07081958
C8803715144	9/3/2004 8:51:00 AM	CCMC BASIC SPEED (16-20 OVER) ...	STEWART,JEREMY DAVID	09/23/2004 11:15	01181986
C8803845246	9/3/2004 9:04:00 AM	CCMC BASIC SPEED (1-10 OVER)...	STEWART ,JEREMY DAVID		01181986
C883678524A	9/5/2004 3:58:00 PM	CCMC LICENSE SUSPENDED / REVOK...	SALAS-ROJAS,CARMEN	09/27/2004 11:15	
C8836945392	9/5/2004 4:14:00 PM	NRS FICTITIOUS SUSP/REVOKED R...	SCOTT,WILSON JOHN	Thu: 09/23/2004 11:15 AM	12231949
C8846095276	9/6/2004 7:29:00 AM	CCMC BASIC SPEED (1-10 OVER)...	STEWART ,JULIANNE CLARINDA	Mon: 09/27/2004 11:15 AM	04241973
C8849763226	9/6/2004 1:36:00 PM	CCMC BASIC SPEED (11-15 OVER)...	SIEBEN ,LYNDA	Mon: 09/27/2004 11:15 AM	08031950
C8850325276	9/6/2004 2:32:00 PM	CCMC BASIC SPEED (1-10 OVER)...	SANCHEZ ,LETICIA ISABEL	Mon: 09/27/2004 11:15 AM	06011974
C888965318	9/9/2004 8:36:00 AM	CCMC BASIC SPEED (11-15 OVER)...	STEVENS,SEVERIN ERNEST	Thu: 09/30/2004 11:15 AM	04161981
C8891115318	9/9/2004 10:31:00 AM	CCMC BASIC SPEED (16-20 OVER) ...	SAUNDERS,JOHN DOUGLAS	Thu: 09/30/2004 11:15 AM	09151951
C8895495392	9/9/2004 5:49:00 PM	NRS EXPIRED LICENSE PLATES...	SANDERS,DAWNYA LEE	Mon: 09/27/2004 11:15 AM	10191973
C9588475296	10/27/2004 8:47:00 PM	CCMC BASIC SPEED (16-20 OVER)...	SPROULL ,SARAH MARIE	Thu: 11/18/2004 11:15 AM	07181984
C9639885327	10/31/2004 10:28:00 AM	NRS NO PROOF OF INSURANCE...	SANCHEZ -HERNANDEZ,EMILIO	Mon: 11/22/2004 11:15 AM	08081970
C9658805360	11/1/2004 6:00:00 PM	CCMC BASIC SPEED (16-20 OVER)...	SEGURA-HERNANDEZ ,MARIBEL	Mon: 11/22/2004 11:15 AM	01181974
C9668805246	11/2/2004 10:40:00 AM	CCMC TRESPASSING...	SPUEHLER ,RICHARD NATHANEL	TBA MUST BRING PARENT	12261986
C9888715354	11/17/2004 4:57:00 PM	CCMC STOP OR YIELD SIGN...	SOARES ,SANDRA	Mon: 12/13/2004 11:15 AM	01211973
C9898825138	11/18/2004 9:51:00 AM	CCMC NO VALID DRIVER LICENSE (...	SUAREZ,MARGARITA TEPEHOA	12/09/2004 11:15	10171980

7.39

In this particular query, we searched for citations with defendants whose last names begin with S. The results are listed in rows with the most essential information showing: Cite #, Citation Date, Violation Description, Violator Name, Court Date, and Load File.

From the results, you can select a specific record and open it to view and print it. To do this, locate the record you want to see in the list of results and move your mouse cursor over it. The record will be highlighted in yellow. Click on it once with the mouse, and the System will open it in a standard, printable format.

Fig. 7.40 below shows an example.

**Sheldrew , Richard Arnold**

In the Justice/Municipal Court of Carson City Court Case #	State of Nevada LAS VEGAS METROPOLITAN POLICE DEPARTMENT			Citation Number: C10088095235 Accident Number: Event Number: <input type="checkbox"/> Evidence Logged <input type="checkbox"/> Arrest	
<input type="checkbox"/> Juvenile	Traffic/Misdemeanor/Citation Complaint				
<input checked="" type="checkbox"/> Traffic	<input type="checkbox"/> Accident	<input type="checkbox"/> School Zone	<input type="checkbox"/> Hazmat	<input type="checkbox"/> Aircraft	Clock Number:
<input type="checkbox"/> Non-Traffic	<input type="checkbox"/> Warning	<input type="checkbox"/> Construction Zone	<input type="checkbox"/> S.T.E.P.	<input type="checkbox"/> Radar	<input type="checkbox"/> Other
<input type="checkbox"/> Parking	<input type="checkbox"/> Misdemeanor	<input checked="" type="checkbox"/> Urban	<input type="checkbox"/> Rural	Explain:	
Travel Direction: North: <input type="checkbox"/>	South: <input type="checkbox"/>	East: <input checked="" type="checkbox"/>	West: <input type="checkbox"/>	Beat/Area: 4	Mile Marker:
At Location: ROBINSON AT DREW					
Weather Conditions: Cloudy		Road Conditions: Ice		Traffic: Light	
Violation Date: 12/01/2004		Day Code: 4		Violation Time: 13:17	
Issue Date: 12/01/2004				Issue Time: 13:29	
Defendant Type: Driver: <input checked="" type="checkbox"/> Passenger: <input type="checkbox"/> Pedestrian: <input type="checkbox"/> Other: <input type="checkbox"/> Explain Other:					
Had Been Drinking: Yes: <input type="checkbox"/> No: <input type="checkbox"/> Unk: <input checked="" type="checkbox"/> Test Type: PBT: <input type="checkbox"/> Blood: <input type="checkbox"/> Breath: <input type="checkbox"/> UA: <input type="checkbox"/> Drugs Suspected: <input type="checkbox"/> Results: %					
THE UNDERSIGNED CERTIFIES AND SAYS THAT IN THE STATE OF NEVADA CITY/COUNTY					
Name (Last, First, Middle): SHELDREW , RICHARD ARNOLD			SSN: 0		
Address: Physical: <input checked="" type="checkbox"/> Mailing: <input type="checkbox"/> PO BOX 313			City: Minden	State: NV	Zip: 89423 Country:
DOB: 08/03/1954	Race: W	Sex: M	Ht: 600	Wt: 175	Hair: BRO Eyes: HZL
OLN/ID: CDL: <input type="checkbox"/> 0201083753	State: NV	Class: C	Expiration: 08/03/2008	Restrictions:	Endorsements: M
Vehicle has current proof of insurance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Expiration Date of Insurance Card: 02/02/2005					
DID OPERATE THE FOLLOWING VEHICLE/MOTOR VEHICLE AT THE ABOVE LISTED LOCATION					
Commercial Vehicle: <input type="checkbox"/>	US DOT #:	VIN #			
Vehicle License: ORT1188	Lic State: NV	Expiration:	Year: 1998	Make: Ford	Model: F150 Type: PK-Pickup Color: RED
Registered Owner: <input checked="" type="checkbox"/> Same ,		Address: NV			

