



*Law Enforcement
Officer's Toolkit*

www.leot.ohio.gov

*... an Ohio-built records
management system*

The Ohio Law Enforcement Officer's Toolkit (LEOT)

User Manual:
Citation Module

THE OHIO LAW ENFORCEMENT OFFICER'S TOOLKIT (LEOT)

INTRODUCTION

The User Manual for the Citation Module is provided to assist those who use the Law Enforcement Officer's Toolkit (LEOT) application. LEOT is a personal computer application developed for the local law enforcement agencies of Ohio by the Ohio Office of Criminal Justice Services (OCJS). It is a system by which local law enforcement agencies can record citations and provide statistics.

This manual provides the procedures necessary to successfully enter the data for traffic citations.

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STARTING THE APPLICATION

To access the Law Enforcement Officer's Toolkit program, go to Start, Programs, Law Enforcement Officer's Toolkit, Law Enforcement Officer's Toolkit. Or, create a shortcut icon on your desktop and double click on the icon. Once that is done, the following login screen appears.



Login

Type your login name that was given to you by the system administrator into the Login field.

- *The system automatically formats the Login name to capital letters.*

Password

Type your password that was given to you by the system administrator into the Password field.

- *You can change the password using the 'Password Change' option under the Utility menu.*

Ok (Action button)

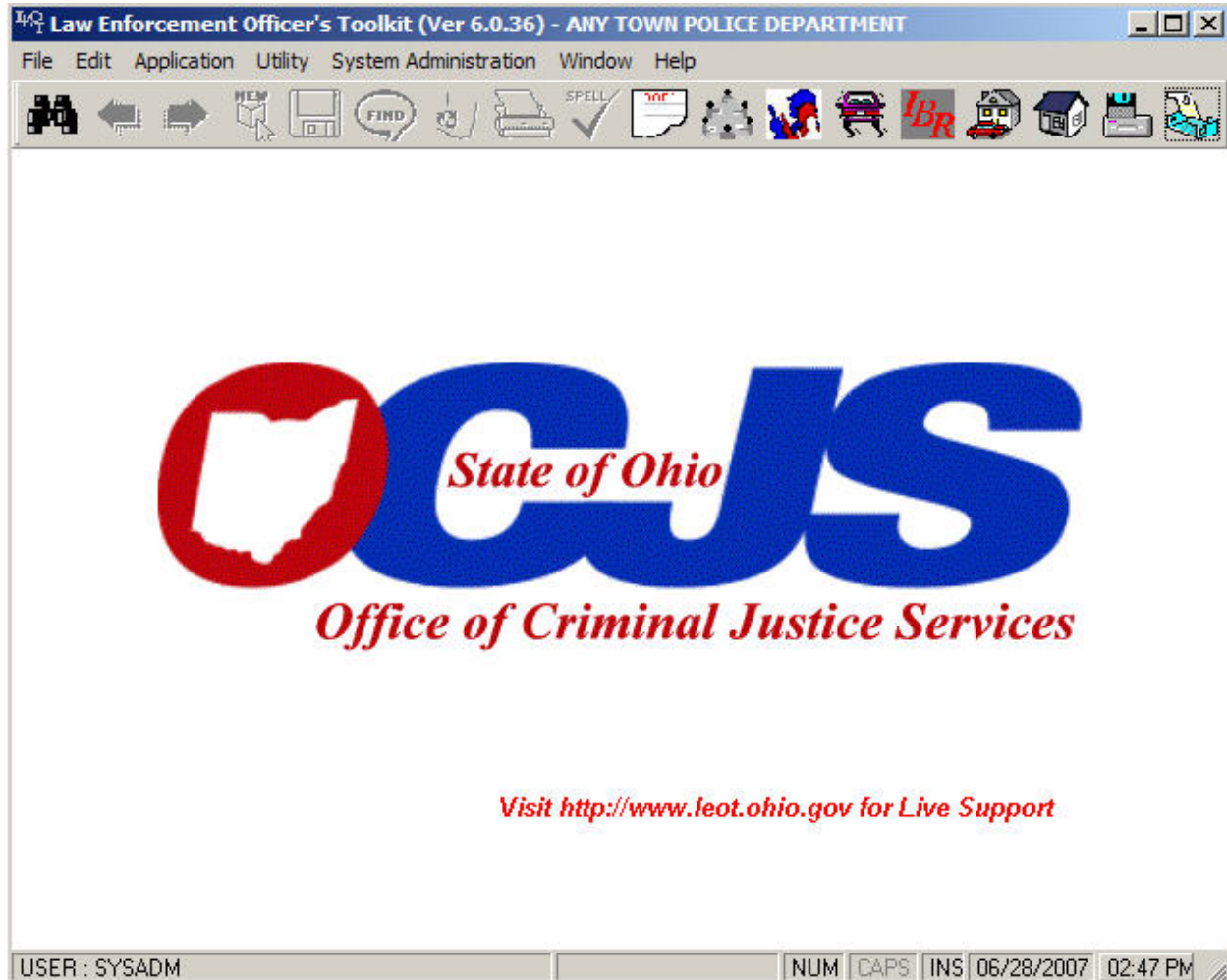
Once you have entered your Login name and Password, click on the 'Ok' action button to enter the program.

- *You can also hit the 'Enter' key from your keyboard to enter the program.*

Cancel (Action button)

Click on the 'Cancel' action button at any time if you would like to exit the Login screen without entering the program.


After completing the Login screen, the application Title screen will appear. A sample screen is shown below.



*****NOTE*****

You will notice a light blue background color in certain fields on each screen of the toolkit. These fields need to be filled in to save and/or print the citation.

ACCESSING THE CITATION MODULE

You access the Citation module by clicking on the “Citation” icon  on the toolbar, or by selecting **Citation** from the Application menu. This will put you directly into the Violator section of the Citation module.

VIOLATOR

This section is used to enter details regarding the violator for the citation. The “License Card Scan” icon on the toolbar can be used on this screen to populate information from the violator’s driver’s license to the applicable fields (see page 29 in this manual). A sample screen is shown below.

