ELECTRONIC TRAFFIC INFORMATION EXCHANGE (E-TIX)

INDEX CODE: 1904.2
EFFECTIVE DATE: 08-29-22

Contents:

I.   PURPOSE

The purpose of this directive is to establish policy regarding use of the E-Tix software and hardware.

II.   E-TIX SOFTWARE

A.   E-Tix software, within the Delta+ system, was developed by the Maryland State Police and is provided to allied agencies to be used as a method to issue Maryland Uniform Complaint and Citations. The software may also be used to issue and print warnings, S.E.R.O. and accident exchange forms.

B.   Only officers who have attended an approved Maryland State Police training program are authorized to use E-Tix.

C.   The software is installed on Mobile Data Computers for all officers who have been trained to use the software. No one is permitted to alter, remove or modify the software.

D.   Officers will utilize the software consistent with the training provided by the Maryland State Police.

III.   E-TIX HARDWARE

A.   The hardware used in conjunction with the E-Tix software is called a "Slick Ticket" and consists of an over-the-seat style carrier. This carrier has an integrated optical scanner and printer.

B.   The Slick Ticket may not be disassembled or altered in any way.

C.   The paper used with these units meets strict specifications set by the District Court of Maryland. Therefore, only thermal paper issued by the department will be used.

IV.   E-TIX USE

A.   When using E-Tix, all guidelines as set forth in Index code 1937 shall apply with the exception of the requirement for the defendant to sign the citation(s). When issuing citations electronically, the defendant is not required to sign the citation.

B.   Officers will be required to fill out all mandatory fields before issuing citations, warnings and/or S.E.R.O. The software will also prompt you to indicate whether the violation contributed to an accident and will also ask if the stop is a "reportable stop" referring to the data required to be reported for racial profiling reporting (Traffic Stop Data Collection information) as outlined in Index Code 1904. If an officer answers affirmatively to the "reportable stop" question within E-Tix, they are also required to answer the question whether a search was conducted. If a

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search was conducted of the vehicle and/or person, officers are required to complete all fields regarding the search. This may be done immediately after the stop, or when prompted at the end of the officers tour of duty when shutting down the E-Tix software.

E-Tix, if issued, will also be used to capture information regarding searches completed of a vehicle and/or person for "non-reportable stops." If an officer makes a traffic stop for a "non-reportable stop" and a search of the vehicle and/or person is conducted, the officer will enter that information into E-tix.

C.   Since E-Tix only generates one paper copy of citations, warnings, and SEROs, officers may use the Reporting/Statistics feature of Delta+ to generate a daily report of activity. This report may be printed and turned in for statistical tracking purposes.

D.   In the event that E-Tix software is unavailable while an officer is on a traffic stop with a violator and the officer intends to issue a written warning, citation or SERO, the officer will issue a hand-written warning, citation, or SERO to the violator using issued warning, citation, or SERO books. An officer will not, at a later time, submit an electronic version into E-Tix of a written warning, citation, or SERO, in these cases. Hand-written warnings, citations, or SERO's will be submitted to Central Records. Officers electing to give a violator a "verbal warning" for a traffic violation, will not enter any information into the E-Tix module of Delta+. Officers will still follow "Traffic Stop Data Collection" procedures outlined in Index Code 1904 in these cases.

E.   In the event that an officer is unable to print an electronic citation, warning, or SERO, after it has been submitted during a traffic stop with a violator due to equipment malfunction, the officer will:

1. Request that another officer equipped with Electronic Citation Software and Hardware respond to the scene to print the citation, warning or SERO from another computer;
2. Request that the violator respond back to the station and print the citation, warning, or SERO from there;
3. Print the citation, warning, or SERO later and personally deliver it to the violator; or
4. Only if the other options are unsuccessful, print the citation, warning, or SERO and send it to the violator via certified mail.

F.   E-Tix will not be used for parking violations unless the driver's or owner's information is properly entered in the system and the driver/owner is available to receive the E-Tix citation or warning. Parking violations should be written on an Anne Arundel County Parking Citation or an Anne Arundel County Police Department Traffic Violation Warning Notice.

V.   **PROPONENT UNIT:** Technology Section.

VI.   **CANCELLATION:** This directive cancels Index Code 1904.2, dated ***03-25-19***.