Name: Sheldrew , Richard Arnold  
# (775)0

Fig. 7.40

Use the navigation buttons at the top of the screen to view different portions of the citation. You can also view the citation together with violator's disposition or the citation together with the narrative. To print each section use the **Print** button at the top.



**NOTE:** The **Print** feature will only print whichever section of the citation you are currently looking at. So, for example, if you are looking at the Narrative and select print, the System will print out a copy of just the Narrative. The feature was set up this way for convenience, so that you can examine one section of a citation at a time. To print just the citation, select **Citation** and then hit **Print** or use the **Citation and Narrative** or **Citation and Description** and then hit **Print**.

Let's now take a look at a few more unique citation queries.

## 7.15 Citation Log

The Citation Log, like the Collision Log, is a simple query that shows you all citations for a specified time period.

Fig. 7.41

To execute the query, set the **Start Date** and **End Date**. The default dates that were set up in Configuration will automatically appear, but you can alter the dates simply by removing the defaults and inputting the date range you need.

Next, you can select a specific officer in the **Officer ID** field if so desired. Doing this will provide you with a log of all citations for that one officer for the specified date range. If you leave the Officer ID field at its default (\*) setting, the log will include citations by all officers for that date range.

When ready, hit **Run Query**.

*Nevada Highway Patrol  
Citation Log Report*

Date Range Reported: 06/01/2004 to 06/30/2004  
Total Citations: 403

Citation #	Date	Name	Vehicle License	Court	Court Date
C 7454175295	06/01/2004	GARGANO , LOUIS A	150-PTK	Carson City	
C 7455815311	06/01/2004	RUDY, JOSHUA R	786PTP	Carson City	
C 7455975311	06/01/2004	BRANDT, MIKEAL J		Carson City	
C 7456685311	06/01/2004	MERZ, ROBERT W	803PTL	Carson City	
C 7457655311	06/01/2004	VELASQUEZ, DAVID L	260PTF	Carson City	
C 7481515247	06/03/2004	RVE , NICHOLE COLL...	TEMP	Carson City	
C 7513755311	06/05/2004	BARTAK, MATTHEW LEE	KEEPH8N	Carson City	
C 7529585311	06/06/2004	SONDEREGGER, CHARLES...	291JZF	Carson City	
C 7529845311	06/06/2004	LYNCH, JERRY L	0A9642	Carson City	
C 7542535311	06/07/2004	ROSE, TOMMY L	322P JL	Carson City	
C 7543875311	06/07/2004	GARCIA, FRANCISCO F	640RPS	Carson City	
C 7544125295	06/07/2004	WINDLE, CARRIE	885- RMG	Carson City	
C 7566225247	06/09/2004	GUIDOTTI, RONALD A...	176 RKW	Carson City	
C 7580445247	06/10/2004	HONYUMPTEWA, SHARON...	477 PTE	Carson City	
C 7601055235	06/11/2004	ARRELLANO , JOSE DE...	826 P2J	Carson City	
C 7616375311	06/12/2004	MALTERER, KANDY L	585PZL	Carson City	
C 7616485311	06/12/2004	BRACHT, MICHELLE L		Carson City Juvenile	
C 7644415311	06/14/2004	WARD, ERNEST W		Carson City	
C 7644575235	06/14/2004	GUNN, SHIRLEY ETHE...	210 PT K	Carson City	
C 7658515311	06/15/2004	ROCHA, LETICIA M	2LUW446	Carson City	
C 7667975247	06/16/2004	HENDERSON , THOMAS ...	TEMP	Carson City	

Fig. 7.42

The Citation Log Report displays the date range you used and the total number of citations for that range. As you can see in Fig. 7.42, the bulk of the report includes a log of the citations, each listed in its own row with the following information: citation number, date, name (of violator), vehicle license, court, and court date.

Like all queries, the Citation Log Report also displays “Settings Used for Query” at the end of the report (it will display the date range and the officer ID, if it was selected before running the query).

To print the Citation Log, simply go to the **File** menu and select **Print**.

