

Office of Court Administration Statewide eCitation Project

Kick-off Meeting

April 20, 2016



Welcome

- Presenters:

- Thomas Sullivan, eCitation Project Manager, Office of Court Administration
- Sam Levario, eCitation Business Analyst, Office of Court Administration

- Ground Rules:

- Vendors/contractors are currently not allowed to attend project meetings
- Meeting will start and end on time
- Please keep your phone muted, and do not place us on hold
- There will be a Q&A session after every segment, and at the end of the presentation.
- You may ask questions using the Raise Your Hand feature, or submitting your question on the Question Pane.



Project Overview

Background: In FFY 2016, TxDOT awarded a Traffic Safety Grant to OCA for the development of a standardized platform (Statewide eCitation System) that law enforcement could use to facilitate the electronic transmission of citations to the court.

Goal: To streamline the current citation process by creating a standard set of citation data elements, including standardized codes where possible, and providing better integration of traffic records between local law enforcement, the courts, and state agencies through process and automation improvements.



Project Overview

- Project Scope
 - Parking and non-parking Class C traffic citations
 - Municipal and Justice Courts
 - Municipal, County and State level law enforcement agencies
- Not included:
 - Appeals of citations
 - Civil citations (such as red light cameras)
 - Non-traffic related citations
 - Class B and above citations



Project Timeline

The project is split into multiple phases. Each phase will require additional funding.

Phase 1 - *Requirements Gathering and RFO Creation* is underway and will complete on 9/30/2017

Phase 2 – *System Procurement and Development* (10/1/17 through 9/30/18)

Phase 3 – *System Implementation* (10/1/18 through 9/30/19)

Phase 4 – *Ongoing Operations* (10/1/19 onward)



Phase 1 Objectives/Milestones

1. Form Requirements Team - LE, Courts, OCA, TxDOT, & TxDPS (3/31/16) Complete
 2. Develop and document functional requirements for RFO (9/30/16)
 3. Establish standardized citation data elements and codes where possible (9/30/16)
 4. Document local HW/SW requirements and technology direction (9/30/16)
 5. Develop overall project plan and detailed work plan (9/30/16)
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1. Identify system development, implementation, and training costs (2/15/17)
 2. Develop Request for Offer (5/31/17)
 3. Plan system architecture and implementation strategy (9/30/17)

Funded
Funding Requested



Long Range Milestones

- Select the Vendor to provide the eCitation System – Fall 2017
- Develop an Implementation Plan – Spring 2018
- Build the eCitation System – Summer 2018
- Test the eCitation System at selected pilot sites – Fall 2018
- eCitation System Go-live – Early 2019



Project Status Communications

- The Project Manager will email monthly status reports to all project members. The status report will contain:
 - Current project status
 - Risks and issues affecting the project
 - Upcoming milestones
- Any project member can submit risks and issues to the Project Manager or Business Analyst.
- The project website will also contain information about the project - <http://www.txcourts.gov/programs-services/statewide-ecitation-system.aspx>



Questions?

(2 minutes)



Responsibilities/Expectations - Subject Matter Experts

- Provide subject matter expertise
 - Collaborate with the Project Business Analyst in identifying, reviewing, and assessing business processes and technology used in the SME's area of representation
 - Actively participate in meetings, workshops, and surveys as a representative from the city and/or county
 - Proactively communicate potential risks and issues to the project manager.
- Identifies business requirements, rules, and processes
 - Provide the Business Analyst an understanding of statutes, rules, and guidelines followed by the SME's area of representation
- Approves deliverables designated for their review
 - Provide consensus on documented requirements before they are finalized and turned into a state request for offer (RFO)



1. Form a Requirements Team

Top 25 Most Populated Cities/Areas were Invited

Cities			Counties		
Houston	Laredo	Pasadena	<i>Bell</i>	El Paso	Potter
San Antonio	Lubbock	Frisco	Bexar	Harris	<i>Tarrant</i>
Dallas	Garland	<i>Mesquite</i>	Cameron	Hidalgo	Travis
Austin	<i>Irving</i>	McAllen	Collin	Lubbock	<i>Webb</i>
Fort Worth	Amarillo	Killeen	Dallas	<i>McLennan</i>	
El Paso	Grand Prairie	<i>Waco</i>	Denton	<i>Nueces</i>	
Arlington	Brownsville	Carrollton			
Corpus Christi	McKinney	Denton			
Plano					