The screenshot shows the 'Citation' software window. The 'Ticket No.' field contains '2007 943 8945' and the 'Case No.' field contains '8945'. The 'Violator' tab is selected, with sub-tabs for 'Complaint', 'Committed Offense', 'Conditions', and 'Summons'. The 'Court' is '0000 Anytown Court' and the 'County' is '89 - Outside Ohio'. The 'State of Ohio' section has 'City' selected and 'NEWTOWN' in the dropdown. The 'Name' fields are 'Last: SMITH', 'First: JOHN', 'Middle: ', and 'Suffix: '. The 'Address' is '1970 W Broad St' and the 'City/State/Zip' is 'Columbus OH 43223-'. The 'Phone' is '(614)555-5555'. The 'Sex' is 'Male', 'Height' is '600', 'Weight' is '200', 'Hair' is 'BRO', and 'Eye' is 'GRY'. The 'License No.' is 'RG99999999', 'Class' is 'D', and 'DOB' is '04/11/1974'. The 'State/Country' is 'OH USA'. The 'Expires on Birthday YR' is '___/___/___'. The 'SSN' is '999-99-9999', 'Race' is 'W', and 'License Issued Dt.' is '04/2005'. The 'Endorsements' list includes 'M MotorCycle'. The 'Restrictions' list includes 'C8 Shortness Of Stature'. The 'Financial Responsibility Proof' is set to 'Yes'.

- To **enter** a Citation for the first time, click on the “NEW” icon on the toolbar before entering any data. That will put the cursor in the Ticket No. field, if it is not there already.
- To **save** a citation, click on the “SAVE” icon on the toolbar after all applicable sections of the citation module have been completed. If any necessary information is missing, the system will give you a message indicating what is missing or invalid. Once the citation has all of the necessary data, a message will appear indicating that the record has been updated.

- *To **delete** a citation, click on the “DELETE” icon on the toolbar. A message will appear to make sure that you want to delete the entire citation. Click “OK” and the citation will be deleted.*

Ticket No.

To **enter** a citation for the **first time**, place the cursor in the prefix box of the ‘Ticket No.’ field, then click the ‘NEW’ icon on your toolbar before entering any data. That will highlight the Ticket No. field with your current assigned prefix, then you can enter the number if assigned manually. If assigned by the system, after selecting the ‘NEW’ icon, simply go to the next field. Once you have completed entering the data in the citation or before (if you choose), select the ‘SAVE’ icon on your toolbar. When assigned by the system, the Citation No. will automatically be applied after hitting the ‘SAVE’ icon.

Case No.

This field contains the court case number and it can be filled in after the violator has been cited. This is *not* a field that you will be required to fill in when you first create your citation.

Encounter No.

This field is used only if more than one citation is being issued to a single violator. This number will also be automatically populated with a number similar to the one found in the Ticket Number field.

Court

Enter the court assigned to the violator.

- *Drop down list*
- *A default court can be set up by the system administrator.*

County

Enter the court location county where the violator is assigned.

- *Drop down list*
- *A default county can be set up by the system administrator.*

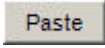
State of Ohio Information

City, Village, Township (Radio buttons)

Select the radio button that identifies the court location. Then enter the City, Village, or Township name in the field next to the radio buttons.

- *Drop down list for the City, Village, or Township name field*
- *A default City, Village, or Township name can be set up by the system administrator.*

Paste



Personal information can be moved from several realms of the LEOT into the citation module.

- *Information from the MNI, Names & Address Search, and the BMV interface, once copied, can be pasted into the citation module using this option.*

Name

Enter the name information of the violator.

- *These fields are to represent the information that appears on the violator's current driver's license.*

Address/City/State/Zip/Phone

Enter the address of the violator, including street, city, state, zip code, and telephone number.

- *These fields are to represent the information that appears on the violator's current driver's license.*

Once you have entered the city and state, you can access a zip code and the area code by hitting your F2 key while in the state field. If you have only typed the zip code, you can access the city, state and area code by hitting your F2 key while in the zip code field. The command will appear at the bottom left of your screen.

Present Address (Action button)

If the address that is listed on the violator's license is *not* their current address, click on the "Present Address" action button to enter their current address information.

Male, Female (Radio buttons)

Select whether the violator is a male or female.

Height

Enter the height of the violator in a three-digit format (ex: enter 503 for a height of 5'3").

Weight

Enter the weight of the violator.

Hair

Enter the hair color of the violator.

➤ *Drop down list*

Eyes

Enter the eye color of the violator.

➤ *Drop down list*

License No.

Enter the driver's license number of the violator.

Class

Enter the Class code from the driver's license of the violator.

➤ *Drop down list*

DOB

Enter the violator's date of birth.

➤ *Drop down calendar*

State/Country

Enter the state and country of the violator's birth.

➤ *Drop down lists*

➤ *Country defaults to USA.*

Expires on Birthday

Enter the year the violator's license expires.

➤ *The date will then be automatically input as the DOB with the expiring year.*

Two-Part Information

None, Medical, Non-Medical (Radio buttons)

Select the radio button that identifies whether it is a two-part license.

SSN

Enter the Social Security number of the violator.

Race

Enter the race of the violator.

➤ *Drop down list*

License Issued Dt.

Enter the date the driver's license of the violator was issued.

➤ *Format MM/YYYY*

Financial Responsibility Proof Shown

Yes/No (Radio buttons)

Select whether proof of financial responsibility was shown by the violator.

License Endorsements

Enter the code of any license endorsements the violator may have.

➤ *Drop down list. Once the endorsement code is entered, click on the "ADD" action button to add it to the grid on the right.*

*To **delete** an endorsement from the grid, the user would need to select that record by clicking on the particular row from the grid. Then, press the "DELETE" key on your keyboard.*

License Restrictions

Enter the code of any restrictions the violator may have on the license.

- *Drop down list. Once the restriction code is entered, click on the “ADD” action button to add it to the grid on the right.*

*To **delete** a restriction from the grid, the user would need to select that record by clicking on the particular row from the grid. Then, press the “DELETE” key on your keyboard.*

COMPLAINT

This section is used to enter details regarding the vehicle and location of the citation. You access the Complaint section by clicking on the **Complaint** file folder. A sample screen is shown below.