## 7.16 Data Entry Stats and Data Entry Stats Summary

These two queries are quite similar to the Data Entry Stats queries in the Collision Menu. They allow your agency to understand the efficiency of data entry in the Traffic Management System: how many citations have been entered over a specified period of time, the average time it takes to input a citation, and the longest and shortest times for record entry. You can also see similar statistic for each user.

The Data Entry Stats query provides a run-down of data-entry stats and then information on each collision record entered. The Data Entry Stats Summary is a little different; it displays data-entry stats by user.

Make sure you have the date range you want and then select **Run Query**.

Data Entry Stats	
<a href="#">Back   Citation Queries</a>	<a href="#">Run Query</a>
Collision Dates:	01/01/2003    12/31/2004

Fig. 7.43

The report (Fig. 7.44 below) displays stat totals at the top, including the **Longest** time it took to input a citation, the **Average** time it took to input a cite, and the **Shortest** time. The report also displays the Total Time spent inputting all citations, the total number of cites, as well as the total times the minimum number of hours.

Below these stats is a readable table of all the citations returned for the date range you queried, with each citation record displayed in a row. The table shows five types of important information: **Entered By** (who input the record), **Citation Number**, **Entry Started** (when the citation first started being entered), **Entry Completed** (when the citation was finished), and **Elapsed Time** (how long it took to complete the citation input).

### *Data Entry Stats*

<b>Longest:</b> 43.0 min	<b>Average:</b> 10.5 min	<b>Total Time:</b> 1.4 hours
<b>Shortest:</b> 0.0 min		<b>Total Reports:</b> 8 cites
		<b>Total x Minimum:</b> 0.0 hours

Entered By	Citation Number	Entry Started	Entry Completed	Elapsed Time
69	C883678524A	9/9/2004 11:16:35 PM	9/9/2004 11:41:53 PM	25.0
51	C6999895229	5/8/2004 1:09:09 PM	5/8/2004 1:12:59 PM	3.0
51	C6999885229	5/8/2004 1:01:21 PM	5/8/2004 1:04:04 PM	3.0
51	C6999835229	5/8/2004 12:42:55 PM	5/8/2004 12:44:50 PM	2.0
51	C6999875229	5/8/2004 8:12:37 AM	5/8/2004 8:18:56 AM	6.0
51	C6732645314	5/7/2004 8:47:39 AM	5/7/2004 8:49:52 AM	2.0
74	C6632265265	4/16/2004 7:22:19 AM	4/16/2004 8:05:53 AM	43.0
1	12345	2/23/2004 4:52:22 PM	2/23/2004 4:52:34 PM	0.0

Fig. 7.44

The purpose of the Data Entry Stats report is to show and analyze how quickly records are being inputted into the System and how many personnel hours are being spent on records input. These stats can be useful in determining records management efficiency and allocation of agency resources.

To run the **Data Entry Stats Summary** query, you do essentially the same thing you did for the Data Entry Stats query: input a date range and then hit Run Query. The Summary report is different:

### *Data Entry Stats Summary*

<b>Longest:</b> 43.0 min	<b>Average:</b> 10.5 min	<b>Total Time:</b> 1.4 hours
<b>Shortest:</b> 0.0 min		<b>Total Reports:</b> 8 cites
		<b>Total x Minimum:</b> 0.0 hours

Entered By	Shortest	Longest	Average	Total Reports	Total Hours
1	0	0	0.0	1	0.0
51	2	6	3.2	5	0.3
69	25	25	25.0	1	0.4
74	43	43	43.0	1	0.7

Date Range Reported: 01/01/2003 to 12/31/2004

Fig. 7.45

Like the first Data Entry Stats report, the Summary report displays the total statistics at the top, but in the main table it displays statistics for each user, with the user's ID listed in the **Entered By** column. It then shows the **Shortest** amount of time it took for each user to input a record, the **Longest** amount of time it took that same user to input a record, and the **Average** time it took for that user to enter a record.

In addition, the Summary also displays the **Total Reports** entered by each user and the **Total Hours** each user spent inputting records.

Like the previous Data Entry Stats query, the Summary query provides valuable information about data-input efficiency (in this case, by user) and can assist your agency in understanding its allocation of resources.

### **Printing the Data Entry Reports**

To print either the Data Entry Stats or the Data Entry Stats Summary report, just open the File menu at the top of the browser and select Print. If the report does not fit within the margin, you can set the margins in the Page Setup option in the File menu.

Remember that you can see how the report will look before it prints by using Print Preview.

We have now finished looking at the Collision and the Citation Queries in the Traffic Management System. To learn about Graphs and Charts, Officer Activity Reports, and Records Output, go to chapter eight.

# CHAPTER EIGHT

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## CHARTS, OFFICER ACTIVITY REPORTS AND RECORDS OUTPUT

The Collision and Citation Queries are useful tools for examining traffic and citation data. The Traffic Management System features additional analysis tools that are equally powerful and useful, particularly color-coded charts that allow you to break-down and understand collision patterns. These charts cover vehicle and driver factor, roadway conditions, collision type and highway factors, collisions by year, injury severity, and much more.

In addition, the Queries section of the Traffic Management System also includes Officer Activity Reports and a sub-section for Records Output, where you can send collision and citation data to your agency's records-management system and transmit records to the courts.

Charts, Officer Activity Reports, and Records Output are all important, but we'll begin with the Charts, examining how to use and understand them in detail.

### 8.1 Charts

All charts are available in a single query screen (which is rather convenient). To access them, simply select **Queries** from the Main Menu. From there, select **Charts**. The Charts screen will open (see Fig. 8.1 below).

