

# WELCOME to SECTOR Training

Please have your scanner available  
and  
take a seat.



Statewide Electronic Collision  
&  
Ticket Online Records

Day One Training

# Instructors

- Officer
  - Phone:
  - Email:
- Instructors:

# Overview

Day 1

- Introduction
- Start up – Set up
- Profile
- Ticket Interview
- Ticket Practicals
- Officer
  - Quick Capture
  - Impound Forms
- Prosecutor
  - SECTOR Client
  - Routing Tickets



# Overview

Day 2

- Review Day 1
- Police Collision Traffic Report (PTCR)
- Collision Diagramming
- Practicals / Back Office
- Supervisor Approval Process
- Supplemental Report & Practical

# E-TRIP Partners

- Department of Licensing
- Justice Information Network
- Local Law Enforcement
- Washington Courts (AOC)
- Washington State DOT
- Washington State Patrol
- Washington Traffic Safety Commission



# Statistics

- As of January 2016:
  - Tickets (4,864,181)
    - Criminal Traffic 488,011
    - Criminal Non-Traffic 214,650
    - Infraction Traffic 4,118,559
    - Infraction Non-Traffic 42,961
  - Collisions (465,565)
    - w/injury 138,256
    - w/fatality 1,996
    - w/property damage 325,313
    - Total Injuries 189,429
    - Total Fatalities 2,169

# Electronic Implementation

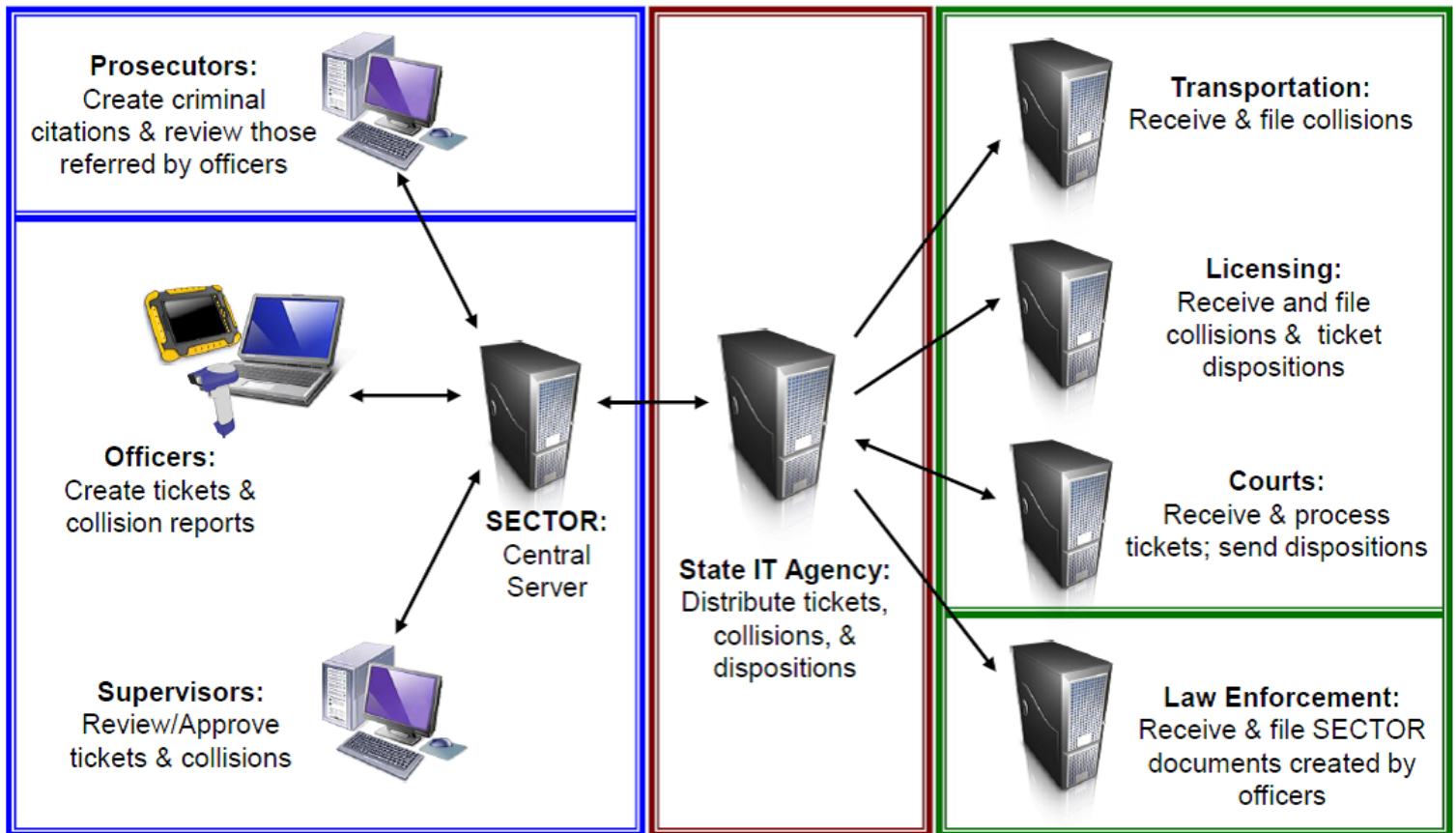
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SECTOR

