BASIC DATA ENTRY

South Carolina Uniform Traffic Tickets

Top Section: Police – Court – Remote Side Button: Data Entry

LawTrak - Workstation - BUBB File Edit Window Help	A'S POLICE DEPT - MANAGER FUNC	TIONS OPEN	
South Carolina Uniform Traffic Ti	cket		
? A Active Agency: 01	Case #: 2012-01234		Ticket #: 00001XX
Personal Info	Officer Info / Notes	Court Info	Attached Pictures
Get ID # ID: 0000002018	(Any information in this section	n must be changed in the Master	ID)
Name: JOHN		SMITH	Tablet Mode
Address: 123 MAIN ST		FLORENCE	SC 29501
Hair: BLK Ey Drivers License: SC 00123 Trial Officer: JUDGE TE	es: BLU Height: 6 ((4567 Class EST JUDGE	Weight: 180 Ethnici St. D CDL Yes Trial Da	ty: N Residence: J No Decal #: te: 08/31/2012 Trial Time: 1500
Result of Accid	ent? Court Appearance Re	equired? Insurance Verif	ied? Vehicle Searched?
Traffic Code: 21 Offense I State Statute 56-05-1520(G)(1) TRAFFIC / SPEFI	Description: SPEEDING 44/35 2100 DING: 10 MPH OR LESS OVER THE		eed: 44 Posted Speed: 35
B.A. Level:	Refused B.A.		Entered By: MANAGER
Sort Order: © Ticket # C Name	e Search For:		
Add Voided Ticket Create Booking	Prin <u>t</u> Extended <u>S</u> e	arch Cancel Filter Dupl	icate This Ticket Information
< Previous Next> Bro	wse <u>E</u> dit <u>A</u> dd	Delete [Esc] - Exit	Bave Cancel Case Closed
Sc_offenses (c:\nbspolice\ltdata\sc_of	fenses.dbf) Record	t 1/9 Record Unlocked	NUM

Adding a Traffic Ticket

There are two options to add a Uniform Traffic Ticket. The first is to Add a Voided Ticket. This will simply place a record in the file with the ticket number. No additional information is required.

Add a	Unique	Ticket Number
	00001XX	
	Add	[Esc] - Cancel

To add a ticket, press the Add button and fill in the Ticket Number. If you are working on a remote and have Automatic Ticket Blocks entered for E-Tickets, this number will fill in automatically. You can always overwrite the ticket number if needed. If the ticket number is already registered in LawTrak as being used, you will receive a message that you have entered an invalid ticket number.

NOTE: Special Fields

There are a few fields that are either mandatory or have special functions.

Trial Date: 01/01/2013

Traffic Code: 21

Any field that has a **Yellow Background** when adding or editing is a mandatory field. <u>This type of field cannot be left blank.</u>

Any field that has a Blue Label next to it has some sort of <u>Help</u> Lookup. Most of the time, these fields can only take certain



information set up in other files or mandated by the state. <u>In most cases,</u> <u>pressing F1 while in this field will</u> <u>bring up a help screen with the valid</u> <u>entry information.</u>

If you enter invalid information in any field with a blue label, you will get an error screen.

Once you enter the Ticket Number, you will be taken immediately to the Master ID Lookup screen. This is where you either select an existing person from the Master ID file, or create a new one. (Note: See Master ID Help File for more information)

To see if the person is in the system already, type in the LAST NAME, FIRST NAME in the Search box, press <Tab>, and see if you can find the person on the listing. You can also scan Drivers Licenses if you have a reader set up on the computer. Once you have the correct ID on the screen, press <Esc> to bring the information back into the ticket.