The Charts screen is divided into several sections. On the left are the sections that contain all of the query parameters -- the criteria you will query by. The Charts screen has an extensive array of parameters, much like the General Query that we covered in Section 7.5 of Chapter Seven. We'll look at those parameters and the steps involved in running a query.

On the right of the screen are buttons, divided into two types: Pie Charts and Bar Charts, and each type has a variety of query options. After selecting the query parameters on the left of the screen, you simply select one of the available charts on the right, depending on the type of collision-related information you want to see and the format in which you want to see it.

## Graphs and Charts

[Back](#) | [Queries](#)

<p><b>Minimum Graph Value:</b> <input type="text"/></p> <p><b>Top:</b> <input type="text"/></p> <p><b>Bottom:</b> <input type="text"/></p> <p><b>Main Query Parameters:</b></p> <p>Start Date: <input type="text" value="01/01/2003"/></p> <p>End Date: <input type="text" value="12/31/2004"/></p> <p>City: <input type="text" value="*"/></p> <p>Intersection Related: <input type="text" value="*"/></p> <p>Select the Streets:</p> <p>Street: <input type="text" value="*"/></p> <p>Cross Street: <input type="text" value="*"/></p> <p><b>Additional Query Parameters:</b></p> <p>Vehicle Collision Type: <input type="text" value="*"/></p> <p>Location of First Event: <input type="text" value="*"/></p> <p>Highway/Environment Factors:</p> <p>Light Conditions: <input type="text" value="*"/></p> <p>Weather Conditions: <input type="text" value="*"/></p> <p>Highway Description: <input type="text" value="*"/></p> <p>Roadway Character: <input type="text" value="*"/></p> <p>Roadway Conditions: <input type="text" value="*"/></p> <p>Surface: <input type="text" value="*"/></p> <p>Intersection: <input type="text" value="*"/></p> <p>Injury: <input type="text" value="*"/></p> <p>Start Time: <input type="text"/></p> <p>End Time: <input type="text"/></p> <p>Beat/Sector (*=Wildcard): <input type="text"/></p>	<p><b>Pie Charts:</b></p> <ul style="list-style-type: none"> <li><a href="#">Vehicle &amp; Driver Factor</a></li> <li><a href="#">Weather &amp; Lighting</a></li> <li><a href="#">Roadway Cond. &amp; Char.</a></li> <li><a href="#">Collision Type &amp; Hwy Factors</a></li> </ul> <p><b>Bar Charts:</b></p> <ul style="list-style-type: none"> <li><a href="#">Day of Week</a></li> <li><a href="#">Collisions by Year</a></li> <li><a href="#">Vehicle Factor</a></li> <li><a href="#">Driver Factor</a></li> <li><a href="#">Collision Type</a></li> <li><a href="#">Injury Severity</a></li> <li><a href="#">Collisions by Month</a></li> </ul> <p><a href="#">Reset Form</a></p>
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Fig. 8.1

Let's take a look at how to produce graphs and charts, beginning with the various search parameters that are at your disposal.

### Minimum Graph Value

The Minimum Graph Value is optional, but it can be very helpful with charts, especially if you have a significant number of records in your database. Essentially, the Value sets a limit for your charts, displaying only those elements with a total number of collisions above the minimum value, and excluding all those below that value. In other words, let's say you want to produce a pie chart for Vehicle and Driver Factors. The chart will show specific factors such as Unsafe Speed, Following Too Close, Unsafe Lane Change, and others, and it will also show the corresponding number of collisions for each factor. For example, for a given time period, it might show "Unsafe Lane Change 353 (23)," with the 353 being the number of collisions and the 23% denoting the percentage that this particular factor takes for the all collisions for that time period.

In some cases, however, the chart may display a large amount of factors, including those that have a small number of corresponding collisions. For example, it might display Obstructed View 4 (.05%). In a situation like this, you might not find the information very useful and will more likely be interested in the factors that cause the most amount of collisions.

You can exclude some elements from your search by setting the Minimum Graph Value. Exactly what that value is will depend on the records in your database, the exact results you get for each query, and your own specific needs when running the query. You might have to run several queries before you determine the optimal minimum value -- although keep in mind that this value might change if you search for a larger or smaller date range.

However, let's say that you've determined that you want to set the Minimum Graph Value at 50. This means that the chart you query will not show results with less than 50 collisions.

To set the Minimum Graph Value, just enter the value in the available fields. The Top field will set the value for the first, or top, chart, while the Bottom sets the value for the second one (some of the Charts queries will feature two charts).

### Main Query Parameters

The Main Query Parameters are the ones you will use most of the time. When selecting parameters for a chart, remember that they work just like the Collision and Citation Queries: the more parameters you set, the narrower your search will be. The fewer parameters you set, the more extensive your search will be. The amount and type of results will depend on your query parameters.

Main Query Parameters:	
Start Date:	01/01/2003
End Date:	12/31/2004
City:	*
Intersection Related:	*
Select the Streets:	
Street:	*
Cross Street:	

Fig. 8.2

The most important parameters here are the **Start Date** and **End Date** because every graph and chart (like every query) requires a date range. By default, the query automatically includes start and end dates that have been set up in the Traffic Management System Configuration. You can change the dates by simply clicking in the Start Date and End Date fields and entering a new date range.

**City.** With this option, you can query collisions that occurred in a specific city. Open the list to select a city. If you leave this option alone (set to \*), the system will include collisions in all cities.

**Intersection Related.** When set to "yes," the query will include only those collisions that are intersection related; in other words, collisions that occurred within fifty feet of an intersection, as well as rear-end collisions heading towards the intersection within 150 feet of that intersection.

If you select "no," the query will exclude intersection related collisions.

By default, this option is set to \*. This simply sets the query so that it makes no distinction and includes matching citations that are intersection related as well as non-intersection related.