Statewide Electronic Collision  
&  
Ticket Online Records



# SECTOR Data Flowchart





# Start Up – Set Up



**The SECTOR Client is to be used on Agency equipment only.**

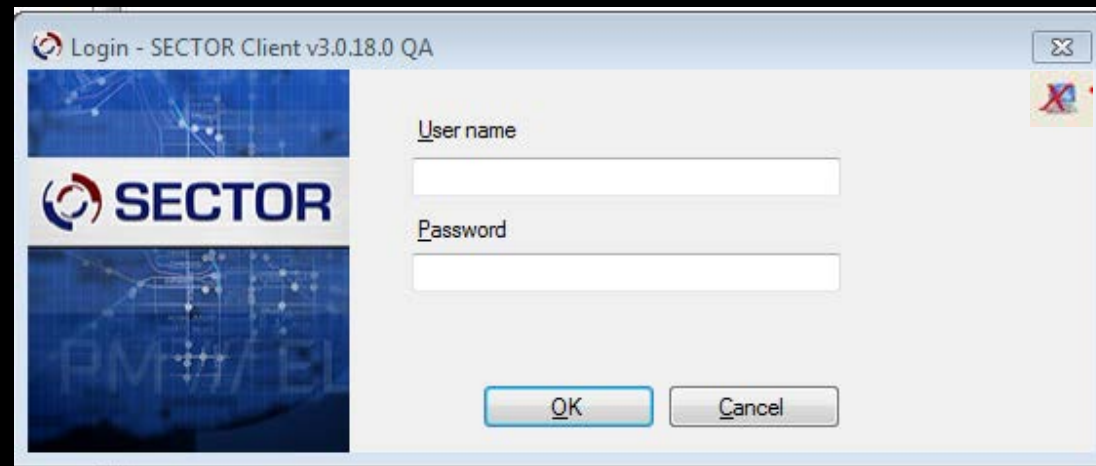
**Failure to comply could result in your personal computer becoming subject to public disclosure.**

# Start up – Set up

- User Name / Password
- Starting SECTOR Software
  - Desktop Icon
  - Window Start Menu