Get ID # ID:	0000002018	(Any inform	nation in this se	ction mus	t be changed	d in the Mas	ster ID)		
Name:	JOHN				5	SMITH			
Address:	123 MAIN ST				FLORE	NCE		SC	29501
Phone:	(843) 999-8888	3 SSI	N: 123-45-6789	Bi	rth Date: 01	/01/1980	Race:	W	Sex: M
Hair:	BLK Eyes	s: BLU	Height: 6	0 "	Weight: 1	80 Eth	nicity: N	Re	sidence: J
Drivers License:	SC 0012345	567	(lass: D	CE	L TYes	[™] No D	ecal #:	

The information at the top of the ticket screen all comes from the Master ID screen. This section is only editable if you are on the Master ID screen. If any of this information needs to change, press Get ID #, go to the Master ID screen, edit the information, and press <Esc> to bring the corrected information back into the ticket.

Traffic Code:	21	Offense Description	on: SPEEDING 44/35		
State Statute	56-05	i-1520(G)(1)	2100	Actual Speed: 44	Posted Speed: 35
	TRAF	FIC / SPEEDING, 10 I	MPH OR LESS OVER THE	SPEED LIMIT	

When you fill in the Traffic Code field, the default Offense Description is filled in as well. You can overwrite this field if necessary.

With some traffic codes, the State Statute is automatically filled in. These can be set up in the Traffic Code Setup.

If the State Statute is not correct or is missing, press the State Statute button to be taken to the Offense Lookup Screen.

	CDR/Local	Long Description			
58-05-0970(C)(3)	3218	TRAFFIC / RIGHT TURN ON RED WHERE PROHIBITED			
56-05-1030(A)	0390	RAILROAD / INTERFERENCE WITH TRAFFIC-CONTROL DEVICES OR RR SIGNS. SIGNALS. DEATH RESULTS			
58-05-1030(A)	0485	RAILROAD / INTERFERENCE WITH TRAFFIC-CONTROL DEVICES OR RR SIGNS, SIGNALS, INJURY RESULTS			
56-05-1030(A)	0571	RAILROAD / INTERFERENCE WITH TRAFFIC-CONTROL DEVICES OR RR SIGNS OR SIGNALS, NO INJURY			
56-05-1210(A)(1)	2461	TRAFFIC / HIT AND RUN, DUTIES OF DRIVER INVOLVED IN ACCIDENT WITH MINOR PERSONAL INJURY			
58-05-1210(A)(2)	2462	TRAFFIC / HIT AND RUN, DUTIES OF DRIVER INVOLVED IN ACCIDENT WITH GREAT BODILY INJURY			
56-05-1210(A)(3)	2463	AFFIC / HIT AND RUN, DUTIES OF DRIVER INVOLVED IN ACCIDENT WITH DEATH			
58-05-1220	2484	TRAFFIC / HIT AND RUN, ATT. VEHICLE, DUTIES OF DRIVER INVOLVED IN ACCIDENT, PROPERTY DAMAGE			
58-05-1230	2099	TRAFFIC / FAILURE TO GIVE INFORMATION AND RENDER AID			
56-05-1240	3224	TRAFFIC / LEAVING THE SCENE OF ACCIDENT INVOLVING UNATTENDED VEHICLE			
58-05-1250	2798	TRAFFIC / STRIKING FIXTURES ON OR ADJACENT TO HIGHWAY - FAILURE TO REPORT			
56-05-1520(A)	2519	TRAFFIC / DRIVING VEHICLE AT GREATER SPEED THAN IS REASONABLE UNDER CONDITIONS			
56-05-1520(G)(1)	2100	TRAFFIC / SPEEDING, 10 MPH OR LESS OVER THE SPEED LIMIT			
6-05-1520(G)(2)	2101	TRAFFIC / SPEEDING, MORE THAN 10 BUT LESS THAN 15 MPH OVER THE SPEED LIMIT			
56-05-1520(G)(3)	2102	TRAFFIC / SPEEDING, MORE THAN 15 BUT LESS THAN 25 MPH OVER THE SPEED LIMIT			
56-05-1520(G)(4)	2103	TRAFFIC / SPEEDING, MORE THAN 25 MPH OVER THE SPEED LIMIT			
58-05-1535	2436	TRAFFIC / SPEEDING IN HIGHWAY WORKZONE			
56-05-1536	3323	TRAFFIC / DRIVING IN A TEMPORARY WORK ZONE			
58-05-1538(G)	3320	TRAFFIC/ ENDANGERING EMERGENCY SERVICES PERSONNEL			
56-05-1555	2104	TRAFFIC / SPEEDING ON A MOPED			
56-05-1560	3220	TRAFFIC / VIOLATION OF MINIMUM SPEED LAW			
58-05-1570(A)	3246	TRAFFIC / SPEEDING WHILE TOWING HOUSE TRAILER			
58-05-1590	0130	TRAFFIC / RACING ON A PUBLIC ROAD			
58-05-1600	0131	TRAFFIC / ACQUIESCING IN OR ALLOWING USE OF CAR FOR RACING			
58-05-1810	2511	TRAFFIC / DRIVING ON WRONG SIDE OF ROAD			

