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1. Introduction

For questions, requests, or comments related to the DUIPak, contact the development office at:

TraCS Florida Development
Lead Programmer
Aaron Shumaker
(850) 410-6498
shumaaar@eng.fsu.edu

Agencies interested in training and deployment of TraCS Florida, or other support related issues, contact:

Support Coordinator
(850) 410-6237

The TraCS Florida project provides free software which facilitates the electronic collection of traffic crash and citation data. Florida DOT funds the development and support of TraCS Florida.

The TraCS Florida team has created the DUIPak form which is an electronic version of an Alcohol Influence Report. The goal of the DUIPak is to provide a comprehensive Alcohol Influence Report that meets the needs of local law enforcement agencies and State Attorney's Offices. The DUIPak has been developed under the direction of representatives from the Leon County State Attorney's Office and local law enforcement agencies. Following several cycles of feedback and updates, the DUIPak is currently being tested in Leon County, and is available for review in other counties by request.
2. Overview

The primary goals of the DUIPak are:
1. To provide an Alcohol Influence Report form that satisfies the combined needs of all agencies and the State Attorney's Office within each county.
2. Facilitate the capture of associated data electronically.

Some of the benefits include:
1. A single format and layout which can be used by all agencies, thus eliminating the need for many disparate report layouts from each agency. This ensures that attorneys consistently have the same information within every report, regardless of which agency the report originated from.
2. Improved legibility versus paper hand written forms.
3. Data collected in an electronic format can be stored, transmitted, and analyzed much more efficiently than data collected on paper forms.
4. Efficient and accurate data entry. The TraCS National Model employs many features that improve the speed and accuracy with which officers can fill forms, such as compatibility with HID enabled Magnetic Stripe Readers, defaultable fields, and Validation Rules.

3. Deployment

Agencies interested in the DUIPak should express their interest to TraCS Florida. The DUIPak will be provided and it is suggested that the agency perform a review to ensure it meets their needs. Additionally, the State Attorney's Office should be included in the review to ensure that their needs are accommodated as well. If there are requirements not met by the current version of the DUIPak, a request for an update should be made to the TraCS Florida Lead Programmer (see 5. Updates). Once the agency and State Attorney's Office has completed their review of the DUIPak and agreed that it meets their needs.

Deployment involves installing the TraCS Baseline software, TraCS Florida Forms, and finally the TraCS Florida DUIPak. Optionally the CTRE Location Tool can be installed, which is utilized when entering location information on forms. When locating an incident, the CTRE Location Tool provides a point and click map interface that allows the user to simply click on their current location, and TraCS will fill in the relevant road names, distance from intersection, city, state, and GPS coordinates. A GPS device will improve the efficiency of using the CTRE Location Tool, but a GPS device is not required.

After installation, TraCS Florida can be configured to work with the infrastructure and processes already in place at the agency. The TraCS National Model was developed to meet the needs of many different states, and therefore there are many features and configurable options. This complexity can be overwhelming for agency personnel attempting to deploy TraCS Florida for the first time. For this reason, TraCS Florida support staff will work with agency staff during these initial stages to configure TraCS to meet the agency's needs.
4. Usage Concepts

TraCS captures data through customized forms such as the DUIPak. Once a form has been completed, it can be validated to ensure that all required fields have been completed and that no invalid values have been entered. The officer may print necessary copies in the field if they have a supported printer in their vehicle, and wait to print all other copies once they have transferred the electronic form onto an office workstation.

In the recommended configuration, data is stored locally on the user’s machine and later transferred into the office either via a shared network directory or hand carried USB flash drive. Thus an officer’s ability to generate reports will not be affected by their unreliable or nonexistent connectivity. Optionally, many configurations exist that allow a form to be transferred to another user, such as a supervisor. The second user may perform some action on the form, such as approving it or completing an investigation, and then they would send the form to the office workstation. Once a form has been transferred onto an office workstation, then it is stored either in an SQL Server 2000 or Access database. The form can be viewed, printed, or edited from the office workstation as well. It is important to have this office workstation so that the agency has a repository of all TraCS forms and necessary backups of the data can be created.
Specific configuration of TraCS Florida and usage of the DUIPak will vary from agency to agency. Some users have indicated they prefer to make observations and carry out sobriety tests in the field, taking notes by hand as they do so, and at a later time or date fill out the complete report. Thus, the prompts in the DUIPak act as cues while the user recalls their observations and references their notes.

5. Updates

Requests for updates should be submitted to the TraCS Florida Lead Programmer (see 1. Introduction). Feasible update requests will be submitted for review by all agencies and State Attorney’s Offices actively using the DUIPak. The feedback provided regarding the requested updates will determine if and how updates are implemented and deployed.