The screenshot shows the 'Citation' software window with the 'Complaint' tab selected. The form contains the following fields and options:

- Ticket No.:** 2007, 943, 8945,
- Case No.:** 8945
- Violation Date:** 04/11/2007 (dropdown)
- Violation Time:** 09:38
- Local Incident No.:** [Empty]
- Vehicle Status:** Operated, Parked, Walked, Passenger
- Vehicle Type:** Pass., Comm., Cycle
- Vehicle Features:** Over 26001, Bus, Hazardous Material
- DOT No.:** [Empty]
- Vehicle Details:** Year: 2001, Make: Audi, Body Type: compact, Color: Blue, License: 0089U7, State: OH
- Location Details:** Direction: E, Public Highway / Street: BROAD, No. of Lanes: 0, Divided: Construction Zone: GIS: Longitude [][][][], Latitude [][][][]
- County and State:** County No. [][][], State of Ohio
- Dist. from Cross-Street or Ref. Point:** [][][]
- Dir from Cross-Street or Ref. Point:** [][][]
- Cross Street:** [Empty]

Violation Date

Enter the date of the violation.

- *The system will automatically enter the current date.*
- *Drop down calendar*

Violation Time

Enter the time in military standards when the violation occurred.

- *The system will automatically enter in the current time.*

Local Incident No.

Enter the incident number.

➤ *This number will be determined by departmental guidelines.*

Operated, Parked, Walked, Passenger (Radio buttons)

Select the type of action that resulted in the citation.

Pass., Comm., Cycle (Radio buttons)

Select whether the type of vehicle used was a passenger car, commercial vehicle, or motorcycle.

Over 26001, Bus, Hazardous Material (Check boxes)

Check the box(es) that would identify the circumstances regarding the vehicle.

DOT No.

Enter the Department of Transportation number.

Vehicle information

Year

Enter the year of the vehicle.

Make

Enter the make of the vehicle.

➤ *Drop down list*

Body Type

Enter the body type of the vehicle.

➤ *Drop down list*

Color

Enter the color of the vehicle.

➤ *Drop down list*

License

Enter the license plate number of the vehicle.

State

Enter the state of the license plate.

Location Information

Public Highway/Street Name

Enter the highway or street name the violator was on that resulted in the citation.

No. of Lanes

Enter the number of lanes that are on the public highway or street where the citation occurred.

➤ *Up/down arrows available to select the number of lanes*

Divided (Check box)

Check this box if the public highway or street is a divided road.

Direction

Enter the direction the violator was going on the public highway or street at the time of the citation.

➤ *Drop down list*

At/Between (Action button)

Click on this action button to toggle between selecting the At or Between options to identify a reference point to the violation location.

(M.P. ____)

Enter the milepost number. If no number is entered, a zero will be entered when the citation is saved.

Construction Zone (Check box)

Check this box to indicate that the violation occurred in a construction zone.

In the _____

Enter whether the violation occurred in a city, village, or township.

- *Drop down list*
- *The City, Village, or Township can be set up as a default location.*

Of _____

Enter the name of the city, village, or township.

- *The City, Village, or Township name can be set up as a default location.*

County No.

Enter the county number where the violation occurred.

- *Drop down list*
- *The County number can be set up as a default location.*

Dist. from Cross-Street or Ref. Point

Enter the numeric distance the violation location is to the cross-street or reference point, then enter the unit of measure of the numeric number in the second field.

- *Drop down list for the unit of measure field*

Dir. from Cross-Street or Ref. Point

Enter the direction the cross-street or reference point is to the violation location.

- *Drop down list*

Cross Street

Enter the name of the cross-street where the violation occurred.

GIS information

Longitude

Enter the longitudinal information regarding the citation location.

Latitude

Enter the latitudinal information regarding the citation location.

COMMITTED OFFENSE

This section is used to record the offense information pertaining to the citation. You access the Committed Offense section by clicking on the **Committed Offense** file folder. A sample screen is shown below.

The screenshot shows a software window titled "Citation" with a standard Windows-style title bar. Below the title bar is a toolbar with various icons. The main area contains a "Ticket No." field with values 2007, 943, and 8945, and a "Case No." field with the value 8945. Below this are several tabs: "Violator", "Complaint", "Committed Offense" (which is selected), "Conditions", and "Summons". Under the "Committed Offense" tab, there are four buttons: "Speed", "OMVI", "Driver License", and "Safety Belt". Below these buttons is a table with the following data:

Type	Offense Code	Offense Code Description	ORC/ORD/TP
SPEED	4511.21	Speed	ORC

Below the table is an "Other Offense" section with radio buttons for "ORC", "ORD", and "T.P.", and input fields for "Offense Code" and "Offense Description", along with an "Add Offens" button. At the bottom, there is another empty table with the same headers as the one above.

The "Committed Offense" grid will list the offenses for that specific citation once the necessary information has been added to the applicable charging action buttons above the grid. Those action buttons are: Speed, OMVI, Driver's License, and Safety Belt.

- *To **delete** a record from the "Committed Offense" grid, the user would need to click on the corresponding action button above the grid for that offense. Clear all the fields for that offense then click on the "Close" action button, which will delete that particular row from the grid. A description of each action button above the grid is given in the following pages.*

Speed (Action button)

Click on this action button to access a screen where you can enter the details regarding a Speeding citation. A sample screen is shown below.

The screenshot shows a software window titled "Citation - Speed". The window contains the following fields and controls:

- Speed: [] MPH in [] MPH Zone
- Over Limits Unreas. Cond. ACDA N/A
- Radar Laser Air N/A **Viewed** Yes No
- # [] Calibration Time: [:]
- VASCAR Pace N/A
- Stationary Moving N/A
- ORC ORD T.P. Offense Code []
- Close

Speed information

___ MPH in

Enter the violation speed of the citation.

___ MPH Zone

Enter the posted legal speed in that zone.

Over Limits, Unreas. Cond., ACDA, N/A (Radio buttons)

Select the applicable option regarding the speeding citation.

Radar, Laser, Air, N/A (Radio buttons)

Select the type of device used to identify the violator's speed.

Viewed

Yes/No (Radio buttons)

Select whether this violation was viewed.

