

Part IV: REPORTS

Quarterly Progress Report Narrative for the **SECOND** quarter.

Project Title: E-Citation Preparation Standards

Project Number: K9-11-18-05

Implementing Agency: Florida Department of Highway Safety and Motor Vehicles

Project Director: Bonnie Scott-Walls

Describe the subgrant activities that took place during the quarter. Attach newspaper clippings, press releases, photos and other items that document activities. Use additional sheets if necessary. The *Quarterly Progress Report of Performance Indicators* should be sent to the DOT Safety Office along with the narrative within 30 days of the end of each quarter.

During the second quarterly reporting period, DOT approved the proposed contract with FACC to conduct the E-Citation Structured Testing Software Development Project; software specification requirements were identified. E-Citation Preparation Workgroups were successfully planned and executed; preliminary structure testing needs and solutions to the barriers of e-citation use were the primary issues discussed.

The following activities took place during this reporting period:

- The Department continued to plan and conduct E- Citation Workgroups. Various E-Citation Stakeholders including representatives from the Florida Association of Court Clerks and Comptrollers (FACC), Clerks of Court (COC), Law Enforcement (LE) agencies and E-Citation Vendors were invited to attend the E-Citation Preparation Standards Workgroup meetings. Lessons learned from each Workgroup have created changes to the meeting structure and agenda. These modifications have generated an increase in constructive feedback. The Workgroup's beneficial feedback has produced effective changes to the interface control document (ICD), which has advanced the progression of a standardized uniform traffic citation (UTC).

- o The second E-Citation Preparation Standards Workgroup meeting was held on February 3rd, 2011 at the Central Florida Safety Council in Orlando, Florida from 9:00am – 3:30pm. Representatives from the following stakeholders attended the Workgroup: Advanced Public Safety (APS), iyeTek LLC, Ormond Beach Police Department, Altamonte Springs Police Department, Osceola County Sheriff's Office, Orange County Sheriff's Office, Florida Highway Patrol, Flagler County Clerk of the Court, Volusia County Clerk of Court, Orange County Clerk of Court, Marion County Clerk of Court, FACC and DHSMV. See attached documents for details of the second Workgroup.

- o The third E-Citation Preparation Standards Workgroup meeting was held on March 16th, 2011 at the Lauderdale Lakes DL Office in Ft. Lauderdale, Florida from 9:00am – 3:30pm. Representatives from the following stakeholders attended the Workgroup: Advanced Public Safety (APS), TraCS, Pembroke Pines Police Department, West Palm Beach Police Department, Coral Springs Police Department, Broward County Sheriff's Office, Collier County Sheriff's Office, Miami Dade Clerk of Courts, Broward County Clerk of Court, West Palm Beach Clerks Office, FACC and DHSMV. See attached documents for details of the third Workgroup.

- o Preparation for the fourth and final E-Citation Workgroup is ongoing. This next meeting will be held on April 20th, 2011 at the Neil Kirkman building in Tallahassee, FL. Workgroup materials, including the notes and outcome documents from the first, second and third meeting will be assembled.

- Development Manager Gary Axtell from FACC presented the first deliverable (Software Requirements Specification) as defined in the proposal on March 9, 2011 for the E-Citation Structure testing application. The software requirement specifications include the description of the product functions, the external interface and the system requirements. The second deliverable (Structured Testing Software Delivery) is expected on May 1st, 2011.

- Meetings have been held with various stakeholders including Rick Ward and Charlie Schaeffer from FDLE

regarding the FDLE Statute Table and the DHSMV Appendix C Traffic Reference Guide: and Melvin Cox, Alex Nicholas, Gary Axtell and Scott Hartsfield from FACC regarding structure testing and deliverables.

The continued interaction between DHSMV, Law Enforcement Agencies, E-Citation Vendors, Clerks of Court, FDLE and FACC members have helped promote the use of Electronic Citations. As of today, two counties (Alachua and Marion) have joined the E-Citation Paperless Pilot in the effort to eliminate the use of paper Uniform Traffic Citations. The information being gathered from this paperless pilot along with the feedback from the Workgroups are helping to identify issues and solutions to increase use and the creation of a solid foundation for an efficient E-Citation program.

QUARTERLY PROGRESS REPORT OF PERFORMANCE INDICATORS

for the SECOND quarter.

Project Title: <u>E-Citation Preparation Standards</u>						
Project Number: <u>K9-11-18-05</u>						
Implementing Agency: <u>Florida Department of Highway Safety and Motor Vehicles</u>						
Project Director: <u>Bonnie Scott-Walls</u>						
Performance Indicators	Milestones Accomplished					
	Quarter Ending December 31	Quarter Ending March 31	Six-Month Totals	Quarter Ending June 30	Quarter Ending September 30	Project Totals
Number of surveys distributed to Law Enforcement	0	0	0	0	0	0
Number of surveys returned from Law Enforcement	0	0	0	0	0	0
Number of Law Enforcement Agencies chosen to participate in E-Citation Preparation workgroup	4	11	15	0	0	0
Number of Clerk of Court chosen to participate in E-Citation Preparation workgroup	2	7	9	0	0	0
Number of E-Citation Vendors chosen to participate in E-Citation Preparation workgroup	1	3	4	0	0	0
Number of Law Enforcement Agencies attending E-Citation Preparation workgroup	4	17	21	0	0	0
Number of Clerk of Court attending E-Citation Preparation workgroup	3	15	18	0	0	0
Number of E-Citation Vendors attending E-Citation Preparation workgroup	1	5	6	0	0	0
	0	0	0	0	0	0