Brazos eCitation

**Cook County, IL Reference Guide**

# Contents

## 1. Log-in Screen and Screen Navigation

Launch the Brazos program  to Log-in.
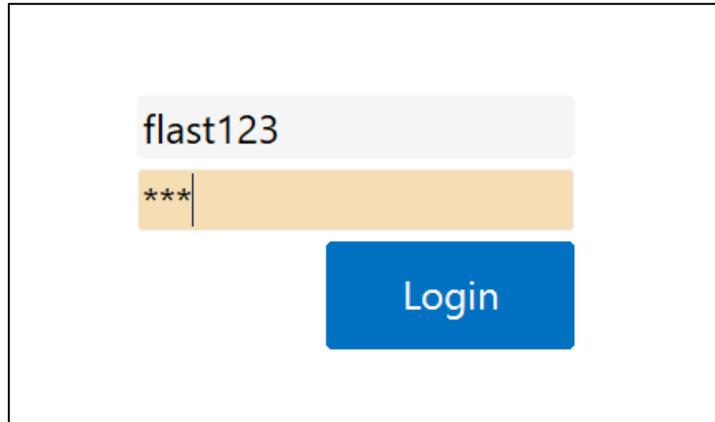


Log in with the provided Username and your password.

### 1.01  Application Task Screen
Once logged-in, you will see the application task screen.



On the left side of the screen are any available tasks/modules.

The cloud with the arrow is the Sync Icon.

Syncing will push any records to the website and pull down any available updates.

It is recommended to sync at least at the beginning and end of your shift.
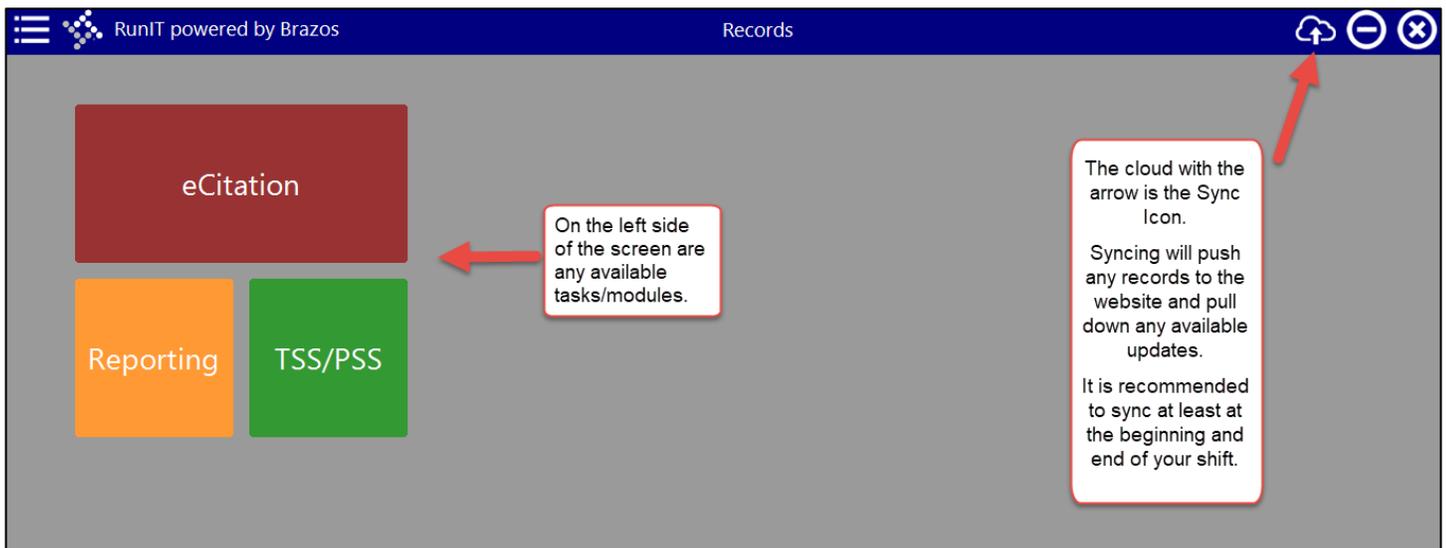
- Once the software has been synced, the program will shut down and will need to be reopened.