To find the correct State Statute or Local Ordinance, type in the statute number or CDR code and press <Tab>. You will be taken to the closest statute available. Once you find the correct statute, make sure it is highlighted by clicking on it in the grid and press the Select Statute option. This will transfer you back to the ticket and fill in the offense fields. All local ordinances have a state statute number of 00-00-0000. (Note – See the State Statutes Help File for additional information on adding new statutes and local ordinances)

Make sure you fill in all information on the Personal Info and Officer Notes / Notes screen, then press <Save>. Once saved, the ticket will automatically show up on the Court Docket and it will be available for connecting receipts.



Printing a Ticket

You can print out the Uniform Traffic Ticket and all copies as needed. Simply select the copies you want to print.

Duplicating The Ticket Information

Duplicate This Ticket Information

Once you have a ticket saved, you can press the Duplicate This Ticket Information to create another ticket for the same person, but with a different offense.

Attaching Pictures



There are two types of pictures attached to a Traffic Ticket. The first type of picture is the Mug Shot. This comes from the Master ID record, and cannot be changed from the Ticket Entry pages.

The other type of picture is any type of picture you wish to attach to this case. You can attach as many pictures as you want. Pictures can be seen and printed if they are in the most common file formats (BMP, JPG, GIF, TIF, etc.). There is a size limit on how big the pictures can be. There are also limitations on what type of compression has been used while saving the picture (compressed TIFF, etc.). Try to avoid using extremely high resolution pictures.

Special Note about Case Number

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Case #: 2012-01234
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If there is no specified Case Number, it will default to the Ticket Number. If the ticket is part of an Incident Report,

you can overwrite the Case Number to match the Incident Report number. This will attach the ticket to the Incident Report and make everything easier to look up for a case.

Deleting a Ticket

!!! WARNING !!! You are about to delete this record. Are you sure you want to do this?	Delete Record	
Are you sure you want to do this?	!!! WAR	NING ! ! !
Are you sure you want to do this?	Tou are about to t	uelete this record.
	Are you sure you	want to do this?
Yes - Delete No - Do Not Delete	<u>Y</u> es - Delete	No - Do Not Delete

You can delete a traffic ticket as long as there are no receipts attached and the case is still open in Court. If there are receipts, a disposition, or a booking report attached to the ticket, you cannot delete it until everything attached is either deleted or moved.

