



Pete Ricketts, Governor

Frequently asked questions on eCitation

1. How to start eCitation Process?

Any agency expressing interest in e-citations should be immediately forwarded to Crime Commission to start onboarding process.

- Crime commission will request a prefix number from AOC to submit e-citation.
- Crime Commission will contact the County Attorney Office so they are aware of agency intention to start submitting citations electronically.
- Crime Commission will let third party vendor and agency know the prefix they have been assigned.
- Crime Commission will create certificate and work with third party vendor to set up time, file location to install certificate and application to upload e-citations to Crime Commission if necessary.
- Crime Commission will work with third party vendor to decide order of agency implementation if we have a waiting list.
- Crime Commission will work with third party vendor for testing e-citations before actual live date.
- When agency is ready to go live Crime Commission will work with third party vendor to set up date to go live. Commission will let AOC know when agencies are going live and AOC will inform the courts. Crime Commission will also contact County Attorney Office to let them know of the go live date and see if anything needs to set up on their end and make sure they are ready to receive them. Crime Commission will maintain a document with all agencies listed who submit e-citations.

2. How is the data sent to NCJIS?

Electronic citations are sent via XML files to NCJIS Server through Secure Web Service using a program called DocTransfer App which will be provided by Crime Commission. This program and certificate gets loaded on the agency's server. There will be an input folder where all the files that needs to be uploaded go. Then there is a command that can be scheduled to run that will upload the files that are in the input folder to us. Once the files are uploaded, they are transferred to the Success folder. Each time a log file is also created.

3. Where can I get a list of offense for my City Ordinance?

List of City Ordinance and State Statutes can be obtained from Crime Commission.





4. When to choose between City Ordinance and State Statute?
- Using a City or Statute depends upon the jurisdiction of the city area. A user should be able to toggle between State statute and City Ordinance as per city standards.
 - A citation can have either all statute or local ordinance violations but not both. If both local ordinance and state statute need to be used then two different citation need to be created.

5. What are the different form types?
S, V, W (Summons, Violations and Warnings)

Summons —

- Summons is anything that goes to Court.
- A Summon can be Waiverable and Non-Waiverable.
- If there is fine involved in the Summon, a defendant can either **plead guilty and pay fine and not appear in court** or **plead not guilty and appear in court**. This is a waiverable condition. If there is no fine involved, it is a non-waiverable condition. If a person is jailed, he has to appear in court and there is no option of paying fine.
- Fine amount can be found on the Mapped Nebraska Statue Spreadsheet from Crime Commission website.
- Since it goes to Court, PDF has to be created

Violations—

- Doesn't go to Court so PDF shouldn't be created. There should be no fine amount and no court date.
- A Violation instructs the driver to do something to resolve the issue, then sign their copy and send it back to the issuing agency.
i.e. if a headlight is out, it is a violation of state statute, but the defendant is just being told to get it fixed, rather than being fined for it.

Warning—

- Doesn't go to Court so PDF shouldn't be created. There should be no fine amount and no court date.
- A Warning is just a written statement on "Don't do it again".
i.e. A defendant is being warned to watch the speed.

6. What is a URC Code?
URC Code is the number a county falls in alphabetical order. For example: URC Code for Adams County is 1, Cherry County is 16, and Gage County is 34.

7. What are the different copies of eCitation form?
Court Copy: Has most information. Should be included in XML. A PDF of Court copy is sent to NCJIS.





Officer's Copy: Remains with the officer. Officer makes the defendant sign the copy and scan the signature

Prosecutor's Copy: Prosecutor copy can be accessed by the County/City Prosecutor. Should be included in XML and but doesn't go to NCJIS.

8. **Mandatory Court Appearance or Waiver Allowed**
Either Mandatory Court Appearance or Waiver Allowed should be chosen. If a certain charge has fine involved, then the charge is waiverable. In other words, only the charges that require mandatory court appearance does not have fine. If defendant must appear in court then waiver shouldn't be allowed.
9. **How is the signature captured?**
If someone gets cited for a violation, the officer makes the defendant sign the officer's copy and scans in the computer. The signature captured at the traffic stop is the violators promise to appear in court or pay a fine. If the violator pleads guilty and pays fine he/she signs the defendant's waiver signature at home and mails it to the respective court and that waives the court appearance.

General guidelines for development

- A user should be able to toggle between State Statute and City ordinance.
- A citation can have either all statute or local ordinance violations but not both.
- If both local ordinance and state statute need to be used then two different citation need to be created.
- When a citation is issued, if all the offenses can be pled to by waiver, the citation should print on the "waiverable" citation form.
- If any offense requires a court appearance the citation should print on the "non-waiverable" citation form.
- If there is at least 1 offense in the Citation that is marked as non-waiverable in the Statute listing then use non-waiverable form, otherwise use waiverable form.
- To determine what offenses in the statute listing is waiverable or not: If there is a fine amount, it is waiverable. If there is no fine amount then a citation will be non-waiverable
- If there is Fine amount Court cost of \$49 should be added.
- Summon has to be separated from violation and warning. If someone is charged for Summons and Violations or Summons and Warning at the same time, there should be one ticket for Summon, another for Violation or Warning.



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- If an electronic citation contains more than one offense, offense 2, 3, 4, etc. print directly below the first offense and then everything starting with the Reporting Officer line can be dropped to the second, third, etc. page. This will keep all the offenses together.
- <ContactKey> must have the same value in all the attached tickets when more than one citation is issued for the same stop. Also <ContactKey> should be unique across various agencies so use of AgencyId/userid/stop date time etc should help in creating unique value across different agencies.
- Do not send empty Payment tag if there is no Payment information
- For consistency all the time fields such as violation time, court time should be in military time format in hh:mm:ss format and shouldn't use AM, PM etc