## 1.02 Virtual File Cabinet
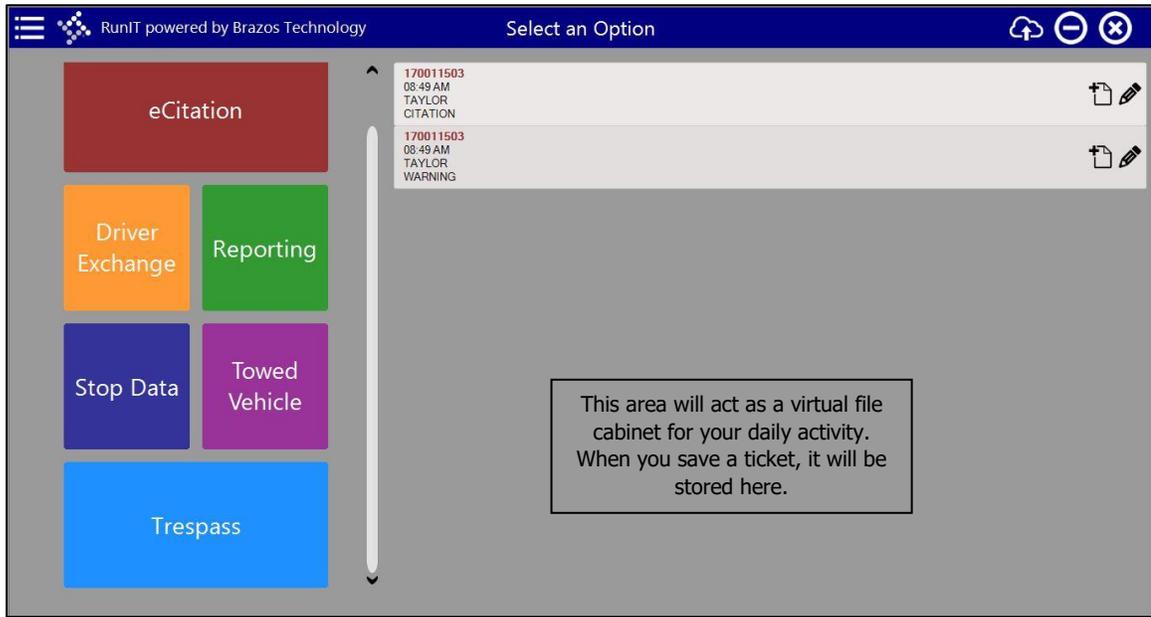


## 2    eCitation

eCitation is foundation for the other tasks. (Driver Exchange, Trespass, and Towed Vehicle)

From the application task screen, launch eCitation.

### 2.01 Ticket Number

When you launch E-Citation, a ticket number will not be issued until you select a ticket type.
The ticket number will be based on the Type selected.
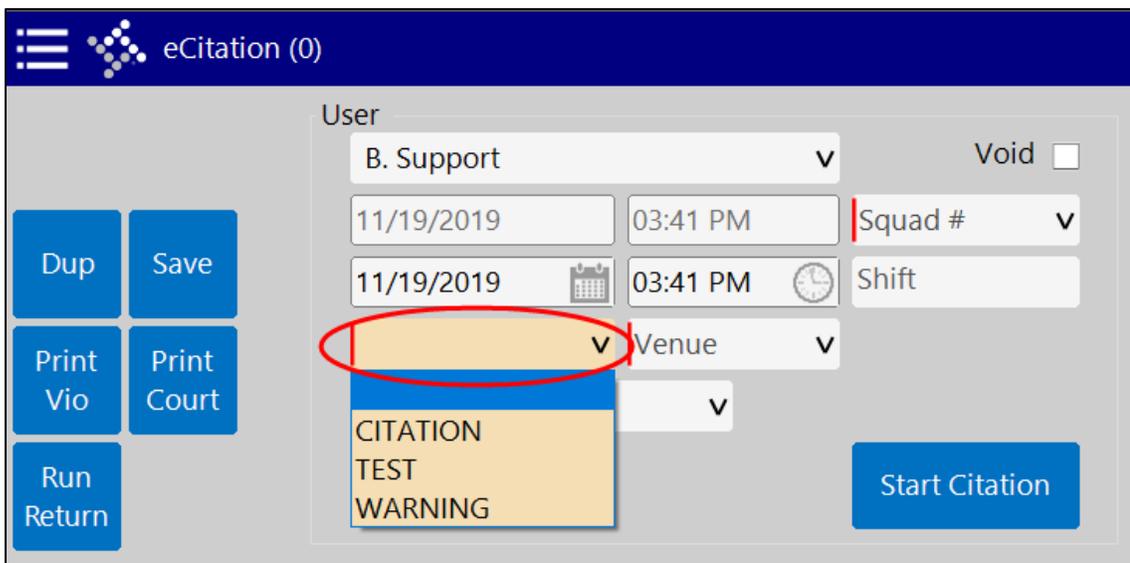
### 2.02 The Menu