Enter an identifying number assigned to the calibration.

Calibration Time

Enter the time in military standards when the violation speed was calibrated.

VASCAR, Pace, N/A (Radio buttons)

If applicable, select whether the VASCAR or Pace method was used to calibrate the violator's speed.

Stationary, Moving, N/A (Radio buttons)

If applicable, select whether this citation was a stationary or moving violation.

O.R.C., O.R.D., T.P. (Radio buttons)

Select the type of offense code used for the speeding citation.

Offense Code

Enter the speeding offense code with which the violator is charged.

➤ *Drop down list*

Close (Action button)

Once you have established the details regarding the speeding violation, click on the "Close" action button. This will add that offense to the grid in the upper portion of the "Committed Offense" screen.

OMVI (Action button)

Click on this action button to access the screen where you can enter the details regarding an OMVI citation. A sample screen is shown below.

The screenshot shows a software window titled "Citation - OMVI". It contains several input fields and checkboxes. At the top, there are two checkboxes: "Under the influence of alcohol/drug of abuse" and "Prohibited blood alcohol concentration". To the right of these is a "Refused" checkbox and a text input field with "0. 00" and "% BAC". Below this is a section with three radio buttons: "Blood", "Breath" (which is selected), and "Urine". The next section has three radio buttons: "ORC" (which is selected), "ORD", and "T.P.". To the right of these is a dropdown menu labeled "Offense Code". At the bottom right is a "Close" button.

Under the Influence of Alcohol/Drugs (Check box)

Check this box if the violator was under the influence of alcohol/drugs.

Prohibited Blood Alcohol Concentration

Check this box if the violator has a prohibited blood alcohol concentration.

Refused

Check this box if the violator refused any blood/alcohol content test.

0. ____ % BAC

Enter the percentage of the violator's blood/alcohol content.

Blood, Breath, Urine (Radio buttons)

Select the type of blood/alcohol content test used.

ORC, ORD, T.P. (Radio buttons)

Select the type of offense code used for the OMVI citation.

Offense Code

Enter the OMVI offense code with which the violator is charged.

➤ *Drop down list*

Close (Action button)

Once you have established the details regarding the OMVI violation, click on the “Close” action button. This will add that offense to the grid in the upper portion of the “Committed Offense” screen.

Driver’s License (Action button)

Click on this action button to access the screen where you can enter the details regarding a Driver’s License citation. A sample screen is shown below.

Citation - Driver License

Driver License

None Revoked Suspended

Expired

6 Months or Less Over 6 Months

Suspension Type:

ORC ORD T.P. Offense Code

Close

None, Revoked, Suspended (Check boxes)

Check the box(es) that applies for the specific driver’s license citation.

Expired (Check box)

Check this box if the driver’s license is expired.

Six Months or Less, Over Six Months (Radio buttons)

If the driver's license is expired, select whether it has been expired for six months or less, or over six months.

Suspension Type

If the "Suspended" box is checked, indicate the suspension type here.

➤ *Drop down list*

ORC, ORD, T.P. (Radio buttons)

Select the type of offense code used for the driver's license citation.

Offense Code

Enter the driver's license offense code with which the violator is charged.

➤ *Drop down list*

Close (Action button)

Once you have established the details regarding the Driver License violation, click on the "Close" action button. This will add that offense to the grid in the upper portion of the "Committed Offense" screen.

Safety Belt (Action button)

Click on this action button to access the screen where you can enter the details regarding a safety belt citation. A sample screen is shown below.

The screenshot shows a software window titled "Citation - Safety Belt". Inside the window, there is a section titled "Safety Belt - Failure to wear". This section contains two rows of input fields. The first row has a checkbox for "Driver" and a checkbox for "Passenger". To the right of these are three radio buttons labeled "ORC", "ORD", and "T.P.", and a dropdown menu labeled "Offense Code". The second row has a checkbox for "Child Restraint" and the same three radio buttons and "Offense Code" dropdown menu. A "Close" button is located at the bottom right of the window.

Driver, Passenger (Check boxes)

Check whether this citation is for the driver or passenger.

ORC, ORD, T.P. (Radio buttons)

Select the type of offense code used for the driver or passenger safety belt citation.

Offense Code

Enter the driver or passenger offense code with which the violator is charged.

➤ *Drop down list*

Child Restraint (Check box)

Check this box if a child restraint violation is involved.

ORC, ORD, T.P. (Radio buttons)

Select the type of offense code used for the child restraint citation.

Offense Code

Enter the child restraint offense code with which the violator is charged.

➤ *Drop down list*

Close (Action button)

Once you have established the details regarding the Safety Belt violation, click on the “Close” action button. This will add that offense to the grid in the upper portion of the “Committed Offense” screen.

Other Offense Information

This section on the “Committed Offense” screen is used to add any other offense to the citation that is not available through the Speed, OMVI, Driver’s License, or Safety Belt action buttons.

ORC, ORD, T.P. (Radio buttons)

Select the type of offense code used for the other offense.

Offense Code

Enter the other offense code with which the violator is charged.

- *Drop down list.*
- *The system will populate the Offense Description field automatically.*

Add Offense (Action button)

Once you have established the offense code, click on the “Add Offense” action button to add that offense to the grid on the bottom portion of the “Committed Offense” screen.

- *To **delete** a record from the “Other Offense” grid, highlight that record by clicking on the particular row from the grid. Then hit the “DELETE” key on your keyboard. A message will come up letting you know you have selected one row for deletion. Click “Yes,” and that record will be deleted.*

CONDITIONS

This section is used to record the environmental conditions pertaining to the citation. You access the Conditions section by clicking on the **Conditions** file folder. A sample screen is shown below.

The screenshot shows a software window titled "Citation" with a standard Windows-style toolbar. Below the toolbar, there are input fields for "Ticket No.:" (with values 2007, 943, 8945) and "Case No.:" (with value 8945). A tabbed interface is visible with tabs for "Violator", "Complaint", "Committed Offense", "Conditions" (which is selected), and "Summons".