South Carolina Arrest Warrant

Top Section: Police – Court – Remote Side Button: Data Entry

LawTrak - Workstation - B	UBBA'S POLICE DEPT - MANAGER FU	INCTIONS OPEN	
South Carolina Uniform Arres	t Warrant		
? Active Agency: 01	Case #: 2012-01234		Warrant #: 2012A2120200001
Personal Info	Affiant Info / Affidavit / NCIC	Court Info / Notes	Attached Pictures
Get ID # ID: 0000002	018 (Any information in this sec	tion must be changed in the Mast	er ID) Arrest Warrant
Name: JOHN		SMITH	
Address: 123 MAIN	ST	FLORENCE	SC 29501
Phone: (843) 999	-8888 SSN: 123-45-6789	Birth Date: 01/01/1980	Race: W Sex: M
Hair: BLK	Eyes: BLU Height: 6	0 "Weight: 180 Ethn	icity: N Residence: J
Drivers License: SC 00	1234567 CI	ass: D	Decal #:
Prosecuting Officer: State Statute 00-00-0000 TEMPORARY	0000	At [Place]: Offense: TEST OFFENSE	Time:
(If Certified for Service in Another Jurisdiction)	County/ Municipality of		Date of Signature: / /
Date of Offense: 08/28/2012	To: 08/28/2012 Location:	Trial Date	: / / Trial Time:
Date Served: / /	C Served C Withdrawn	Trial/Arresting Officer	TEST Court: MUNICIPAL
Served By:		Entered By	MANAGER SCIEX: 08/28/2012
Order: Warrant # C Nar Serve / Withdraw	ne Search:	WTH Map Google Map 1 Search Cancel Filter	Do Not Show On Outstanding List ficer who has custody Check Out Warrant 8/28/2012 OFFICER SMITH
Control tenter of the second secon	Browse Edit Add	Delete [Esc] - Exit	Save [Esc] - Revert Case Open
Sc_offenses (c:\nbspolice\ltdata\s	c_offenses.dbf) Red	cord: 2/2 Record Unlock	ed NUM

Adding an Arrest Warrant

	C Bench Wanant C Coultesy Summons
	Continue
Warrant	
dd a Uni	que Warrant Numbe
dd a Uni	que Warrant Numbe
dd a Uni	que Warrant Numbe

When you press the Add button, you will be asked what type of Warrant you are entering, then the program will assign the next warrant number in your agency's block. If you are putting in an old warrant, or if you have a hand-written warrant, you can always overwrite the automatic numbering. If your agency has not set up the automatic numbering blocks, see Arrest Warrant Number Block Setup for more instructions.

Once you have a number, you can choose to attach a Warrant Template. This will fill in the state statute and start writing the affidavit automatically. (See Arrest Warrant Template Help File for more information)

(If Certified for Service in Another, Jurisdiction)	Date of Signature: / /
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If the Warrant is for service in another jurisdiction, fill in the appropriate boxes.

Fields for Courtesy Summons

Summoned to Appear Before the Court:	Date: / /
At [Place]:	Time:

If you are entering a Courtesy Summons instead of an Arrest Warrant, some additional fields will

open for edit. These fields will have a yellow background, normally meaning they must be filled in. However, since the Summons has not been served yet, there is no way to know the Summons Date. These fields can be left blank at the time the Summons is created, but must be filled in at the time the Summons is served so it can be taken to Court.

Affiant and Affidavit Information

Affiant:	POLICE			Go To Affiant Data	abase Service Atte	mpts Date	Time
Address:	123 MAIN S	T		Phone: (843) 393-7	800 1:	11	
City:	FLORENCE		State: SC	Zip: 29501	2:		
Narrative:	AFFIDAVIT	GOES HERE			4:		
					5:	11	- [
					6:	11	
			-			-	
Date Affi	davit Given:	08/28/2012		Bond Amount:	Bond Type		
	Judge:	JUDGE	TEST JUDGE		Release Date: /	1	
	Attorney:				Released To:		

Arrest Warrant A	Affiants
This yo	a database contains a list of Affiants that ou use fairly often on Arrest Warrants.
You do no	ot have to use an entry in the Affiant Database on the Arrest Warrant.
Name:	POLICE
Address:	123 MAIN ST
City:	FLORENCE SC 29501
Phone:	(843) 393-7800
Previous !	Nex: Browse Add Edit Delete [Esc] - Exit
<u>ş</u>	2sve [Esc] - Revert [Eill in Warrant Affiant Information]
Search For	Name:

The Affiant Info / Affidavit screen allows you to put in additional information. There is an Affiant Database that is not connected to the Master ID file. This is designed specifically for those individuals or businesses which regularly sign out warrants (police department, businesses for bad checks, etc.). Using this section and keeping the entries fairly limited can help streamline the Affiant information.