The Menu icon is located at the top left corner.
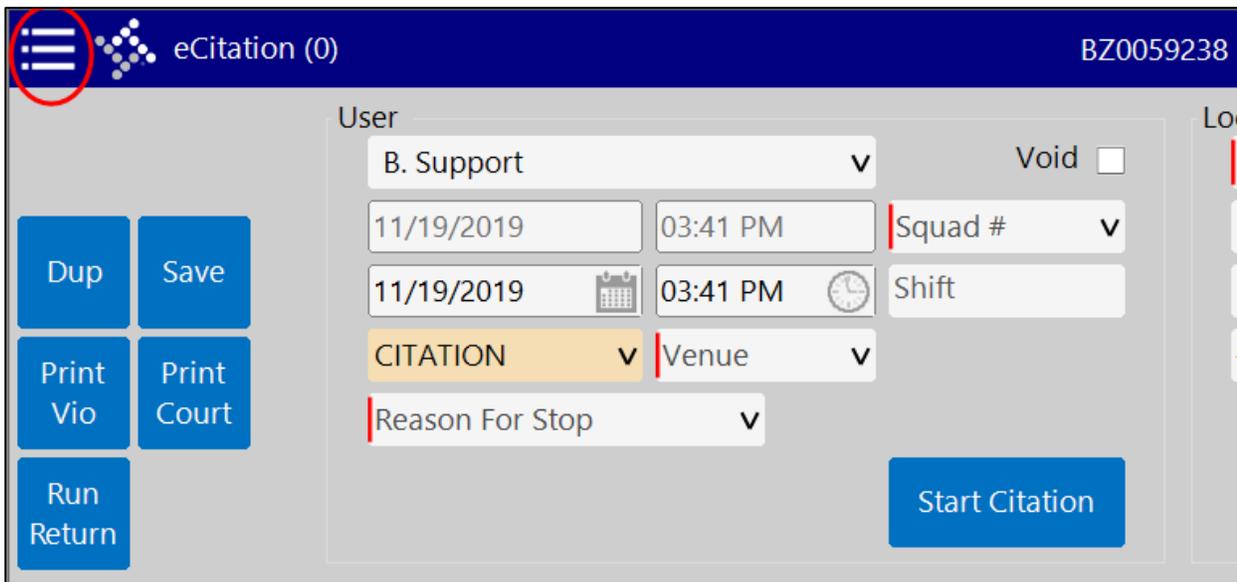


From the menu screen you can pair your printer and change the style (day/night).

- ▪ Pairing Printer
    - Turn your printer on, then select the "printer" option from the menu.
    - Type in asset tag and select pair
    - When the printer is paired, it will print a receipt. Tear off paired receipt and discard
- ▪ Style
    - To change the style, select "style" from the menu.
    - Select the mode you prefer day or night.
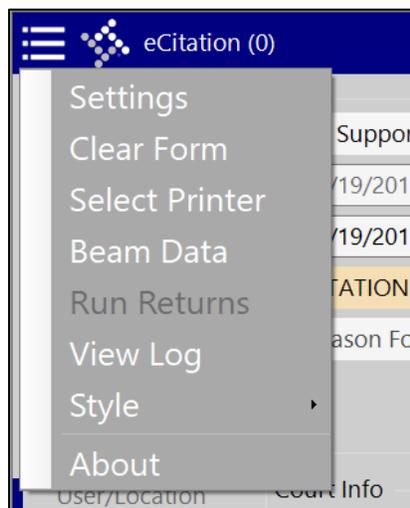


### 2.03 Function Icons

Function icons are located just below the menu

- Print Vio
    - You will utilize the "Print Vio" function when you are ready to print the Violator's copy of the citation. Issues to be aware of - it is best to print before saving the citation. When you select print, the action will validate the citation. If you save the citation first, you will have to re-open the citation from your virtual filing cabinet before printing (adds extra steps).
- Print Court
    - You will utilize the "Print Court" function when you are ready to print the Court copy of the citation. This copy will be turned into the Court, with the transmittal report.