*Participating

**Not Participating

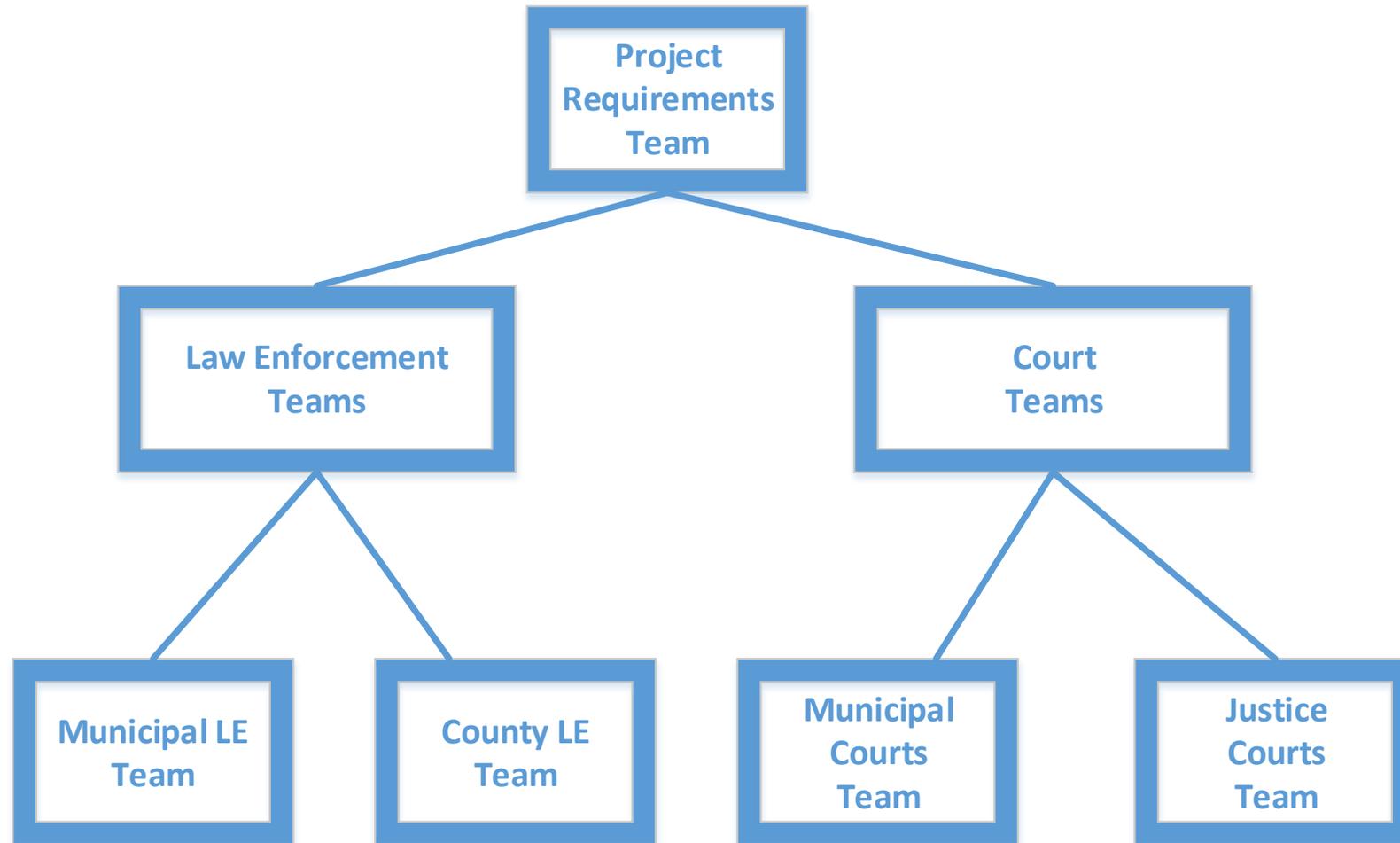


Requirements Team - Representation

- Team Representation (89):
 - Municipal Courts (27)
 - City Police Departments (16)
 - Justice of the Peace Offices (50+)
 - Constable's Offices (10)
 - Sheriff's Departments (14)
 - Office of Court Administration
 - Texas Department of Transportation
 - Texas Department of Public Safety
- On-Site Visit Strategy
 - City
 - County



Requirements Team - Organization



Questions?