**Select the Streets.** If you want to query a specific location, you can select a primary road (or street) and a secondary road (cross street). First, open the Street list to select a primary road.

The screenshot shows a software interface for querying traffic collisions. On the left, there are several input fields and dropdown menus under sections like 'Main Query Parameters', 'Additional Query Parameters', and 'Highway/Environment Factors'. The 'Select the Streets' section is highlighted, showing a dropdown menu with a list of street names. The list includes: MAGGIE COURT, LYNHURST DRIVE, LYNHURST LANE, LYNX DRIVE, LYNX LANE, LYON AVENUE, MAGGIE COURT, MAGGIE CREEK RANCH ROAD, MAGGIE CREEK ROAD, MAHOGANY LANE, MAIN STREET, and MANZANITA DRIVE. The word 'MAIN STREET' is at the bottom of the list, with a cursor pointing towards it.

Fig. 8.3

To input the street, just click on it with the mouse. In this example, we'll select Main Street.

Once you've selected the primary road, the system fills in the Cross Street list with those roads that cross the primary road -- a very convenient feature that doesn't force you to scroll through an entire list of city streets and guess which ones cross.

Open the Cross Street list and select a secondary road.

Main Query Parameters:

Start Date: 1/1/2004

End Date: 12/31/2004

City: \*

Intersection Related: \*

Select the Streets:

Street: MAIN STREET

Cross Street:

TOMEERA RANCH ROAD  
B STREET  
4TH STREET  
5TH STREET  
6TH STREET  
7TH STREET  
8TH STREET  
9TH STREET  
10TH STREET (W)  
10TH STREET (E)  
END1

Additional Query Parameters:

Vehicle Collision Type:

Location of First Event:

Highway/Environment Factors:

Light Conditions:

Weather Conditions:

Highway Description:

Roadway Character:

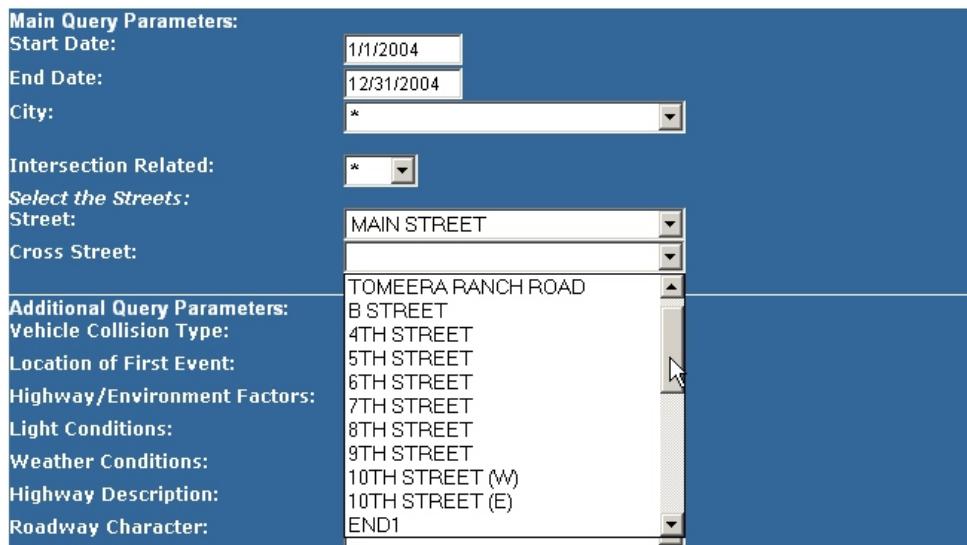


Fig. 8.4

Now, both streets have been selected:

Main Query Parameters:

Start Date: 1/1/2004

End Date: 12/31/2004

City: \*

Intersection Related: \*

Select the Streets:

Street: MAIN STREET

Cross Street: 9TH STREET

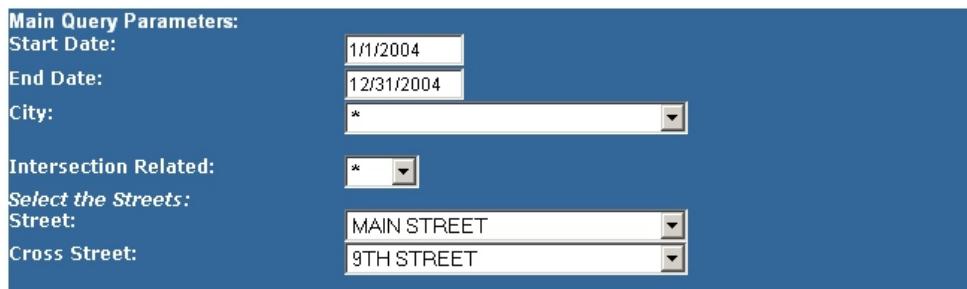


Fig. 8.5



NOTE: The Charts do not require you to specify an intersection. The streets lists exist in the event that you want to query only one location, but if you want to query all locations, you can; simply leave the streets fields empty (i.e. leave the \* in the fields).

### Additional Query Parameters.

These parameters help you narrow the query to obtain more specific collision results.

For example, let's say you want to produce a breakdown of the number of head-on collisions for each day of the week. Open the **Vehicle Collision Type** list, find **Head On**, and select it with the mouse. Then, you just select Day of Week in the Bar Charts section on the right of the screen.

