

## **Brazos e-Ticket – January 2020**

- At the beginning of your tour of duty
  - Sign-in
  - Hit cloud to sync your computer (this needs to be done to make sure you have enough citations)
- At the end of your tour of duty,
  - Sync your computer again to ensure all of your tickets uploaded to the serve
- Desktop site - <https://my.brazostech.com/>
  - Your log in is your email address
  - When on webpage, type username and then forget password to set up your password (if you were not in training)
  - This is where you can set up your favorites
  - Also where you will print copies of citations for records- you **MUST** print all tickets at the end of shift
    - Under citation tab

### ***Some tips...***

- Court Diversion Ticket = Print 2 copies of e-ticket, make sure you sign **BOTH** of them prior to giving to violator
- Any other tickets – make sure you **SIGN** the ticket; Cook County does not allow digital signatures yet...
- A DUI ticket on thermal ticket paper will **NOT** be accepted by the clerk – so you must make a photocopy or print it out on the desktop.
  - If you take a DUI directly to Stickney, you must print your DUI ticket in your squad car. Stickney doesn't have the technology to allow us to setup a desktop or another computer in their station.
- If you are writing any tickets in the station, you can log into the desktop module to do so – no reason to utilize the car computer/scanner
- A spare paper roll has been placed in each squad's glove box. If you utilize, please replace.
- If two tickets were issued, a court date will be assigned. If they are eligible to pay at court prior to date, do not click required court appearance
- For duration of stop, **YOU MUST** enter an amount of your entire stop: Brazos will only factor the time it took to create the ticket