# Logging In

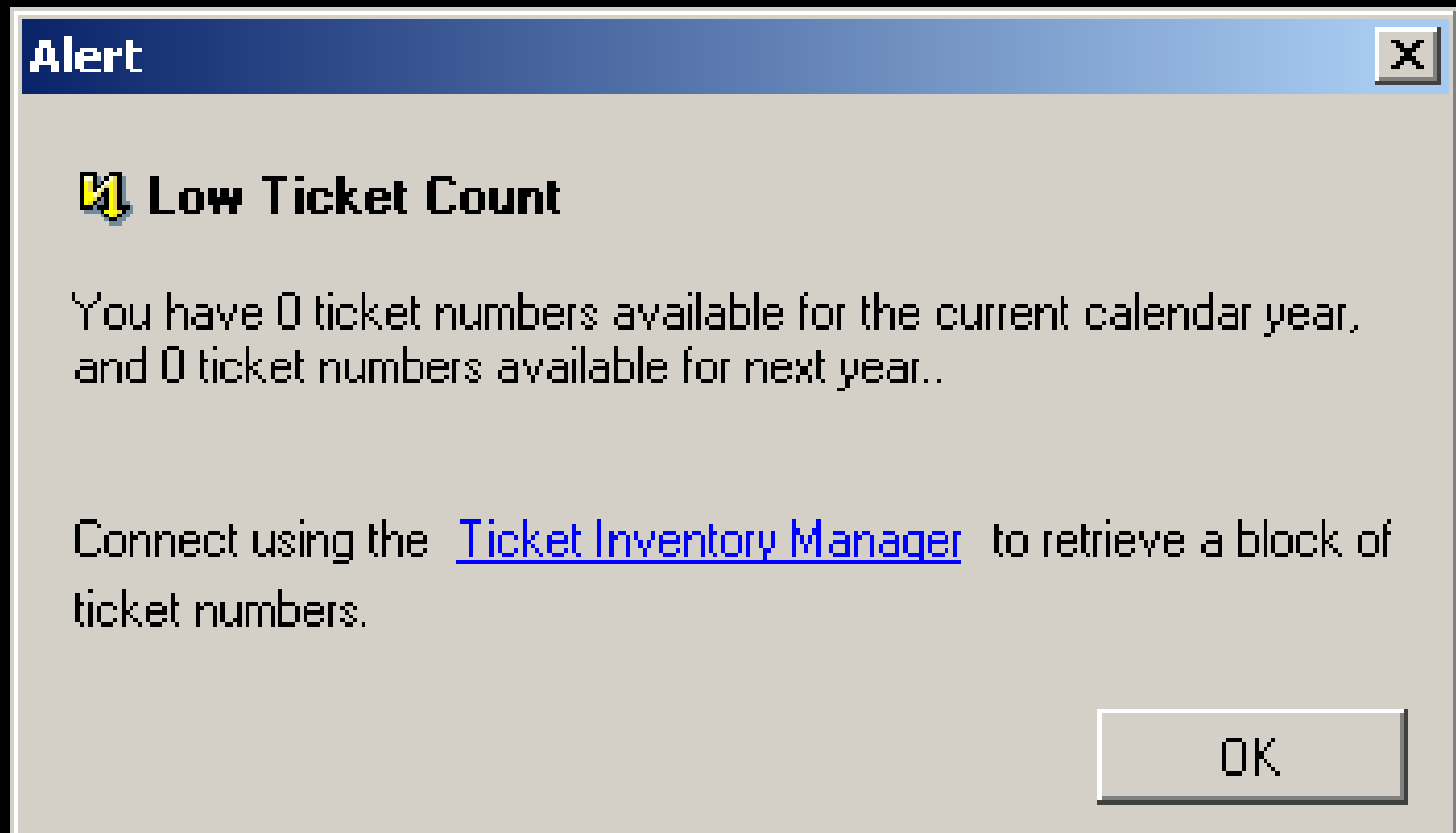


**First time users must have an internet connection to login to the SECTOR Client for the first time.**

**Also, you must have an internet connection to receive Back Office and Law Table updates.**

# Start Up Alert

## Low Ticket Count



# Workspace

The screenshot displays the SECTOR Client v3.0.19.0 QA workspace. The interface includes a menu bar (File, View, Tools, Forms, Help), a ribbon with various function buttons (Ticket, Collision, Tow/Impound, Vessel Contact, Send/Receive..., Quick Capture, Display Report, Exchange of Info, Help), and a main data table. The table has columns for Content, Status, Case Number, Defendant or Driver, Date/Time, and Detail. A left sidebar contains navigation icons for Inbox, Accepted, RCW, and Search. The status bar at the bottom shows '0 items' and the user 'WA St Patrol - D. Peterman DP-QA'.

Callouts A through E point to specific elements:

- A** (green arrow) points to the **Tools** menu item.
- B** (pink arrow) points to the **Vessel Contact** button in the ribbon.
- C** (blue arrow) points to the **Accepted** icon in the sidebar.
- D** (red arrow) points to the **Defendant or Driver** column header in the table.
- E** (yellow arrow) points to the user information 'WA St Patrol - D. Peterman DP-QA' in the status bar.



# Profile: General



Profile

Select the following to set as the active profile:

Officer Profile: WA St Patrol - D. Peteman DP-QA

General Defaults Application Settings Screen Settings

First name: D.

Last name: Peteman

Middle name:

Badge Id: DP-QA

Agency: WA St Patrol

Default Ticket Destination

Plaintiff: City

County: THURSTON

City: Lacey

Court: Thurston County District Court

Court Address: 2000 Lakeridge Dr SW, Bldg 3, MS FQ-11, Olympia

Prosecutor: Lacey Prosecuting Attorney

OK Cancel

# Profile: Defaults

Profile

Select the following to set as the active profile:

Officer Profile: WA St Patrol - D. Peteman DP-QA

General Defaults Application Settings Screen Settings

Select any of the following to turn on as defaults during the ticket interview process:

Speeding Measuring Method: SMD

In Car Video  Misc Information

Special Program  Commercial Vehicle

Trailers

Select the following to turn on as defaults during the Collision interview process:

IN  OF CITY

Select the following to have the spell checker automatically activated:

Auto Enable Spell check

Select any of the following to turn on as defaults for the Tow/Impound Print Setup defaults:

Driver's Copy  Tow Driver's Copy  Extra Copy  Driver's Instructions

OK Cancel

# Profile: Application Settings



Profile

Select the following to set as the active profile:

Officer Profile: WA St Patrol - D. Peteman DP-QA

General Defaults Application Settings Screen Settings

Violation Note:

Transmission URL: <https://test-fortress.wa.gov/wsp/sectorqa/clientservices>

Four-inch printer

Always Show Quick Copy (when applicable)

Default Viewer: Acrobat Reader

Barcode Scanner Interface:

Serial Port Port number: 6  Intermec Scanner

USB HID Please Note: Be sure your scanner is set to function as a USB Human Interface Device (USB-HID).

Keyboard Key Delay: 750 milliseconds.

OK Cancel



# Profile: Screen Settings

Profile

Select the following to set as the active profile:

Officer Profile: WA St Patrol - D. Peterman DP-QA

General Defaults Application Settings **Screen Settings**

Restore form defaults for size and location  
Any item checked in the list will be restored to their initial size and location.

- Quick Copy
- Quick Capture
- Attachment
- Summary
- Comment

Color options (Click on colored box to change)