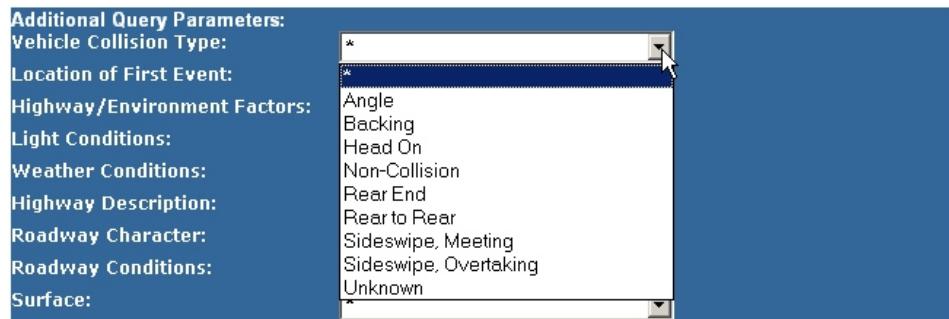


Fig. 8.6

If there are other parameters that you want to query by, such as light or weather conditions, simply use those lists to make your selection. Remember that the more parameters you select, the more precise and narrow the your query will be.

You can also input a **Start Time** and **End Time** to query only those collisions that occurred within the specified time frame. And, at the very bottom of the screen, you can input a Beat/Sector number, or a portion of one using the wildcard (\*) feature (for more on how to use the wildcard, see Section 7.9 of Chapter Seven).

By default, all of the Additional Query Parameters are set to \*, meaning that they automatically include all collision types, all locations of first event, all highway factors, and so on. This provides you with the widest possible query for the date range you specify in the Main Query Parameters.

## **When You Are Ready to Produce a Chart**

When you have set the date range, selected streets (if applicable), and set all other necessary query parameters, use the buttons on the right to produce a chart. You can select from Pie Charts or Bar Charts. The specific chart type is labeled on each button.

The System will query the database and then display your results in a readable, color-coded chart.

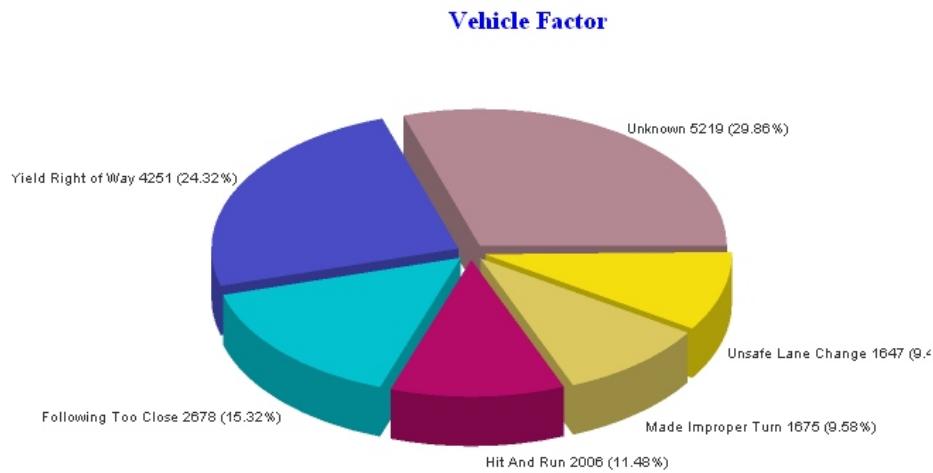


Fig. 8.7

Fig. 8.7 shows the top portion of the Vehicle & Driver Factor chart. Each slice of the pie represents a specific vehicle factor, displaying that factor as well as the number and percentage of collisions that correspond with it.

The bottom portion of the chart shows a similar graphic, this time a breakdown of the most important driver factors.



Fig. 8.8  
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These pie charts are helpful because they give you an immediate, easily understandable graphical representation of various collision data -- in this case, it's easy to see right away which vehicle and driver factors dominate and which ones occur less frequently. In addition, the charts provide specific numerical statistics to help augment your understanding of collision factors and patterns.

### Printing the Chart

Like all queries and reports in the Traffic Management System, the charts can easily be printed to any Windows-compatible printer. For the charts, it's especially helpful if you have a color printer.

For certain charts, you might have to alter the layout and the page margins, if they have not been set already. To do this, go to the **File** menu in your browser and select **Page Setup**. A dialog box will open; in the **Orientation** field at the bottom, select either Portrait (8 1/2 x 11) or Landscape (11 x 8 1/2) for the layout. In the **Margins** area, input the margins you need in increments of inches. For best results, you should set them at .5 or .25 inches.

When you are ready to print the chart, simply go to the File menu in the browser and select Print.

### Working with Bar Charts

Creating a bar chart is the same as creating a pie chart: set the query parameters, and then select one of the bar chart options by clicking the appropriate button. Like the pie charts, bar charts are color-coded.