The "Conditions" section contains several groups of checkboxes and radio buttons:

- Driver License Held** and **Vehicle Seized** (both checked).
- Stat Code 1:** 100
- Stat Code 2:** 100A
- Pavement:** Dry (unchecked), Wet (checked), Snow (unchecked), Ice (unchecked).
- Visibility:** Clear (unchecked), Cloudy (checked), Dusk (unchecked), Dawn (unchecked), Night (unchecked).
- Weather:** Rain (checked), Snow (unchecked), Fog (unchecked), No Adverse (unchecked).
- Traffic:** Heavy (unchecked), Moderate (checked), Light (unchecked), None (unchecked).
- Area:** Business (checked), Rural (unchecked), Industry (unchecked), School (unchecked), Residential (unchecked).
- Crash:** No (checked), Yes (unchecked), Almost caused (unchecked).
- Injury:** No (checked), Yes (unchecked), Fatal (unchecked).
- Accompanying criminal charge:** Yes (unchecked), No (checked).
- Crash Report No.:** An empty text field with a dropdown arrow.
- Notes:** A button to the right of the Crash Report No. field.

Driver License Held, Vehicle Seized (Check boxes)

Check the appropriate box(es) to indicate if the violator's license was held or if the vehicle was seized.

Stat Code 1, Stat Code 2

Select the status code(s) for the citation.

➤ *Drop down lists*

Pavement Information

Dry, Wet, Snow, Ice (Check boxes)

Check the item that applies regarding the condition of the pavement.

Weather Information

Rain, Snow, Fog, No Adverse (Check boxes)

Check the item that applies regarding the weather conditions.

Area Information

Business, Rural, Industry, School, Residential (Check boxes)

Check the item that applies regarding the area where the citation occurred.

Visibility Information

Clear, Cloudy, Dusk, Dawn, Night (Check boxes)

Check the item that applies regarding the visibility conditions.

Traffic Information

Heavy, Moderate, Light, None (Check boxes)

Check the item that applies regarding the traffic conditions.

Crash Information

No, Yes, Almost caused (Radio buttons)

Select the item that applies regarding whether a crash was involved.

Injury Information

No, Yes, Fatal (Radio buttons)

If “Yes” or “Almost caused” is selected in the Crash information section, then the Injury information will be enabled to select the item that applies regarding any injury.

Accompanying Criminal Charge

Yes, No (Radio buttons)

Select whether there is an accompanying criminal charge to the citation.

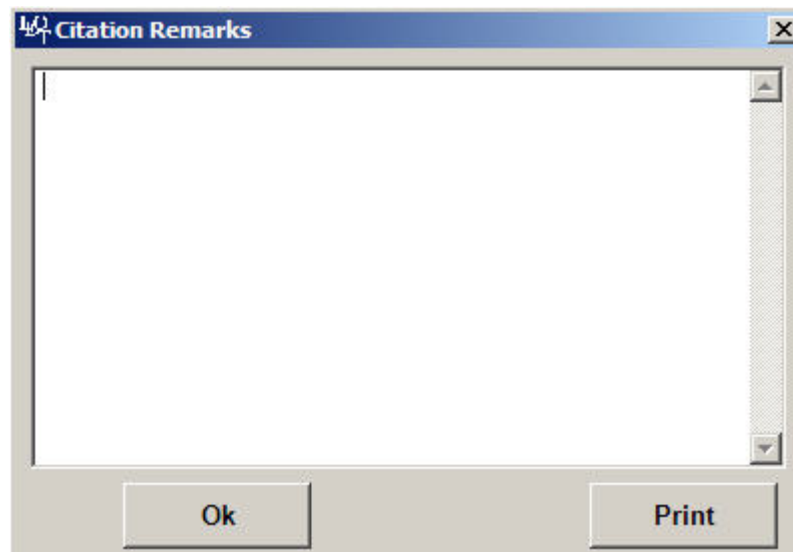
Crash Report No.

Enter the crash report number if applicable to the citation.

➤ *Drop down list*

Notes (Action button)

Click on this action button to enter any additional notes for the citation. A sample screen is shown below.

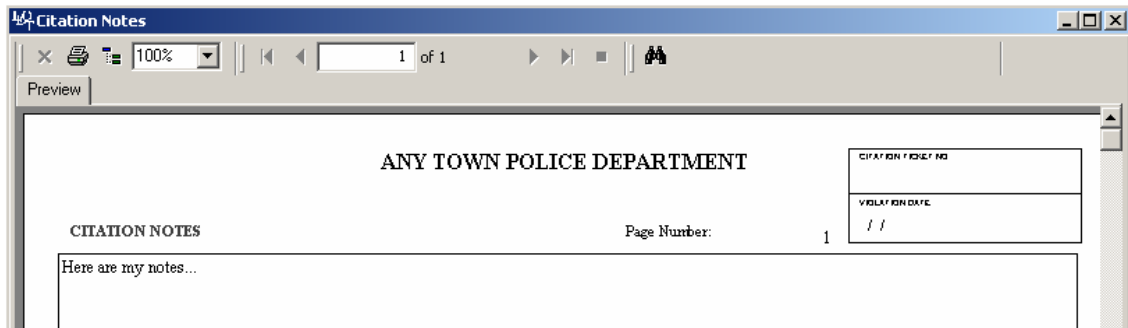


Ok (Action button)

Click on this action button when finished to close the Notes screen.