☐ Do Not Show On Outstanding List

If you do not want the Warrant to appear on the Outstanding Warrant List, select this option at the bottom of the Warrant Screen.

Show Served			
	C Served C Wit	hdrawn	Blank All Served Data
Date Served: Served By:	11		
This section M	UST be filled out f	to get the	Warrant on the Court Docket
Court:	MUNICIPAL		
Trial Date:	// Tria	al Time:	
Service Attempt	s Date	Time	Location
1:			
2:	11		
3:	11		
4:	11		
5:	11		
6:	11		
	Save	[[Esc] - Cancel

Serving / Withdrawing a Warrant

Once a Warrant has been saved, you can show it as being Served or Withdrawn. The Warrant will not show up on a court docket until it has been served and a Trial Date filled in. There is also an option to Blank All Served Data to bring the warrant back active, and spaces to fill in for Service Attempts.

If the Warrant is shown as Served and a Trial Date filled in, it will automatically show up on the Court Docket.

Checking Out a Warrant

Officer who h	as custody	Check Out Warrant
08/28/2012	OFFICER S	MITH

To help track who has actual custody of a Warrant, you can Check Out a Warrant and fill in the date and name of the officer who has

physical custody of the Warrant. There is a report off the Main Menu which you can use to show who has custody of all Warrants. (See Outstanding Arrest Warrants Checked Out Help File for more information)

Printing a Warrant

Print Warrant	
✓ Original	
Defendant	Сору
Audit Copy	
Print Backs	s for Each
Print Magis	trate's Checklist
·	

Warrants are printed out on a Laser Printer on regular white paper. You can print out the copies needed, as well as a Magistrate's Checklist. The Backs for the Warrants can be printed out as well. If you print the backs, you will be prompted to put the warrants back in the printer. LawTrak does not support double-sided printing.

Once the Warrant has been printed, it takes an Administrator to override the settings to reprint it. This is to help keep duplicate originals from being printed.