Highlight color of the current input field during the interview process. Bg

OK Cancel

# Tickets

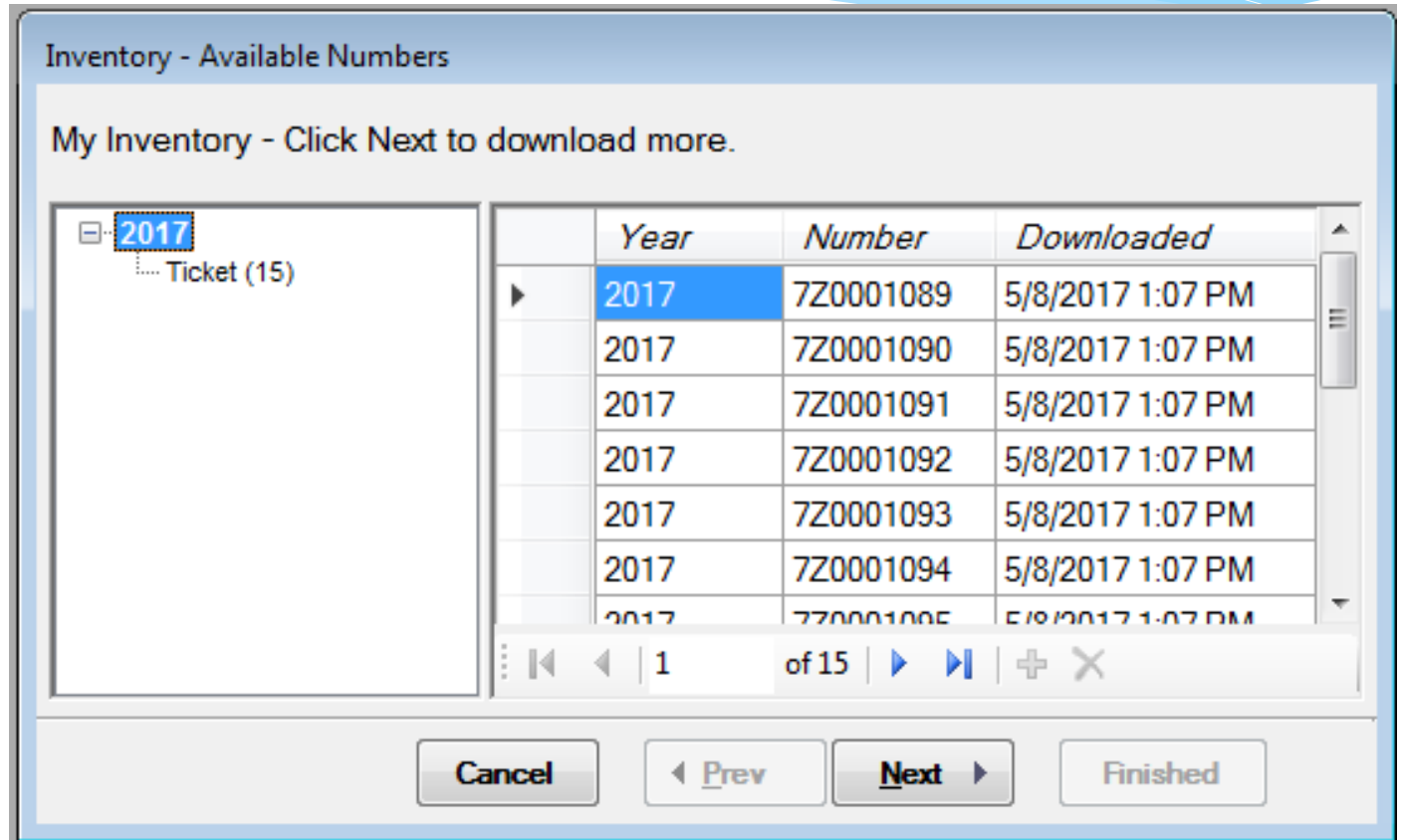


# Ticket Inventory

## Ticket Inventory Management

# How to obtain Tickets

## Available Ticket Numbers



Inventory - Available Numbers

My Inventory - Click Next to download more.

2017  
Ticket (15)

	<i>Year</i>	<i>Number</i>	<i>Downloaded</i>
▶	2017	7Z0001089	5/8/2017 1:07 PM
	2017	7Z0001090	5/8/2017 1:07 PM
	2017	7Z0001091	5/8/2017 1:07 PM
	2017	7Z0001092	5/8/2017 1:07 PM
	2017	7Z0001093	5/8/2017 1:07 PM
	2017	7Z0001094	5/8/2017 1:07 PM
	2017	7Z0001095	5/8/2017 1:07 PM

1 of 15

Cancel Prev Next Finished

# How to obtain Tickets

## Ticket Inventory

Inventory - Download Request

Enter a number for each type you want to download.

	<i>Type</i>	<i>Year Requested</i>	<i>Current Inventory</i>	<i>Number to Download</i>
▶	Ticket	2017	15	0
	Vessel Warning	2017	0	0
	Vessel Inspection	2017	0	0

⋮ | ⏪ | ⏩ | 1 of 3 | + | ✕


Cancel | ⏪ Prev | Next ⏩ | Finished

# How to obtain Tickets



## Inventory - Login

Please reenter your password and click Next to begin the Send/Receive process.

 You must be connected to the Internet to proceed!

User Id: **WSP\_debqa**

Password:

Cancel

◀ Prev

Next ▶

Finished

# Ticket Interview Preliminary



Ticket Interview - Preliminary

Please enter the following preliminary information.

**Information:**

Officer Report/Case #: TEST      Vehicle Info?  Yes  No  
Prosecutor Cause #:      Witnesses?  Yes  No  
Violation Date/Time: 05/08/2017 13:11

**Location:**

**Trafficways:**  
Primary: PACIFIC      3000      OR  
Reference:      Block No:      Milepost:  
County/City: THURSTON      Lacey      Latitude:      Longitude:

**Speeding?**  Yes  No  
MPH: 40\_      Posted MPH: 35      Measuring Method: SMD

**Zones:**  
School Zone?  Yes  No      Emergency Zone?  Yes  No  
Work Zone?  Yes  No

**Ticket Destination:**

Plaintiff: City  
County: THURSTON  
City: Lacey  
Court: Thurston County District Court

**Additional Circumstances**

In Car Video?  Yes  No  
Special Program?  Yes  No  
Misc Information?  Yes  No  
Interpreter Needed?  Yes  No  
Interpreter Language:

Comment      Void/Change      Save      Cancel      < Prev      Next >      Finished

# Ticket Interview Violator

Ticket Interview - Violator

Please enter the following violator information.

Driver  Passenger  Violator

Identification  Driver's License OR  State Identocard (Uncheck both for no identification)

Number: ROBINTR103M1 State: Washington Expiration: 07/21/2019 Military  CDL/CLP?  Yes  No

Photo Id Matched?  Yes  No NOTE: If other ID is presented, enter that information in your written narrative.