(2 minutes)



2. Develop and document functional requirements for RFO

- Majority of discussions will be functional requirements
 - What is expected from this new system
 - How will the new system work
- Data and Reporting Process Major Areas:
 - Law Enforcement Reporting/Analytics
 - Court Reporting to State Agencies
 - Internal analysis and reporting needed

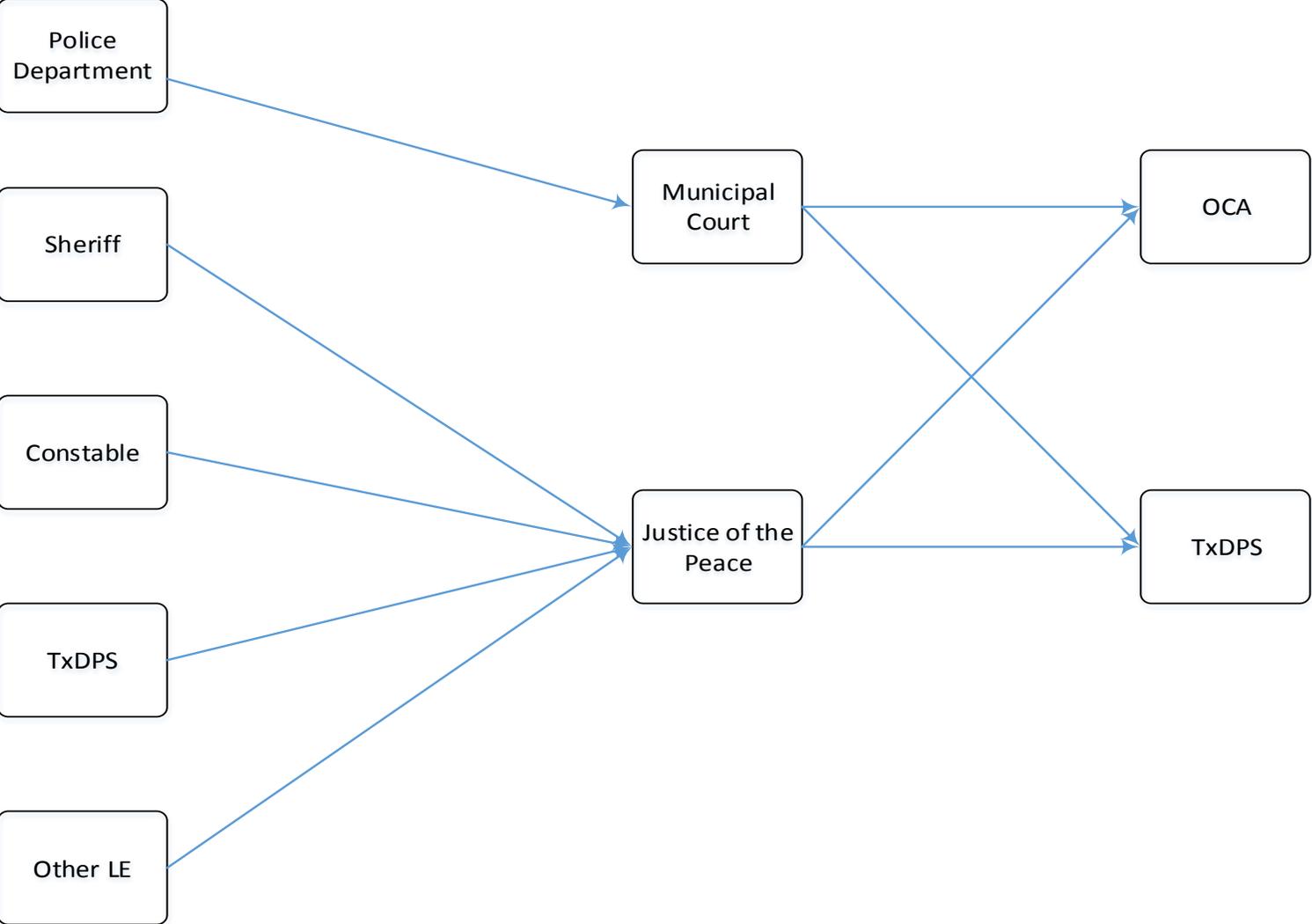


2. Develop and document functional requirements for RFO - *Continued*

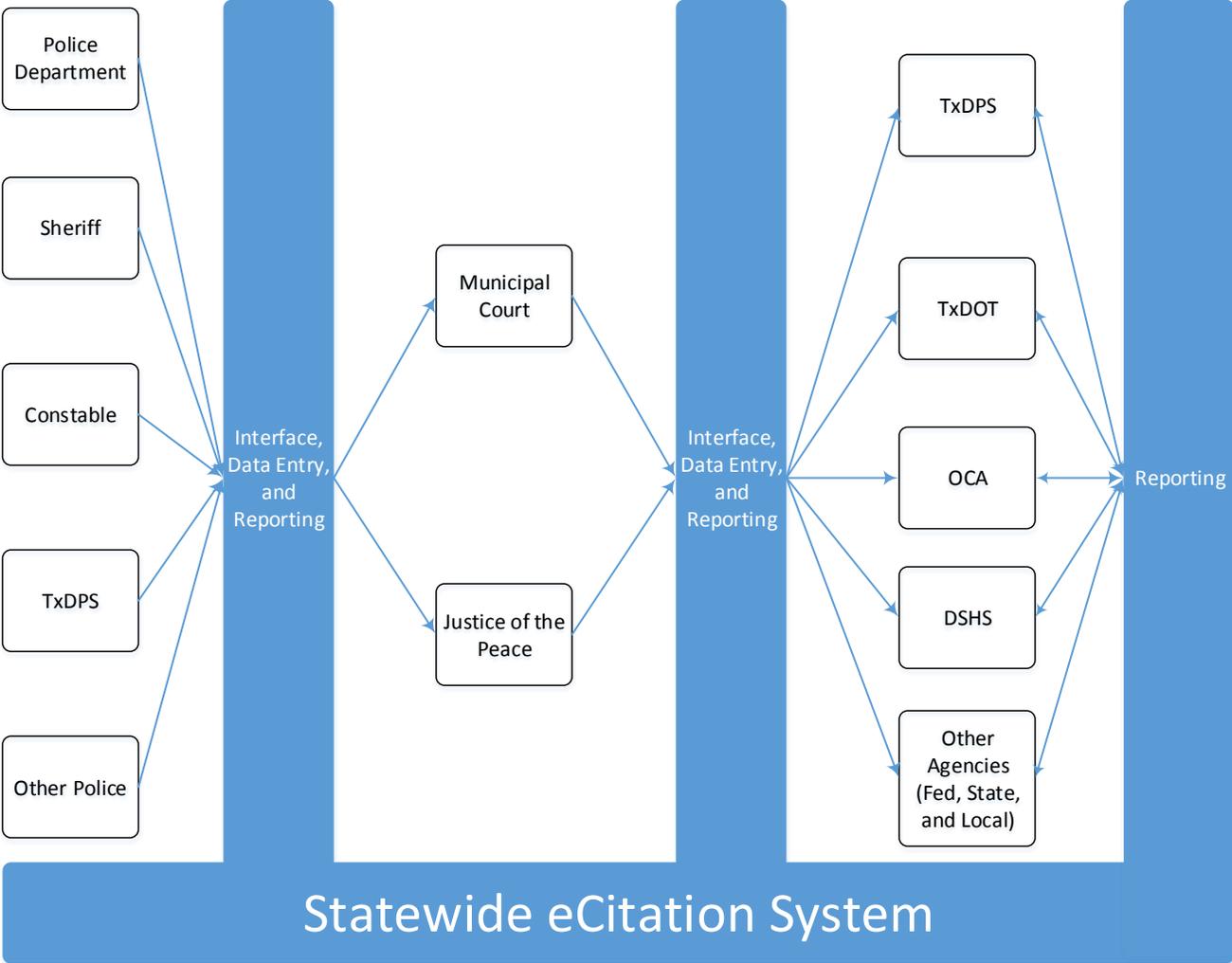
- Interfaces
 - Law Enforcement to Courts
 - Courts to State Agencies
 - Between State Agencies
 - Others?
- Survey Interface Question:
 - 88% Responded “Yes”
 - 3% Responded “No”
 - 9% Responded “Not Sure”



Current Citation Data Flow



Possible Future Citation Data Flow (**DRAFT)



3. Establish standardized data elements and codes where possible

- Core Data Elements that must be captured
- Best Practice Data Elements (includes core plus others)
- Custom fields for Local use



4. Local HW/SW Requirements

- Document Local HW/SW Requirements
 - Identify Technology Gaps
 - Estimate
- Technology Needs
 - LE - Electronic Ticket Writers
 - Courts - Case Management Systems
 - Interfaces
- Survey Question: Planned purchase/upgrade of case management system:
 - Courts 80% said “No Plans”
 - LE 30% said “No” and 50% said “Not Sure”



Survey Results

- Shorter (60 minute) meetings more often
- 58% issue between 1,000 and 25,000 traffic citations annually (3% issue more than 500,000)
- Almost 90% issued between 1,000 and 10,000 parking citations
- If traffic citations were totally automated
 - 56% of courts would each save on average, 500 annual hours
 - 61% of LEs would each save on average, 500 annual hours



Questions?