Master ID File

Top Section: All Side Button: Lookups

and the second	1									
ain Information	Addition	al Information	Busines	ss Contact Info	Warrant History /	Ser	vice Pic	ture History	/ Addition	al No Gai
Number: 0000	002008	Secondary ID:		Las	Last I	Aodifi :	ed By: MAN	AGER 12	/04/2012 Maiden	Name:
IOHN				DC	E					
Address: 456	MAIN ST							-		25
City: FLO	RENCE		SC	29501	Add Master ID Popup	1		-		
Phone: (843) 393-7800	Cell Pho	ne: (843	3) 393-1798				Ne	Carlos I	
rth Date: 01/0	1/1981 31 Y	.O. SSN: 123	8-98-999	9 Decal #:						
Type:	Individual		-							
about.	Individual									
Race: W	White			Sex: M Ma	ale		Ş	The state		
Race: W	White Not of Hisp	panic or Latino C	Reside	Sex: M Ma	ale		2		P	
Race: W	White Not of Hisp	panic or Latino C Weight: 180	Reside	Sex: M Ma ence: J Jun air: BLK	ale isdiction Eyes: BLU					t
Race: W Ethnicity: N Height: 5 '	White Not of Hisp 10	Danic or Latino C Weight: 180 #: 0012345	Reside	Sex: M Ma ence: J Jui air: BLK Class: D	ale isdiction Eyes: BLU Google Map				R	7
Race: W Ethnicity: N Height: 5 ' ver's License Vehicle Tag	White Not of Hisp 10 " - State: SC State: SC	oanic or Latino C Weight: 180 #: 0012345 Tag #: ABC	67 123	Sex: M Ma ence: J Jui air: BLK Class: D Find by COM S	ale isdiction Eyes: BLU Google Map can WTH Mapping		Get Picture	Clear Pictu	re Adjust I	Picture
Race: W thnicity: N Height: 5 ver's License Vehicle Tag - First	White Not of Hisp 10 " - State: SC State: SC Middle	Danic or Latino C Weight: 180 #: 0012345 Tag #: ABC Last S	67 123	Sex: M Ma ence: J Jun air: BLK Class: D Find by COM S Address	ale is diction Eyes: BLU Google Map can WTH Mapping City	St	Get Picture Zip	Clear Pictu Phone	re Adjust I	Picture
Race: W thnicity: N Height: 5 ' ver's License Vehicle Tag First HN	White Not of Hisp 10 " State: SC State: SC Middle	Danic or Latino C Weight: 180 #: 0012345 Tag #: ABC Last S DE	67 123 uffix 123	Sex: M Ma ence: J Jun air: BLK Class: D Find by COM S Address MAIN ST	ale is diction Eyes: BLU Google Map can WTH Mapping City FLORENCE	St SC	Get Picture Zip 29501	Clear Pictu (843) 393-7800	re Adjust 1 DOB 101/01/1981	Picture License 001234567
Race: W Ethnicity: N Height: 5 ' iver's License Vehicle Tag - First	White Not of Hisp 10 " - State: SC State: SC Middle	Danic or Latino C Weight: 180 #: 0012345 Tag #: ABC Last S DE	67 123 Iuffix 123	Sex: M Ma ence: J Jun air: BLK Class: D Find by COM S Address B MAIN ST	ale isdiction Eyes: BLU Google Map can WTH Mapping City FLORENCE	St SC	Get Picture Zip 29501	Clear Pictu Phone (843) 393-7800	re Adjust I DOB 01/01/1981	Picture License 001234567
Race: W Ethnicity: N Height: 5 ' ver's License Vehicle Tag First DHN	White Not of Hisp 10 " State: SC State: SC Middle	Danic or Latino C Weight: 180 #: 0012345 Tag #: ABC Last S DE	Reside 67 123 suffix 123	Sex: M Ma ence: J Jun air: BLK Class: D Find by COM S Address MAIN ST	ale is diction Eyes: BLU Google Map Oan WTH Mapping City FLORENCE	St	Get Picture	Clear Pictu Phone (843) 393-7800	re Adjust I DOB 01/01/1981 Print History Print History	Picture License 001234567
Race: W Ethnicity: N Height: 5 ' ver's License Vehicle Tag First OHN earch: ort By: O ID •	White Not of Hisp 10 " State: SC State: SC Middle	Veight: 180 #: 0012345 Tag #: ABC Last S DE	Reside H	Sex: M Ma ence: J Jun air: BLK Class: D Find by COM S Address MAIN ST	ale is diction Eyes: BLU Google Map can WTH Mapping City FLORENCE	St SC	Get Picture Zip 29501	Clear Pictu Phone (843) 393-7800 2 Find All Ocean	re Adjust I DOB 01/01/1981	Picture License 001234567

The Master ID File is where the personal information for every person entered into LawTrak is kept. All documents, whether from Court, Incidents, Tickets, Jail, etc., tie back to the Master ID File.

ID Number:	0000000000	Secondary ID:	Last Modified By:
First Name	:	Middle:	Last / Business Name:
UNKNOW	N/UNTRACKED		PERSON

When you first enter the Master ID File, you start out with the Unknown/Untracked

Person. If you are truly working with an unknown person, this is the ID you want to use instead of adding another Unknown into the file.

Searching the Master ID File

Search:	DOE JOHN
Sort By:	C ID C Name C SSN C

There are several ways to search the Master ID file. When you first enter the screen, you will be in the Search field. Type in the Last Name and First Name of the person you're looking for

and hit Tab or Enter. This will bring you to the closest name the program can find, and you can select from a list of names if there are more than one record for that name.

COM Port SCDL Scan	Find
Scan the Driver's License.	
If nothing appears in the box below, the COM Port is either offline or not set up correctly. If there is a match on the Drivers' License Number, you will be taken to that Master ID record.	you by the
If no match is found, you will start a new ID.	Dri
Cancel	Ma
	car
	rec

Find by COM Scan If you are working with Drivers License Scanners, you can also press the option to Find by COM Scan, scan the license, and the program will look for a matching Driver License Number or Exact Name Match. If a match does not exist, you can select to create a new Master ID record with the information on the license. There are also searches for

Social Security Numbers, Drivers License Numbers, Maiden Names, Parking Decal Numbers, and License Tag Numbers, along with a few others. There is also an Extended Search option that will allow you to search for any field you want to search by (i.e. partial addresses, identifying marks, etc.).