Name: ROBINSON TEST RECORD  
Last Name First Name Middle Name Filial

Address: 777 SECTOR AVE  
City: Olympia State: Washington Zip: 985010000

Residence Phone: Cell/Pager Phone: Work Phone:

Address New?  Yes  No

Hair Color: Gray Gender: Male

Height: 5' 11" Race: Unknown

Weight: 175 Eyes: Black

BAC: Birthdate: 07/21/1990

Employer: Employer Location:

Comment Void/Change Save Cancel Prev Next Finished





# Ticket Interview Trailer

**Ticket Interview - Trailer**

Please enter Trailer information below: Bg

Trailer 1		Trailer 2	
License No:	<input type="text" value="5800SA"/>	License No:	<input type="text"/>
License State:	<input type="text" value="Guam"/>	License State:	<input type="text"/>
Expiration:	<input type="text" value="12/06/2011"/>	Expiration:	<input type="text" value="//"/>
Year:	<input type="text" value="1979"/>	Year:	<input type="text"/>

# Ticket Interview Violations

## Ticket Interview - Violations

Please enter the following violation information:

Violation

Violation/Statue:

Officer Notes:

	Violation Code	Violation Title	Case Type	Mandatory	Domestic Violence	Penalty/Bail Amount	Accident Fee	Charging Language	Notes
▶	15.17.210	SELL APPLES HARVEST PRIOR C...	Criminal Non...	Yes	<input type="checkbox"/>	\$500.00	No	<a href="#">Add</a>	
	17.10.230	FAIL TO CONTROL WEEDS OR VI...	Infraction Non...	No	<input type="checkbox"/>	\$279.00	No		

Court Date Options have been moved to the Delivery Screen.

Total Amount: **\$779.00**

# Ticket Interview Violation Search/Select

Select Violation

Violation Title Containing:

Case Type:

Violation Code: 46.30.020

Violation Code	Violation Title	Bail Amount	Accident Fee	Type	Court
46.30.020	OP MOT VEH W/OUT INSURANCE	\$550.00	<input type="checkbox"/>	Infraction Traffic	Statewide

# Ticket Interview Charging Language

**Charging Language**

Charging language entered by an officer on violations routed to a prosecutor will not be persisted. Charging language entered by a prosecutor will not be persisted unless the SECTOR generated charging document is used. Charging language will not print on a four inch ticket.

.....

**Spell Checker Options**

Cancel Save

# Ticket Interview Miscellaneous



Ticket Interview - Miscellaneous

Please enter the following information:

Miscellaneous Information

Traffic Condition:

Weather Condition:

Street Condition:

Light Condition:

Officer Information

	Last Name	First Name	Badge Id
Investigating Officer:	PETERMAN	D.	DP-QA
Reviewing Officer:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Prosecutor Information

	Last Name	First Name	Badge Id
Filing Officer:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comment Void/Change Save Cancel < Prev Next > Finished

# Ticket Interview Attachments

Ticket Interview - Attachments

Add a narrative and other supporting documents below: Bg CC

ABC Check Spelling Dictionary

**New Diagram** **Add Local File** **Open** **Remove**



Name	File with Court	Type	Size
------	-----------------	------	------

Display not available!

Comment Void/Change Save Cancel Prev Next Finished

# Ticket Interview Attachments




WASHINGTON STATE PATROL  
CASE REPORT


**SEATBELT/CHILD RESTRAINT**

On Tuesday, February 23, 2010 I was performing assigned traffic duties in Snohomish and King County. I am currently assigned to District 7, Detachment 5, driving a fully marked patrol vehicle and wearing a department issued uniform. I have approximately three years of traffic law enforcement experience.

Upon and/or prior to contacting the defendant I observed that:

- He/She was not wearing a seatbelt. It was hanging in the air beside him/her.
- I observed the defendant put on their seatbelt prior to/after being stopped.
- A child less than 3 years of age was not properly restrained.
- A child less than 10, but at least 3 years of age was not properly restrained.
- A person less than 16, but at least 10 was not wearing a seat belt.

Defendant Statements: **INORMALLY WEAR IT**

Additional Information: **oooo**

The information contained in and attached to this citation/notice of infraction is incorporated by reference into this report.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND ACCURATE AND THAT I AM ENTERING MY AUTHORIZED USER ID AND PASSWORD TO AUTHENTICATE IT.

Rank/Signature	2/23/2010 9:54:00 AM	SNOHOMISH COUNTY
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# Ticket Interview Officer's Certification

Ticket Interview - Officer's Certification

The following information is required be inserted into your narrative.

**Law Enforcement Officer Certification**

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND ACCURATE AND THAT I AM ENTERING MY AUTHORIZED USER ID AND PASSWORD TO AUTHENTICATE IT.

Date and Place Signed by Originator:

Date: 05/08/2017 County: THURSTON City: Lacey

Last Name	First Name	Badge Id
PETERMAN	D.	DP-QA

Comment Void/Change Save Cancel Prev Next Finished

**This language needs to be included in attached affidavits.**

# Ticket Interview Delivery – Appearance Date

Ticket Interview - Delivery

Highlight a ticket to review or change routing: Bg [CC]

- 7Z0001089 - Infraction Traffic (In Route - Court - Officer give to violator )
- 7Z0001090 - Criminal Non-Traffic (In Route - Court - Officer give to violator )

Ticket 7Z0001090 - CN - WA Default Criminal Rule Applied

Charging Decision: File with court

Delivery

First Route: Court

Method: Officer give to violator

Court

Address: 2000 Lakeridge Dr SW, Bldg 3, MS FQ-11, Olym

Subject

Booked?  Yes  No

Appearance-Thurston County District Court

Date: 05/19/2017 17:00

Number of Days: 0

No date or # of days will be displayed

# Ticket Interview Delivery - Booked?

Ticket Interview - Delivery

Highlight a ticket to review or change routing: Bg

- 7Z0001089 - Infraction Traffic (In Route - Court - Officer give to violator )
- 7Z0001090 - Criminal Non-Traffic (In Route - Prosecutor - Court mail to violator )

Ticket 7Z0001090 - CN - WA Default Criminal Rule Applied

Charging Decision

Delivery

First Route

Method

Court

Address

Prosecuting Attorney

Agency

Subject Booked?  Yes  No

# Ticket Interview Preview Ticket

Ticket Interview - Preview Ticket

Warning! Tickets will be locked down after this screen.