- Save
    - Once a citation has been saved, it is sent to virtual file cabinet. You can only obtain a new ticket number once your current citation has been saved.

- Run Return
    - Run Return allows you to pull your returns (individuals and vehicles) from your Mobile software to populate required fields.

- Dup
    - The "Dup" function issues a new ticket, but copies all the information from the current ticket. Dup has "save" built into the function and will send the original ticket to your virtual file cabinet. Therefore, it is best to print before selecting Dup.

    - An example where Dup might be used:

        - Multiple minor in possessions at party where the location and offense are the same, but the violators can be change.

### 2.04 Citation Tabs

Citation Tabs are located underneath the Function Icons



- The Citation Tabs are as followed:
  - User / Location -      User (Officer), Court Dates, Location, and Bond Info
  - Suspect / Vehicle -   Violator and Vehicle information
  - Accident / Parent -   Accident and Parent information (if the Violator is a Juvenile)
  - Violations -      Offenses, Offense related fields, and Officer Notes
  - Searches -      TSS fields
  - Witness -      Witness or Additional Person Information

- You will progress through each tab as you complete the citation. The tabs will be covered more in-depth in the Issuing Citation Section (3).

## 2.05   Required Fields

All required fields will be marked with a red line to the left of the information field. These fields must be completed to validate the citation.



## 2.06   Start Citation

Select "Start Citation" prior to filling out the citation, this will update your date and time located within the User / Location Tab. While on patrol, it may have been a few hours before you issued your last citation. By selecting Start Citation, you update the date and time for your citation.

*** Caution ***
If you begin filling out the citation and then select Start Citation, you will clear out the data you have already entered. If you have begun filling out the citation and you forgot to select "Start Citation" at the beginning, just fill in the date and time manually.



## 2.07 User / Location Tab

Within this tab you will input User Information (Officer Information), Court Date and Time Information, Location Information, and Bond Information.

***Before beginning the eCitation process, first run the suspect and vehicle returns. By running the returns first, you will save time by auto populating those fields within eCitation***

## 2.71 User Fields

- Enter Squad Number
- Select a Ticket Type
  - The ticket number will not be assigned until a type is selected.
    - Citations will start with the Cook County assigned prefix
    - Test tickets will start with 'TT'. These tickets do not get sent to the Court
    - Warnings will start with 'WW'. These do not get sent to the Court.
- In the Venue field select Village or State. This field will then check the appropriate box on the printed ticket.
- Select the appropriate option for the Reason for stop.

- If Moving Violation is selected, another field will appear for type of Moving violation.



### 2.07.1     Court Info
- Click the Get Court Dates button to populate the Traffic and Misdemeanor Court dates and times.
  - If an Officer has multiple Keys, a pop up will appear allowing them to select the key they want to use.
- If the Companion to a Criminal Case box is checked, a Court Date and time will not print on the ticket. Instead "Companion to Criminal" will print in the Court fields.



### 2.07.2     Location Section
- Enter this information manually.
- Block/House Number and Street, Cross Street (xStreet) is only mandatory if a block range is not filled out
- Enter your Location District (this is for the TSS data).

- The Grant/STEP field can be used to record that the ticket was written as part of a Grant or STEP. The option in this field can be changed by the Agency.



### 2.07.3     Bond Section
- Depending on the Method of Release selected, the required fields will change.



## 2.08  Suspect / Vehicle Tab
- If you ran the suspect/vehicle return in RMS, select "Run Return" to auto populate the suspect/vehicle information. You can always enter and change information manually or with the use of a scanner.
- When using "Run Return", a separate window will open.  Select the violator/vehicle related to the incident, then select "Use Data" to populate the fields.

### 2.08.1 Suspect Section
- If not using the Run Returns, information can be manually entered or a scanner can be used.
  - The scanner would be used to scan the 2D barcode on the Driver's License
- If the Violator does not have a Driver's License or ID, checking the 'No DL' box will unrequired the DL Number field.