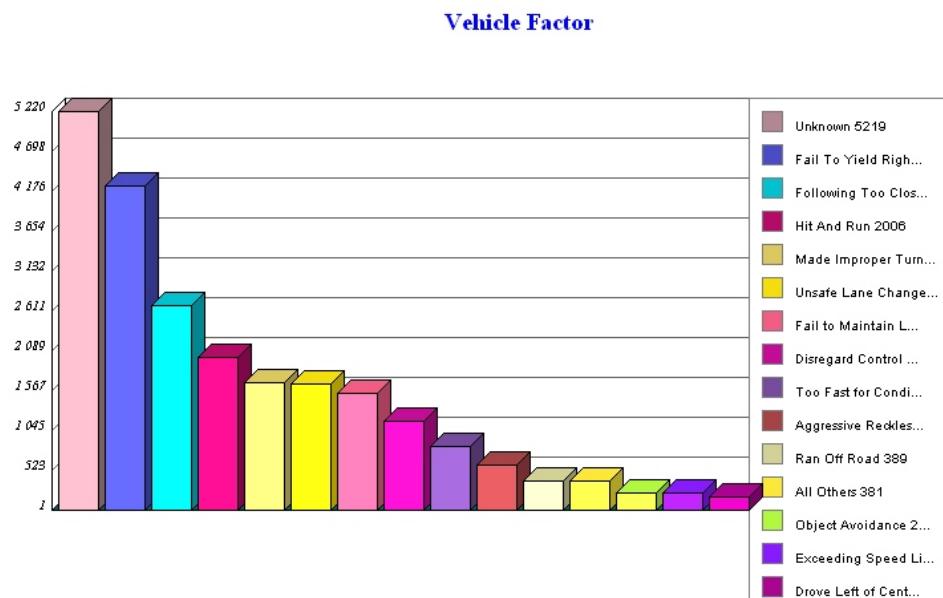


Fig. 8.9

Fig. 8.9 above shows a bar chart for Vehicle Factor. In this example, the number of left side of the chart (what's technically known as the "Y axis") shows the number of collisions, while the bars each represent a specific vehicle factor (as with all bar charts, the height of the bar signifies the amount of collisions for that factor).

Each bar has its own color; using the legend on the right, you can see which vehicle factors correspond with the colors. The bar chart gives you an easily understandable, graphical summary of collision data. In this case, you can see which vehicle factors played the largest roles in collisions for a given time period, and which vehicle factors were less important.

### Settings Used for Query

At the bottom of each chart you'll see a listing of the settings used for the query: each parameter that you select will appear here, so that when you are viewing the chart you'll immediately be reminded of your settings -- and anyone else reading the chart will know what settings you used. Knowing the settings is important to understanding the data in the chart.

### Using Charts

This section, and the examples it contains, should give you ample knowledge for setting parameters and producing charts. You might want to take some additional time producing some of the charts not covered here to give yourself a sense of how powerful and useful the charts are.

Let's now look at the other features in the Queries section of the Traffic Management System.

## 8.2 Officer Activity Reports

The Officer Activity Reports are easy-to-use queries that allow you to view the number of citations each officer has written, the types of citations that are written, and the number of citations by each officer per violation. There are three Officer Activity Reports: the main Officer Activity Report itself, Citations by Officer, and Citations by Type. All they require is a date range, while two of the queries allow you to search by Officer ID. Let's take a look at the main Officer Activity Report.

**Officer Activity Report**

<a href="#">Back</a>   <a href="#">Officer Activity Queries</a>	<a href="#">Reset Form</a>	<a href="#">Run Query</a>
<b>Main Query Parameters:</b>		
Start Date:	01/01/2003	
End Date:	12/31/2004	
Officer ID:	*	<input type="button" value="▼"/>

Fig. 8.10

As with all queries, this one requires a date range. By default, it will show the **Start Date** and **End Date** that were configured for the System, but you can enter any date range you want by clicking in the Start Date and End Date fields, deleting the existing dates, and writing in new ones.

The Officer ID field is optional. If you don't use it, the Report will include all officers that are in the System. If you select an ID, the Report will show activity only for that officer.

In Fig. 8.11, we've run the Report to include all officers.

Nevada Highway Patrol Officer Activity Report																					
Date Range Reported: 01/01/2003 to 12/31/2004																					
Total Citations: 4482 Total Violations: 6120 Total Officers: 52 Average Citations per Officer: 86.2																					
<b>A:</b> Total Citations <b>B:</b> Motorcycle/Bicycle <b>C:</b> Violation <b>D:</b> Child Restraint <b>E:</b> Registration Violation <b>F:</b> Speed <b>G:</b> Failure to Yield <b>H:</b> Other Hazard <b>I:</b> Equipment Violation <b>J:</b> Parking Citation <b>K:</b> Pedestrian Violation <b>L:</b> Safety Belt <b>M:</b> Signs and Signals <b>N:</b> Unsafe Turning <b>O:</b> Financial Responsibility <b>P:</b> Drivers License Violation <b>Q:</b> Other Misdemeanor <b>R:</b> Juvenile <b>S:</b> Alcohol/Juvenile <b>T:</b> Violations																					
Officer ID	Total Citations	Total Violations	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	Other
5392	367	500	367																	500	
5314	362	457	362																	457	
5276	289	106	289																	106	
5276	289	1	289																	1	
5276	289	54	289																	54	
5276	289	2	289																	2	
5276	289	25	289																	25	
5276	289	1	289																	1	
5276	289	169	289																	169	
5276	289	1	289																	1	
5276	289	1	289																	1	
5276	289	1	289																	1	
5276	289	20	289																	20	
5276	289	12	289																	12	
5276	289	23	289																	23	
5276	289	2	289																	2	
5276	289	1	289																	1	
5293	229	321	229																	321	

Fig. 8.11

The Officer Activity Report essentially shows the total number of citations and violations written by each officer, along with a breakdown of the violations. At the top, the Report has two legends: the first shows useful statistics for Date Range, Total Citations, Total Violations, Total Officers, and Average Citations per Officer; the second provides a key to the main chart in the report, showing each violation type and its corresponding letter (E, for example, signifies speed, F signifies Failure to Yield, and so on). How these letters work will become evident when you look at the main chart.

In the main chart, the Report displays citation statistics for each officer, with the officer's ID on the left, followed by the total number of citations and violations written by that particular officer. Then, in each box that is labeled with a letter, the Report will display the number of citations per violation type (if applicable).

The Officer Activity Report provides you and your agency with an in-depth tool for understanding officer citation-writing activity in the field, enabling you to see the quantity and types of citations each officer is writing. This information can help your agency manage its resources more effectively and understand traffic enforcement in your city.