40 % 1/2

Ticket(s) 7Z0001089 will be sent to the Thurston County District Court with no attachment.

Comment Void/Change Save Cancel Prev Next Finished

The Ticket Interview – Preview Ticket screen allows the officer one last chance to review ticket information before printing.

If you see anything that needs to be added, modified, or removed click on the Prev button to back up. If it all looks okay, click Next to move on to the final Print Screen and click Finish.



# VOID TICKET

Please follow your agency procedures for voiding / cancelling tickets.

## VOIDING A TICKET

Void Interview - Void the entire Incident

Please enter the following information to void this ticket: Bg

Violation Date/Time:  at

Location of Violation

Block No:  Milepost:

Primary Trafficway:

Reference Trafficway:

Violator Information

Name:

Last Name First Name Middle Name Suffix

Address:

City State Zip

Explanation for Void

Check Spelling  Dictionary

# VOID TICKET


Please follow your agency procedures for voiding / cancelling tickets.

## VOID OR CHANGE A TICKET



Void Interview - Void Alert Bg

**Have you served the violator?**

 In accordance with RCW 46.64.010, once a citation has been served on a violator, officers shall file and void the citation through the courts.

	Ticket	Violation(s)	Yes	No
▶	<b>7Z0001089 (IT)</b> <b>Issued</b>	RCW 46.61.400.05U - SPEEDING 5 MPH OVER LIMIT (40 OR UN	<input type="checkbox"/>	<input type="checkbox"/>
	<b>7Z0001090 (CN)</b> <b>Issued</b>	RCW 15.17.210 - SELL APPLES HARVEST PRIOR CAL YEAR	<input type="checkbox"/>	<input type="checkbox"/>

Cancel ◀ Prev **Next** ▶ Finished

# VOID TICKET

Please follow your agency procedures for voiding / cancelling tickets.

## VOID OR CHANGE A TICKET

Void Interview - Void Process

Void or Change Ticket Process

Choose actions for each ticket.

	<i>Ticket</i>	<i>Served</i>	<i>Void</i>	<i>Change</i>	<i>No Change</i>
	7Z0001089 (IT)	No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▶	7Z0001090 (CN)	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Reason

ABC  Check Spelling  Dictionary

Cancel   ◀ Prev   Next ▶   Finished



# FORMS

Please use this form independently to report any driver you feel should have a re-evaluation of their driving ability.

Driver Evaluation Request - Adobe Reader

File Edit View Window Help

1 / 1 100% Fill & Sign Comment Extended

This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com. Highlight Existing Fields

WASHINGTON STATE DEPARTMENT OF LICENSING

Click here to START or CLEAR, then hit the TAB button

### Driver Evaluation Request

Use this form to request Department of Licensing (DOL) evaluate an individual's driving ability. You must provide specific information about their medical/visual conditions and/or driving ability. Age is not a consideration. Based on the information provided, we will investigate and take action as necessary. Insufficient information may result in no action.

We are unable to divulge the outcome to you, however, we will provide this form to the driver or their attorney upon written request. Additional witnesses must complete separate forms.

Return this form and any additional information or documents to: **Driver Records, Department of Licensing, PO Box 9030, Olympia, WA 98507-9030** or email by selecting the **Submit to DOL** button. You can attach additional information or documents when the email screen appears.

*Based on my personal observation and knowledge, I request the DOL evaluate this driver's qualifications.*

Name of driver (First, Middle, Last)		Date of birth	
Residence address			
City	State	ZIP code	Driver license number
Statement			
<i>I am concerned that this driver has one or more of the following conditions that may affect their ability to safely drive:</i>			
<input type="checkbox"/> Medical condition <input type="checkbox"/> Vision condition <input type="checkbox"/> Poor driving skills			
Details			
Knowledge of this driver is based on observation as a			
<input type="checkbox"/> Law enforcement officer Agency _____ Badge number _____			
<input type="checkbox"/> Check here if there was a collision with a serious injury or fatality and the driver was at fault			

# FORMS

Driver Evaluation Request - Adobe Reader

File Edit View Window Help

1 / 1 100% Fill & Sign Comment Extended

This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com. Highlight Existing Fields

City	State	ZIP code	Driver license number
------	-------	----------	-----------------------

Statement

*I am concerned that this driver has one or more of the following conditions that may affect their ability to safely drive:*

Medical condition    Vision condition    Poor driving skills

Details

Knowledge of this driver is based on observation as a

Law enforcement officer   Agency \_\_\_\_\_   Badge number \_\_\_\_\_  
 Check here if there was a collision with a serious injury or fatality and the driver was at fault

Medical professional   Professional license number \_\_\_\_\_

Concerned citizen

Name of requestor (First, Middle, Last) \_\_\_\_\_ (Area code) Telephone number \_\_\_\_\_

Mailing address \_\_\_\_\_

City	State	ZIP code	Email address
------	-------	----------	---------------

*By signing or typing your name you certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
Date and place signed