If you cannot find the person in the Master ID file, press the Add button and fill in all of the data you have on that person.

	House #	Dir	Street Name			Suffix 1
ddress:	456		MAIN			ST
Fir	st	Middle	Last	Suffix	Addres	5

If the person is in the Master ID file, but some information is different, press Edit and fill in the correct information. If something "history" record near the bottom of

important on the record changes, LawTrak will add a "history" record near the bottom of the screen to show what the information used to be (i.e. address history).

Main Inform	nation Ad	ditional Information	Business Contact Info	Warrant History / Service	Picture Hist	tory / Additional	No Gang
D Number:	000000200	8 Scars: SCARS	MARKS TATTOOS				
Alias:	ALIAS		FBI ID #: FBIID	State ID #:	STATEID		
	TIONAL DES	Additional Descriptio	ns PERSON	Location Code: 00 Birth Place: BIRTH PLACE Next of Kin: NEXT OF KIN Next of Kin Address:	<u>,</u>	Check If A Missin Sex Of Decea	any Apply g Person ifender sed Wanted Poster
				NOK ADDRESS Next of Kin City, State, Zi NOK CITY Latitude: Longitude:	ip SC	ZIP Switch to Get GPS	Degrees Reading

Additional Information

If you have additional information on the person, you can enter this on the second tab on the Master ID Screen. This can also contain the Latitude and Longitude if the entry is a Business instead of an Individual. If there is Additional Information on the record, the second tab will display in a different color to show you there is information on that page.

Business Contact Info

Main Information	Additional Information	Business Contact Info	Warrant History / Service	Picture History / Additional	No Gang
ID Number: 00000	002008				
Nam	e	Add	ress	Phone	
Owner:					
1st Contact:					
2nd Contact:					
3rd Contact:					
J_19	there a sate? (Check for	res) Location:			
∏ Is	there an alarm? (Check	for Yes) Type: 🗆 B	reak-In	Fire Cother	
			OUT IN THE OWNER OF		
		Alarm Company:			
	Other Specia	I Concerns (Specify):			

If the entry is a business, there is also a tab to enter things like Contact Information and Phone Numbers so you can find the information quickly.

Warrant History / Service Additional Information Picture History / Additional Main Information Business Contact Info No Gang Warrant Type From Record Date Served Narrative Statute Violation BENCH 99999ZZ 06/09/2011 SPEEDING OR TOO FAST FOR CONDITIONS (<= 10MPH) т Memo **Unserved Personal Service Papers** Assigned Record Violation Туре Court Jurisdiction Issued Check for Outstanding Balances

Warrant History / Service Papers

The Warrant History / Service tab will display a different color if there is information on that page. If the tab header is Red, there are Outstanding Warrants or Unserved Personal Service Papers listed for that person. If the tab header is Green, there is a history present, but nothing outstanding in the system at the moment.

Main Information	Additional Information	Business Contact Info	Warrant History /	Service Picture History	/ Additional No Gang
Current Picture:				Copy Currently Displayed Pic to	Hard Drive
Date	P	icture Name			
				N	
5 73					
				<u> </u>	
				Star Re	
				The second second	45
I		_			
Print	Pictures Delete Picture	Get/View Addit	ional Pics - 1	DOGCOP.BMP	

Picture History / Additional Pictures



The Picture History tab will display a list of all Mug Shots from history. There is also an option to Get/View Additional Pictures. These would be pictures of anything having to do with the person (i.e. pictures of tattoos, buildings for businesses, or anything that could help identify the person.

If there is anything listed on the Picture History page, the tab header will turn red.

Add Master ID Popup

There is a link on the Main Information Page to add a Master ID Popup (see Master ID Popup Help File for more information).