Print (Action button)

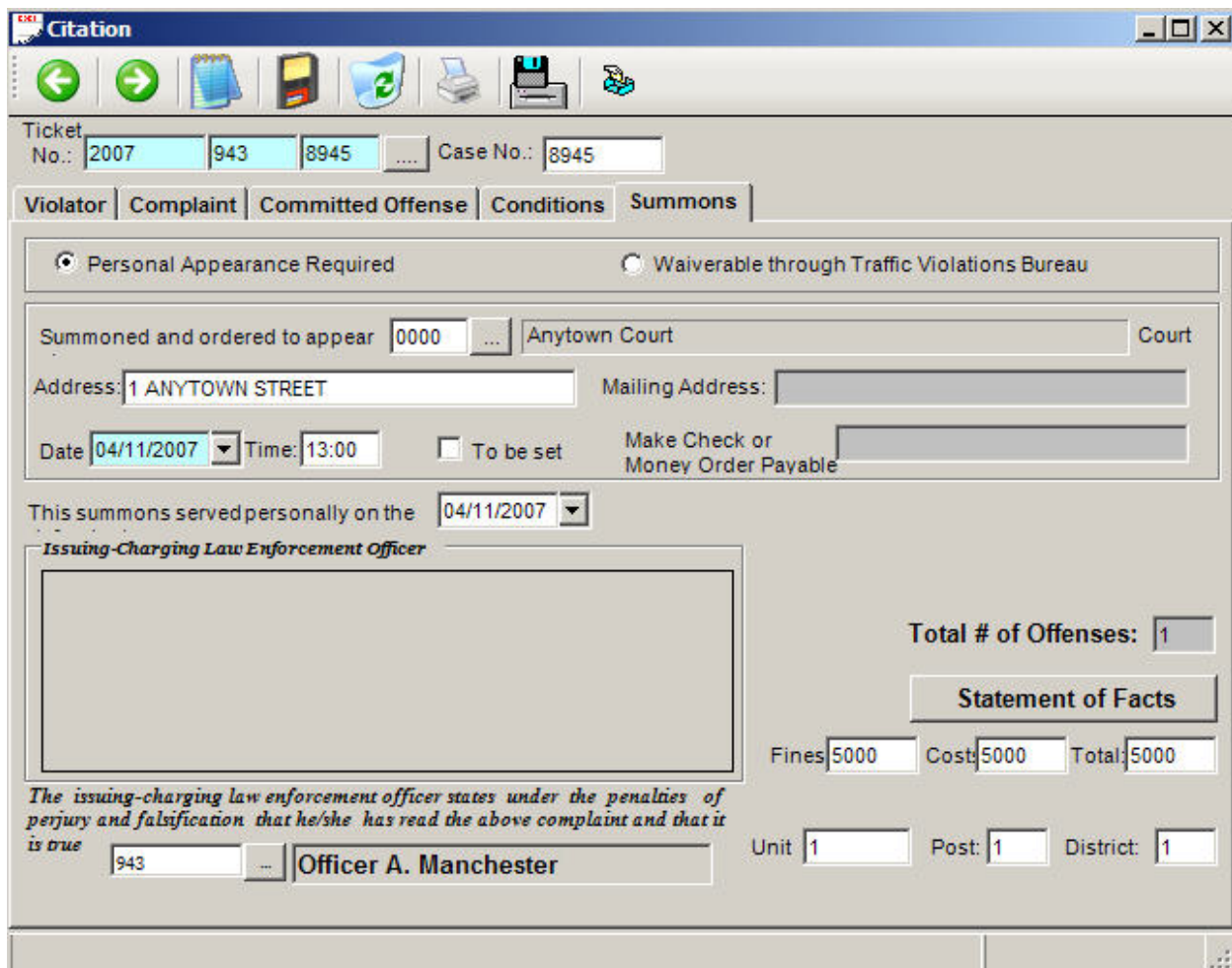
Click on this action button to print the text in this screen. This screen does not print out when printing the citation in its entirety. A sample screen is shown below.



The screenshot shows a window titled "Citation Notes" with a preview of a document. The document header reads "ANY TOWN POLICE DEPARTMENT". Below this, there is a section for "CITATION NOTES" with the text "Here are my notes...". To the right, there are fields for "CITATION FILE # NO" and "VIOLATION DATE", both containing "11". A "Page Number" field shows "1". The window includes standard navigation and zoom controls at the top.

SUMMONS

This section is used to record the summons information pertaining to the citation. You access the Summons section by clicking on the **Summons** file folder. A sample screen is shown below.



The screenshot displays the "Summons" section of the Citation application. At the top, there are navigation icons and a toolbar. The "Ticket No." field contains "2007 943 8945" and the "Case No." field contains "8945". The "Summons" tab is selected, showing options for "Personal Appearance Required" (selected) and "Waiverable through Traffic Violations Bureau". The "Summons and ordered to appear" field is set to "0000" and "Anytown Court". The "Address" field contains "1 ANYTOWN STREET". The "Date" is "04/11/2007" and the "Time" is "13:00". There is a checkbox for "To be set" and a field for "Make Check or Money Order Payable". Below this, it states "This summons served personally on the" with a date of "04/11/2007". A large text area is labeled "Issuing-Charging Law Enforcement Officer". To the right, there is a "Total # of Offenses" field set to "1" and a "Statement of Facts" button. Below that, there are fields for "Fines" (5000), "Costs" (5000), and "Total" (5000). At the bottom, there are fields for "Unit" (1), "Post" (1), and "District" (1). A signature line at the bottom left shows "943" and "Officer A. Manchester".

Personal Appearance Required, Waiverable through Traffic Violations Bureau (Radio buttons)

Select whether the violator is required to appear in court, or the appearance is waived.

Summoned and Ordered to Appear At

Enter the court code if the violator is required to appear.

- *Drop down list.*
- *The “Court” name and “Address” fields will populate automatically once the court code is entered.*

Date, Time

Enter the date and time the violator is to appear in court.

- *Drop down calendar for the date*

To Be Set (Check box)

Check this box if the officer is unsure of the date or time of the court appearance.

Mailing Address, Make Check or Money Order Payable to

The “Mailing Address” and “Make Check or Money Order Payable to” fields will populate automatically based on the court selected in the “Summoned and ordered to appear at” field and if the violator’s appearance is waived.

This Summons Served Personally on the Defendant

The current date will automatically appear in this field indicating when the summons was served.

- *Drop down calendar*

Issuing-Charging Law Enforcement Officer

This box can show the officer’s electronic signature for the citation. It corresponds with the officer entered below the box.