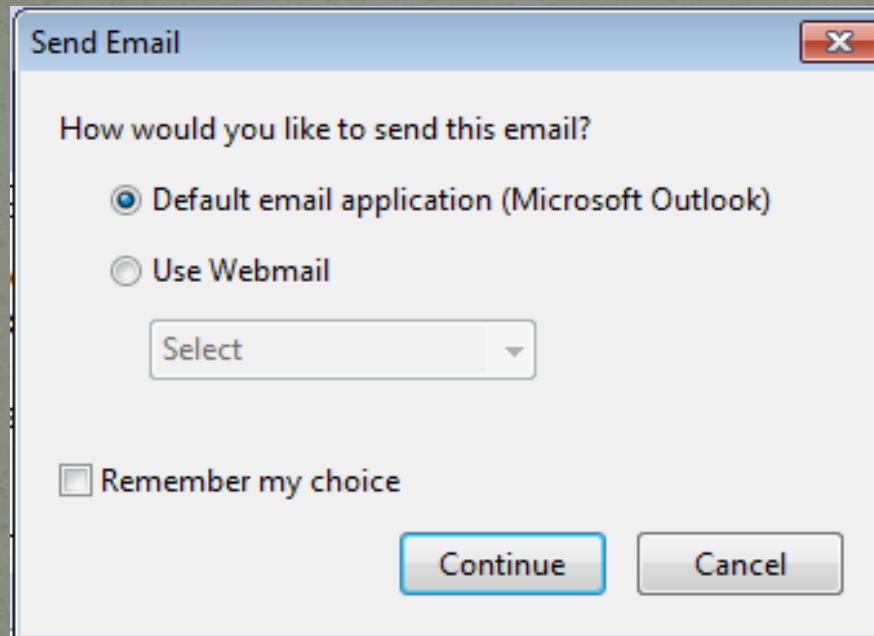
**X** \_\_\_\_\_  
Signature

[Email DOL](#)

DR-500-008 (R/2/16)EA

We are committed to providing equal access to our services. If you need accommodation, please call (360) 902-3900 or TTY (360) 664-0116.

# FORMS



Send Email

How would you like to send this email?

Default email application (Microsoft Outlook)

Use Webmail

Select

Remember my choice

Continue Cancel

The image shows a standard Windows-style dialog box titled "Send Email". It contains a question "How would you like to send this email?" followed by two radio button options: "Default email application (Microsoft Outlook)" which is selected, and "Use Webmail". Below the radio buttons is a dropdown menu with the text "Select". At the bottom left, there is a checkbox labeled "Remember my choice" which is not checked. At the bottom right, there are two buttons: "Continue" and "Cancel". The dialog box has a blue title bar and a red close button in the top right corner.

# Practical

#1

Write a ticket for

- Speeding 65 in a 60 zone
- Actual speed was 85

*Use edit button*

#2

Write a ticket for

- Following too close (46.61.145)
- No proof of insurance (46.30.020)

Write a ticket to passenger

- No seatbelt (46.61.688)

# Practical

#3

Write a ticket for

- Speeding 30 in 20 School Zone
- Expired tabs less than 2 months (46.16a.030)
- No insurance
- Trip permit violation
- Route to Prosecutor

#4

Write a ticket for

- Assault 4 DV
- Malicious Mischief 3 DV
- Person is Booked

# Practical

Create and save a word document as “Test Affidavit”

Write tickets for each of the following scenarios:

1. Fail to yield to an emergency vehicle and no proof of insurance
2. DWLS 3<sup>rd</sup> degree – Attach an affidavit to the ticket (attach “Test Affidavit”)
3. Speeding – school zone – 40 mph
4. DUI and tamper with Ignition Interlock Device and Route to the Prosecutors Office
5. Collision Ticket  
Speed too fast for conditions \*Ticket should be \$187\*
6. VOID the School Zone speeding citation for wrong time of day
7. CHANGE/Remove no proof of insurance

Have an instructor review your tickets and do a Send/Receive to the Back Office



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●

# Back Office

# Back Office

## LOGIN



[Login](#) |



Log In	
User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

**Important:** The SECTOR online services provided by the Washington State Patrol are for the exclusive use of law enforcement and approved agencies in the State of Washington. Unauthorized access is prohibited. Usage will be monitored.



# Back Office

## HOME PAGE



**SECTOR**  
STATEWIDE ELECTRONIC COLLISION & TICKET ONLINE RECORDS

[Logout](#) | [Welcome Officer Peterman](#)

[Home](#) | [Search](#) | [Reports](#) | [My Account](#) | [Download](#)

This website is developed and maintained by the Washington State Patrol to serve as a portal into the State of Washington's repository for traffic collision and ticket reports completed by Washington law enforcement agencies.

The integrity of the SECTOR data is dependent upon both the accuracy and frequency with which the data is updated and user's interpretation.

Therefore, no warranty, either expressed or implied, is given to the accuracy, completeness, reliability, or suitability for any particular purpose of the information contained in SECTOR.

**Restricted Access!**  
The SECTOR online services provided by the Washington State Patrol are for the exclusive use of law enforcement and approved agencies in the State of Washington. Membership is required and unauthorized access to this site is prohibited.