### Citations by Officer and Citations by Type

The other Officer Activity Reports provide more basic, but still useful, information about the number of citations written by each officer and the total number of citations for each type. Both are very easy to run, especially the Citations by Officer, which only requires a date range.

<b>Ctiations by Officer</b>		
<a href="#">Back</a>   <a href="#">Officer Activity Queries</a>		<a href="#">Reset Form</a>
Citation Dates:	<input type="text" value="09/17/2003"/>	<input type="text" value="12/31/2005"/>
<a href="#">Run Query</a>		

Fig. 8.12

Use the pre-configured date range or input your own and select Run Query.

Date Range Reported: 09/17/2003 to 12/31/2005  
9/16/2005

Officer ID	Officer Name	No
		3
		29
0	admin admin	14
0020	Adam Carpenter	9
0878	Anthony Bricker	21
1044	Annette Ceparano	3
1063	Alann Green	1
1112	Anton Gross	731
1205	Bette Abrego	6
1216	Bill Cassell	6
1216	Ed Mushinsky	6
123	Bertha Curry	5
1232	Brian Iulo	2
1296	Barry Oaks	45
1298	Bobby Porter	792
1330	Brett Primas	4
1400	Billy Riggan	755
1416	Brenda Tiffin	496
1418	Christopher Ankeny	248
1419	Cecilia Arnold	1
1454	Chad Betts	2
1510	Charles Burgess	1
1538	Clifton Byley	1

Fig. 8.13

As you can see in Fig. 8.13 above, the Citations by Officer Report is very readable. It displays each officer and ID and the total number of citations written by the officers for the date range you entered.

The Citations by Type is a different kind of report, but it too is easy to run and easy to read. First, select a date range and then, if you need, an Officer ID. If you leave the Officer ID field at its default (\*) setting, it will provide results for citations written by all officers.

Citation By Type

[Back | Officer Activity Queries](#)   [Reset Form](#)   [Run Query](#)

Collision Dates: 9/17/2003 12/31/2005

Officer ID: \*

Fig. 8.14

The report itself breaks down citations into the basic types (traffic, warning, accident, parking, misdemeanor, and so on) and shows both the quantity for each and the percentage of the total that each type takes up.

Date Range Reported: 9/17/2003 to 12/31/2005  
Total Citation: 20554

Citation Type	Quantity	%
Traffic	17354	84.43
Warning	0	0.00
Accident	1904	9.26
Non-Traffic	9	0.04
Parking	0	0.00
Misdemeanor	6	0.03
Juvenile	1165	5.67
Unknown	115	0.56

Fig. 8.15

Both the Citations by Officer and Citations by Type provide you and your agency with handy information about the quantity of citations; this knowledge can help with understanding and planning traffic enforcement. You can easily print both reports by opening the File menu in your browser and selecting Print (use Page Setup if you need to adjust the margins or the layout).

Let's now move on to the last part of the Queries: Records Output.

### 8.3 Records Output

The Records Output feature in the Queries section of the Traffic Management System allows you to send collision and citation records in electronic format to records-management systems and court databases. The process is easy, automated, and takes only a few moments.

To access the Records Output Menu and see what options you have, go to the **Queries Menu** and click on the **Records Output** link. A new menu will open:



Fig. 8.16

There are several types of records output, some for the current day, others for a date range, as well as a Court Transmittal that allows you to select the specific court to which the records will be sent.

**RMS Output Collision and RMS Output Citations.** Both of these options will output either collision records or citation records to your records-management system. The records that will be transferred this way are for **the current date** only. This is convenient; when an officer syncs the day's collision records or citations at the end of a shift using the RMS Output, the records are easily transferred with a one-step process. Just click the appropriate link. The System will output the records and will then confirm that the data has been transferred and will note how many total records were sent.

**RMS Output Collision (Date Range) and RMS Output Citations (Date Range).** If you need to output collisions or citations for more than single day (and anything other than the current day), use these options. All you need to do is input a date range (see Fig. 8.17 below) and click the Output button. The System will transfer the data and then confirm that the output is complete.



**COLLISION RECORDS OUTPUT**

Start Date:

End Date:

Fig. 8.17

When finished, hit the Back button to return to the Records Output Menu.

**Court Output Citations.** Like the RMS Output Citations, the Court Output Citations will send citation records to the court for the current day. Clicking on the link will automatically send the cites.

**Court Transmittal.** To send citations for a range of dates (anything other than the current day), use Court Transmittal. Clicking on the link will open a basic input screen.

[Back](#) [Run Query](#)

Date and Time:	
Start Date:	9/17/2003
End Date:	12/31/2005
Start Time:	00:00 AM
End Time:	11:59 PM
Court:	*

Fig. 8.18

The Start Date, End Date, Start Time, and End Time fields will contain the default dates and times, but you can change these by clicking in each field and entering new dates and times.

Next, open the Court drop-down list (Fig. 8.19 below) and select the court to which you want to transmit the citations (you must select a court).

After selecting a court, just hit the Run Query button at the top right.

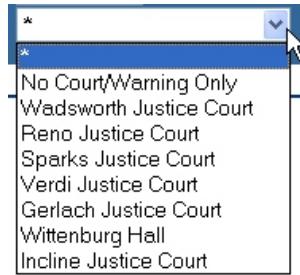


Fig. 8.19

The System will confirm that the records were sent.

Hit the back button on your browser to return to the Court Transmittal screen, and then hit back again to return to the Records Output Menu.

This concludes our chapter on Charts, Officer Activity Reports, and Records Output.