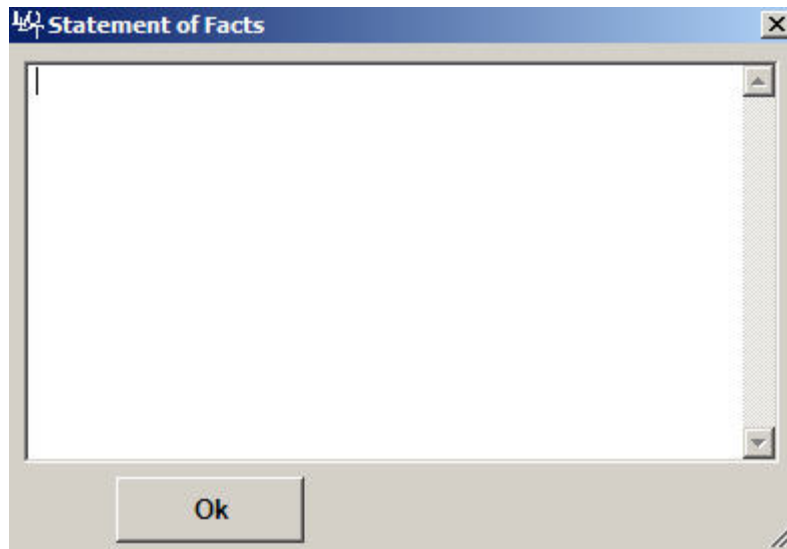
- *Drop down list*

Total # of Offenses

Enter the total number of offenses for which the violator was cited.

Statement of Facts (Action button)

This text box allows the officer to state, in documentation form, the actual speed of the violator. A sample screen is shown on the following page.



Fines

Enter the dollar amount of the fines for the citation.

Costs

Enter the dollar amount of the costs for the citation.

Total

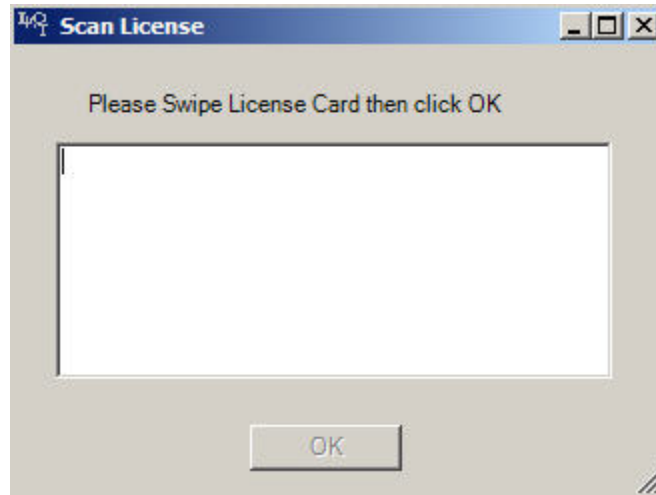
Enter the sum total dollar amount of the fines and costs.

Unit, Post, District

Enter any Unit, Post, or District number of the officer.

LICENSE CARD SCAN

The License Card Scan feature gives the user the ability to scan an individual's driver's license to quickly populate the corresponding fields during data entry. A license card reader is needed to facilitate this option. When you are in the "Violator" screen, click on the "License Card Scan" icon from the toolbar. The following message will appear.



Swipe the license through the card reader, click "OK" and the information will appear in the applicable fields. Then, continue with the data entry to complete the citation.

PRINTING THE CITATION

Once you have entered all the information for the citation and have saved it, click on the "PRINT" icon from the toolbar. This will populate a print preview screen of the citation. A sample screen is shown below.

Anytown Court Court Outside Ohio, COUNTY, OHIO
 STATE OF OHIO NEWTOWN Ticker No. 43 8945
 City Village Township Case No.: 8945
 Name: JOHN SMITH
 Street: 1870 W Broad St
 Civ. State: Columbus, OH Zip: 43223
 License Issued MO: 04 YR: 2005 Expires Birthday: _____ State: OH
 SSN: 999-99-9999 DOB: MO 4 Day: 11 Yr: 1974

RACE	SEX	HEIGHT	WEIGHT	HAIR	EYES	Financial Responsibility Proof Shown
<u>W</u>	<u>M</u>	<u>600</u>	<u>200</u>	<u>BRO</u>	<u>GRY</u>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> No

 LICENSE NO.: RG99999999 YES No
 Lic Class D DOT # _____ Does Not Apply
TO DEFENDANT: COMPLAINT
 ON: 04/11/2007 AT: 09:38 AM YOU OPERATED
 Pass Comm Cvdca Over 26001 Bus Haz. Mat.
 VEHICLE: YR 2001 MAKE AUDI BODY TYPE COMPACT
 COLOR Blue LIC 0089U7 STATE OH
 UPON A PUBLIC HIGHWAY NAMED E on BROAD
 AT: _____ (M.P. 0)
 IN THE _____ OF _____ IN _____ COUNTY (NO. _____), State of OHIO and committed the following offense(s):

<input checked="" type="checkbox"/> SPEED: <u>156</u> MPH in <u>35</u> MPH zone	<input checked="" type="checkbox"/> ORC	<input type="checkbox"/> ORD	<input type="checkbox"/> T.P.
<input checked="" type="checkbox"/> Over Limits <input type="checkbox"/> Unreasonable Cond. <input type="checkbox"/> ACDA	<u>4511.21</u>		
<input checked="" type="checkbox"/> Radar <input type="checkbox"/> Air <input type="checkbox"/> VASCAR <input type="checkbox"/> Pace <input type="checkbox"/> Laser	<input type="checkbox"/> Stationary	<input checked="" type="checkbox"/> Moving	
<input type="checkbox"/> OMVI: <input type="checkbox"/> Under the Influence of alcohol/drug of abuse	<input type="checkbox"/> ORC	<input type="checkbox"/> ORD	<input type="checkbox"/> T.P.
<input type="checkbox"/> Prohibited blood alcohol concentration <u>0.</u> %BAC	Offense Code _____		
<input type="checkbox"/> Blood <input type="checkbox"/> Breath <input type="checkbox"/> Urine <input type="checkbox"/> Refused			
<input type="checkbox"/> Driver License: <input type="checkbox"/> None <input type="checkbox"/> Revoked <input type="checkbox"/> Suspended	<input type="checkbox"/> ORC	<input type="checkbox"/> ORD	<input type="checkbox"/> T.P.
<input type="checkbox"/> Expired: <input type="checkbox"/> 6 months or less <input type="checkbox"/> Over 6 months	Offense Code _____		
Suspension Type _____			
<input type="checkbox"/> Safety Belt (Failure to wear) <input type="checkbox"/> Child Restraint			
<input type="checkbox"/> Driver <input type="checkbox"/> Passenger			
Other Offense: _____	ORC	ORD	T.P.
Other Offense: _____	ORC	ORD	T.P.
<input checked="" type="checkbox"/> Driver License Held <input checked="" type="checkbox"/> Vehicle Seized	Statistical Codes <u>100, 100A</u>		
PAVEMENT: <input type="checkbox"/> Dry <input checked="" type="checkbox"/> Wet <input type="checkbox"/> Snow <input type="checkbox"/> Ice			
VISIBILITY: <input type="checkbox"/> Clear <input checked="" type="checkbox"/> Cloudy <input type="checkbox"/> Dawn <input type="checkbox"/> Dusk <input type="checkbox"/> Night			
WEATHER: <input checked="" type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Fog <input type="checkbox"/> No Adverse			
TRAFFIC: <input type="checkbox"/> Heavy <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Light <input type="checkbox"/> None			
AREA: <input checked="" type="checkbox"/> Business <input type="checkbox"/> Rural <input type="checkbox"/> Residential <input type="checkbox"/> Industry <input type="checkbox"/> School			
CRASH: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Almost Caused <input type="checkbox"/> Injury <input type="checkbox"/> Non-Injury <input type="checkbox"/> Fatal			
Crash Report No. _____			
REMARKS: <u>Viewed Radar #80989-09=0-Calibrated at: 12:00</u>			
Accompanying Criminal Charge <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total Offenses <u>1</u>		

