

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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The screenshot shows the 'New Stop' form in the Maine eCitation system. The form is divided into several sections:

- Citations For This Stop:** A table with columns for Citation #, Person, Vehicle, and Violation. Below it is a 'New Citation' button.
- Warnings For This Stop:** A table with columns for Person, Vehicle, Violation, and Warning #. Below it is a 'New Warning' button.
- Traffic Stop Info:** Fields for Date Of Stop (7/23/2024), Reason For Stop, City/Town, Route/Street/Place, Latitude, and Longitude. A 'Map' button is also present.
- Perceived Driver Info:** Fields for Perceived Color, Perceived Race, Perceived Ethnicity, Perceived Gender, and Perceived Age.
- Result Of Stop:** Radio button options for Driver Issued Warning?, Driver Issued Citation?, Driver Issued Criminal Summons?, Driver Physically Arrested?, and Driver Or Vehicle Searched?.

Annotations include:

- A green box with the text 'Both Citation and Warning will be deactivated' pointing to the 'New Citation' and 'New Warning' buttons.
- A red arrow points to the 'No Violation Occurred' checkbox with the text 'Select this check box first.'
- A red arrow points to the 'Finish Stop' button with the text 'Only statutory required data is left to complete. Click "finish stop" to submit direct to AG.'

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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