## Using Maine eCitation for Officers Without Field Computers

## **No Duplication of Citations**

#### Issue Citations Using One Method

When issuing a citation, choose either paper or electronic, but not both. If you issue a paper citation, do not enter the same citation into Maine eCitation. This prevents duplicate entries from being received by the Maine Violations Bureau.

## Impact of Duplicates

Duplicate citations can cause administrative errors, confusion, and legal issues. It's essential to maintain the integrity of our records by ensuring each citation is entered only once.

## **Entering Traffic Stop Information at the Agency**

## Use Maine eCitation for Traffic Stop Demographics Only

Officers can utilize Maine eCitation to collect Traffic Stop Demographics in compliance with Maine Statute. This feature allows officers to input data after traffic stops when they don't have access to a field computer. While citations cannot be entered in this scenario, officers can still input Traffic Stop Demographics and warnings for data collection and analysis purposes.

### Collect Pertinent Details During the Stop

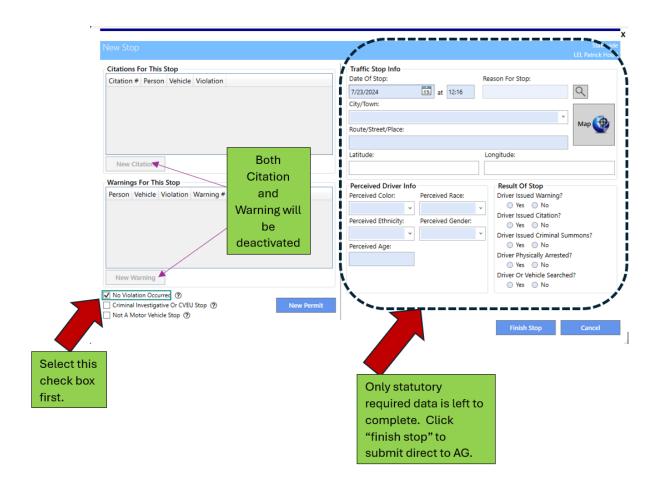
Gather required information during the traffic stop, including the demographics you perceive the driver to be. This ensures you have all the data needed for accurate entry later

#### Enter Data Upon Returning to the Agency

Once back at the agency, input the collected traffic stop information into the Maine eCitation system using agency computers. Do not enter any data from paper citations you issued. This step ensures that all traffic stop data is accurately recorded and stored to ensure the agency meets data collection requirements.

See attached diagram for reference on page 2.

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For questions about day-to-day use, best practices, or reporting concerns, feel free to contact your Maine Bureau of Highway Safety Liaisons.

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