TO DEFENDANT: SUMMONS PERSONAL APPEARANCE REQUIRED
 You are summoned and ordered to appear at Anytown Court Court
1 ANYTOWN STREET at 13:00 PM on 04/11/2007
 If you fail to appear at this time and place you may be arrested or your license may be cancelled.
 This summons served personally on the defendant on 04/11/2007. The issuing charging law enforcement officer states under the penalties of perjury and falsification that he/she has read the above complaint and that it is true.

Issuing-Charging Law Enforcement Officer	<u>0000</u>	<u>1</u>	<u>1</u>	<u>1</u>
	Court Code	Unit	Post	Dist.

To DEFENDANT: READ THIS MATERIAL CAREFULLY
 PERSONAL APPEARANCE REQUIRED. If the officer marked this block on the face of the ticket, you must appear in court. Your appearance in court is required because the offenses cannot be processed by a traffic violations bureau.
FAILURE TO APPEAR AND/OR PAY. The posting of bail or depositing your license as bond is to secure your appearance in court or the processing of the offenses through a traffic violations bureau. It is not a payment of fines or costs. If you do not appear at the time and place stated in the citation or if you do not timely process this citation through a traffic violations bureau, your license will be cancelled. Also a warrant may be issued for your arrest and you may be subject to additional criminal penalties.
OFFENSES THAT MAY NOT BE PROCESSED BY TRAFFIC VIOLATIONS BUREAU: The following offenses require court appearance and may not be processed by a traffic violations bureau:
 Any indictable offense; Operating a motor vehicle under the influence of alcohol or any drug of abuse; Leaving scene of accident; Driving while under suspension or revocation of driver's or commercial driver's license; Driving without being licensed to drive except where the driver's or commercial driver's license has been expired for six months or less; A third moving traffic offense within 12 months; Passing a standing school bus; Willfully eluding or fleeing a police officer; Drag racing.
 WAIVERABLE THROUGH TRAFFIC VIOLATIONS BUREAU. If you are charged with offenses other than those listed above, you may, within seven days after the day you receive the ticket, plead guilty to the offenses charged and dispose of the case without court appearance by:
 (1) Appearing personally at the traffic violations bureau, signing the waiver printed below and paying the fines and costs; or
 (2) Signing the waiver printed below and mailing it and a check or money order for the total of the fines and costs to the traffic violations bureau at the following address:
 Address of traffic violations bureau: _____
MAKE CHECK OR MONEY ORDER PAYABLE TO: _____
INSURANCE WARNING, UNDER OHIO LAW YOU ARE REQUIRED TO SHOW PROOF OF FINANCIAL RESPONSIBILITY OR INSURANCE. If you did not show it at the time of receiving this ticket, you must submit proof of insurance when you appear in court on these offenses or when you dispose of these offenses in person or by mail through the traffic violations bureau.
IF YOU DO NOT SUBMIT THE REQUIRED PROOF, YOUR DRIVER'S LICENSE WILL BE SUSPENDED AND YOU MAY BE SUBJECT TO ADDITIONAL FEES AND INSURANCE SANCTIONS. If you have any questions regarding this proof filing, you may call the traffic violations bureau at the telephone indicated.
INFORMATION: For information about your duty to appear or the amount of fine and costs, call: _____
CONTESTED CASE: COURT APPEARANCE REQUIRED. If you desire to contest the offenses or if court appearance is required, you must appear at the time and place stated in the summons.
NOTICE TO DEFENDANT UNDER EIGHTEEN YEARS OF AGE. You must appear before the Juvenile Court at the time and place determined by that Court. The Juvenile Court will notify you when and where to appear. This ticket will be filed with the Juvenile Court and may be used as a juvenile complaint. For information regarding your duty to appear at Juvenile Court call: _____
 Address of Juvenile Court: _____
GUILTY PLEAS, WAIVER OF TRIAL, PAYMENT OF FINES AND COSTS.
 I, the undersigned defendant, do hereby enter my written pleas of guilt to the offenses charged in this ticket. I realize that by signing these guilty pleas, I admit my guilt of the offenses charged and waive my right to contest the offenses in a trial before the court or jury. Further, I realize that a record of this plea will be sent to the Ohio Bureau of Motor Vehicles. I have not been convicted of, pleaded guilty to, or forfeited both for two or more prior moving traffic offenses within the last 12 months. I plead guilty to the offense(s) charged.
 FINES \$ 5.000 Signature of the Defendant _____
 Costs \$ 5.000 _____
 Total \$ 5.000 Address _____

Once you have the print preview showing, you can click on the "Print" icon on the print preview screen to print out the citation.