

# Bowie Police Department - General Orders



E-TIX / DELTA PLUS	NUMBER: 510
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## I. PURPOSE

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

## II. E-TIX SOFTWARE

A. The Delta Plus software was developed by the Maryland State Police and is being provided to allied agencies to be used as a method to issue Maryland Uniform Complaint and Citations (ETIX). Delta Plus shall also be used for the Automated Crash Reporting System (ACRS). The software may also be used to 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 will be installed on Mobile Data Computers for all officers who are in patrol and have been trained to use the software. No one is permitted to alter, remove or modify the software.

D. A user manual for E-Tix is available online at <http://etix.mdsp.org>. It is located under the document section. This document should be utilized to answer questions and get help as needed.

## 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 (L-tron) and a thermal printer (Brother). The unit requires one D/C connection for power and one USB computer connection.

B. The slick ticket is the only hardware authorized to be used with E-Tix. It 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. 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 (TSDS data).

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

#### **V. TRAFFIC STOP DATA SHEETS (TSDS)**

A. TSDS sheets will no longer be needed unless the stop results in a verbal warning, E-Tix is unavailable, or the stop data for whatever reason cannot be captured in E-Tix. Officers not using E-Tix will continue to fill out TSDS as required.

B. Officers will continue to notify the dispatchers upon completion of traffic stops whether the stop will be with or without a data sheet.

#### **VI. PROPONENT UNIT**

Traffic Section.