Merge This Record with Another

If you find a Master ID record that has been duplicated (two records with the same personal information exist), you can Merge

made.

Once you select an ID Numb	per to merge with, all records (containing the
current ID Number will be	change to reflect the Merged	ID Number.
To completely remove an ID N	lumber, merge it with ID Numb	er 0000000000.
III WARNING III Once you n	nerge an ID Number, you cann	tot Un-Merge IL
Current ID	Number: 0000002000	
	DOD	
IN		
IN I	ura lossesses	
ID To Mer	ge With: 000000000	
ID To Men ID To Men	ge Wille 000000000	
ID To Men ID To Men	ae With: 000000000 PERSON	

the two ID records. Be very careful merging records, because once merged, it is extremely difficult to "unmerge" them if a mistake is

LawTrak - Workstation - BUBBA'S POLICE D	EPT		<u>_D×</u>		
Master ID Notices					
ЈОНИ	DOE				
Master ID Number: 0000002008	Date Implemented: 12/04/2012	Date Rescinded: / /			
Note: If this is a Trespass Notice, please ma for Trespass Notices. Description of Notice: TRESPASS NOTICE	ake sure to enter the word TRESPAS	S in the description for reports and lo	okups		
Person / Business This Notice Applies Addre C Pho	TO: WALMART ss: 999 MAIL STREET ity: FLORENCE ne:	State: SC Zip: 29501			
<u> < Previous</u> <u>N</u> ext → <u>B</u> rowse	Edit Add Delete	e [Esc] - Exit	sc] - <u>R</u> evert		
Mail Merge Letters					
	Go to Letter Setup Print Select	ed Letter			
T and the fact that the second s	Print To:	© Screen © Printer			

There is an option on the Main Information Page to add Notices. These can be used to keep track of things like Trespass Notices, Orders of Protection, or anything that you want an officer to be able to see very quickly.

Press the Notices button, press Add, and fill in the information. The notice will remain active as long as the Date Rescinded field is left blank, and the Notices button will display Active Notices in Red.

There is a place on the Notices page to create Mail Merge Letters to go along with the Notices (e.g. Trespass Notice Letter). (see Custom Letter Setup Help File for more information)

	C Guilty Criminal History Only C Money Owed C All	
Print To:	Screen Printer	
Print C	ustom Criminal History Page DENCRINHIST	
CAM	USTOR Criminal History Page DENCRIMHIST	

Find All Occurrences

There is an option to Find All Occurrences. This will allow you to see what type of history this person has in your data files. There are three types of history you can run.

<u>**Guilty Criminal History Only</u>** – This will display all Tickets and Warrants that have a Guilty verdict of some kind and closed in Court. This option also allows you to print the results on a special form that LawTrak Support can create for your agency.</u> <u>Money Owed</u> – This will display all court cases with Outstanding Balances.

<u>All</u> – This will display all instances of the person anywhere in LawTrak, whether on a Ticket or Warrant, an Incident Report, Parking Ticket, Warning, or any other type of document that would tie into the Master ID File.

12/04/2012 Page: 1	ID: 0000002008 JOHN DOE 456 MAIN ST FLORENCE SC 29501 Date of Birth: 01/01/1981	
T 00001YY JOHN DOE Uniform Traffic Ticket - SPEEDIN Arrest Date: 12/04/2012 / Trial Closed Case / GUILTY BENCH TI Total Fines and Fees Due - 88.00	G 44/35 Date: 12/04/2012 / Time: 1500 / Case #: 00001YY RIAL / Restitution Due - 0.00 / Balance Due - 88.00	

Coming From Another Part of the Program

Most of the time, you will be entering the Master ID Screen from another part of the program (ticket entry screen, incident report entry screen, etc.). Most of the time there will be a "Get ID" button on that screen, and you will be taken to the Master ID file to find the person or enter the person you're looking for.

Once you have the person's information on the screen, you will want to return to the original document so you can continue your data entry. Press the Exit button or press Escape, and you will be taken back to the original document, and the person's information will fill into whatever document is needed.