**Suspect**

☑ NO DL    Driver ⌄

DL Number | IL ⌄ | Cla: ⌄ | CDL ☐ | DL Expires 📅
Last Name | | | | Suffix
First Name | | | | Middle
Address | | | | Apt #
City ⌄ | IL ⌄ | Zip ⌄
Hair ⌄ | Eyes ⌄ | Sex ⌄ | Height ⌄ | Weight
DOB 📅 | Race ⌄
Phone ⌄

**MSR**

### 2.08.2 Vehicle Information

- This information can be entered manually, if not using the Run Returns.
- If the Vehicle does not have a Plate, checking the 'No Plate' box will unrequired the License Plate field.
- If you select the CMV (Commercial Motor Vehicle), it will prompt you to enter the DOT #.

**Vehicle**

☐ NO PLATE    Plate Type ⌄

VIN | Year ⌄
License Plate | IL USA ⌄ | Reg Exp
Type ⌄ | CMV ☑
Style ⌄ | Hzmt ☐
Color ⌄ | DOT #
Make ⌄
Model ⌄

### 2.09  Accident / Parent Tab

#### 2.09.1    Accident Section
- By checking the Accident box, the additional accident fields will appear and be required.
  - Checking this box will also unrequired the TSS fields.



#### 2.09.2    Parent Section
- The Parent section will only appear when a juvenile is entered in the Suspect section.
- All fields in this section are optional



#### 2.09.3    Offense Information
- School and Construction Zone are the only selections unless the offense of speeding is selected. If speeding is selected - Speed, Speed Limit, and Speed Determination are mandatory fields to be selected.

### 2.09.4  Notes Section
- Notes are optional
- It is best to add notes after the citation has been printed or saved, and after violator has been released. Notes are not necessary to issue citation.

## 2.10  Violations Tab

### 2.10.1  Finding Offenses
- Offenses can be located using a category, or by searching.
  - When using the Search the Offense code or partial description can be used.

### 2.10.2  Selecting Offenses
- Once you find the offense, you have two options "Citation" or "Warning". You will cycle through your options by clicking on the offense. Fist click will identify the offense as a "Citation", and the second click will turn the offense into a "Warning". A third click will deselect the offense.
- Citations and Warnings cannot be combined, the selected offenses need to be all Citations or all Warnings.
- If multiple offenses are selected, a Citation/Warning will be printed for each selected offense (with its own Citation number)
- When an offense is selected a 'Special Notes' screen will appear. Text entered into this field will appear on the printed ticket, to the right of the Offense description.



### 2.10.3  Additional Violation Info
- Some offenses will open additional fields. For example Speed offenses will require additional speed information to be filled in.

### 2.10.4  Notes

- The Notes section includes a free text Notes field. This field is option and does not show on the Violator or Court Copies. It will be available on the PDF, on the brazos website.

## 2.11 Searches Tab

- The searches fields are for the TSS reporting to the State.
- To make this screen easier for the Officers, all fields are defaulted to 'No' and the only required field is the 'Duration'. In the event that a Search was conducted the fields can be updated as needed.



## 2.12 Witness Tab

- This tab is not required, but can be used to capture additional persons associated with the Citation/Warning/Crash.
- The witness screen also has the Run Return button, to be able to import person information from the Mobile software.

## 2.13  Printing Citation

- Printing the citation validates the citation. If there is missing required information, it will not allow you to print and it will list the missing fields in red at the lower left hand corner of the screen. The program will then take you to the field needing information, guiding you through the needed information.



- Your printer will "go to sleep" if not used, and it has to be on to print. Wait until the ticket prints completely before printing the second copy.

- Take two copies of the citation with you and collect a wet signature from the violator, on the Court Copy if applicable. Give the violator the unsigned, violator copy. Turn the signed, Court copy into your Agency's citation box at the end of shift.

## 2.14  Citation Completion
- Once citation has been issued and signed, add notes if needed, then select save and the citation will be moved to your virtual file cabinet.
- A new citation cannot be started unless the current citation has been saved.

## 2.15  Syncing Activity
- It is important to Sync the application (as shown in section 1.1) to the server before and after your shift
- Syncing accomplishes two things:
    - At the beginning of shift - It updates your software
    - At the end of shift – It pushes your shift activity to the JP courts, clearing out your virtual file cabinet.