Version 2.0.0.2 | [User Agreement](#)

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# Back Office

## PASSWORD RESET



The screenshot shows the SECTOR user profile page. The header includes the SECTOR logo and the text "STATEWIDE ELECTRONIC COLLISION & TICKET ONLINE RECORDS". The user is logged in as "Officer Peterman". The navigation menu includes Home, Search, Reports, My Account, and Download. The "My Account" menu is expanded, showing "View Profile". The profile information is as follows:

User Profile	
First Name:	Officer <a href="#">Change Password</a>
Middle Initial:	<a href="#">Change Client Extract</a>
Last Name:	Peterman
Digital Signature:	Officer Peterman
Agency:	WA St Patrol -- Olympia
Username:	WSP_peteca
Account Enabled:	<input checked="" type="checkbox"/>
Email Address:	
Phone Number:	
Officer?	<input checked="" type="checkbox"/>
County:	THURSTON
City:	---NOT SPECIFIED---
Badge ID:	debqa
Section:	WSP_TPS
Current Roles:	<input checked="" type="checkbox"/> Officer

[View Section](#)



The screenshot shows the SECTOR change password page. The header includes the SECTOR logo and the text "STATEWIDE ELECTRONIC COLLISION & TICKET ONLINE RECORDS". The user is logged in as "Officer Peterman". The navigation menu includes Home, Search, Reports, My Account, and Download. The "My Account" menu is expanded, showing "View Profile". The change password form is as follows:

Change Password [View profile information](#)

Change password for : Officer Peterman

New Password:

Confirm New Password:

[Change Password](#) [Cancel](#)

# Back Office

## DOWNLOADS



The screenshot displays the SECTOR (Statewide Electronic Collision & Ticket Online Records) back office interface. At the top left is the SECTOR logo with the text "STATEWIDE ELECTRONIC COLLISION & TICKET ONLINE RECORDS". To the right of the logo, the text "Logout | Welcome Sgt. Peterman" is visible. Below the header is a navigation bar with buttons for "Home", "Search", "Reports", "My Account", and "Download". The "Download" button is highlighted, and a dropdown menu is open, showing "Drivers" and "Manuals" as options. The background of the interface is dark blue with the word "COLLISION" faintly visible.



# Back Office

## ANALYZE COLLISION DATA



The screenshot displays the SECTOR web application interface. At the top left is the SECTOR logo with the text "STATEWIDE ELECTRONIC COLLISION & TICKET ONLINE RECORDS". To the right of the logo, there are links for "Logout" and "Welcome Officer Peterman". Below the header is a navigation menu with buttons for "Home", "Search", "Reports", "My Account", and "Download". The main content area is titled "Search > Find Collisions". Underneath, there is a "Collision Search" section with a horizontal line. Below the line, the search criteria are listed: "Criteria" followed by "Del|Edit Agency Is Equal To WA St Patrol -- Olympia" and "Del|Edit Created By Is Equal To Peterman, Officer (debqa)". A table with three columns is shown: "PROPERTY", "OPERAND", and "VALUE (MULTI SELECT POSSIBLE)". The first row contains "Badge Number" in the PROPERTY column, "Is Equal To" in the OPERAND column, and an empty text input field in the VALUE column. Below the table is an "Add" button. At the bottom of the search area, there are "Prev" and "Next" buttons.

**SECTOR**  
STATEWIDE ELECTRONIC COLLISION & TICKET ONLINE RECORDS

[Logout](#) | Welcome Officer Peterman

Home Search Reports My Account Download

Search > Find Collisions

**Collision Search**

---

Criteria  
Del|Edit Agency Is Equal To WA St Patrol -- Olympia  
Del|Edit Created By Is Equal To Peterman, Officer (debqa)

PROPERTY	OPERAND	VALUE (MULTI SELECT POSSIBLE)
Badge Number	Is Equal To	<input type="text"/>



# Back Office

## SEARCH SPECIFICATIONS

SECTOR STATEWIDE ELECTRONIC COLLISION & TICKET ONLINE RECORDS

Logout | Welcome Officer Peterman

Home Search Reports My Account Download

Search > Find Collisions

### Collision Search

Criteria

Del|Edit Agency Is Equal To WA St Patrol -- Olympia

Del|Edit Created By Is Equal To Peterman, Officer (debqa)

PROPERTY	OPERAND	VALUE (MULTI SELECT POSSIBLE)
Badge Number	Is Equal To	<input type="text"/>
Block Number		<input type="button" value="Add"/>
Case Number		
City		
Client Software Version		
Commercial?		<input type="button" value="Prev"/> <input type="button" value="Next"/>
Construction?		
County		
Date BackOffice Received		
Date of Incident		
DOT Number		
Driver License Number		
Fatalities?		
Fire?		
First Name		
Hazardous Materials?		
Hit and Run		
In/Of City		
Injured Transported?		
Injuries?		
Intersection?		
Intervention Required?		
Jurisdiction		
Last Modified By		
Last Name		
Latitude		
Light Condition		
Local Code		
Location Character		
Longitude		

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# Back Office

## SEARCH RESULTS



The screenshot shows the SECTOR (Statewide Electronic Collision & Ticket Online Records) back office interface. At the top, there is a navigation bar with the SECTOR logo, a "Logout" link, and a "Welcome D Tormanen" message. Below this is a secondary navigation bar with buttons for "Home", "Search", "My Account", and "Download". The main content area is titled "Search > Find Collisions".

**Collision Search**

**Criteria:** Agency Is Equal To WA St Patrol -- Olympia *And* Badge Number Is Equal To 621

Total Collisions found:	<b>33</b>	 <a href="#">Create Extract</a>
Collisions w/injury:	<b>15</b>	
Collisions w/fatality:	<b>1</b>	 <a href="#">Create Extract (Old Format)</a>
Collisions w/property damage:	<b>17</b>	
Total injuries:	<b>23</b>	
Total fatalities:	<b>2</b>	

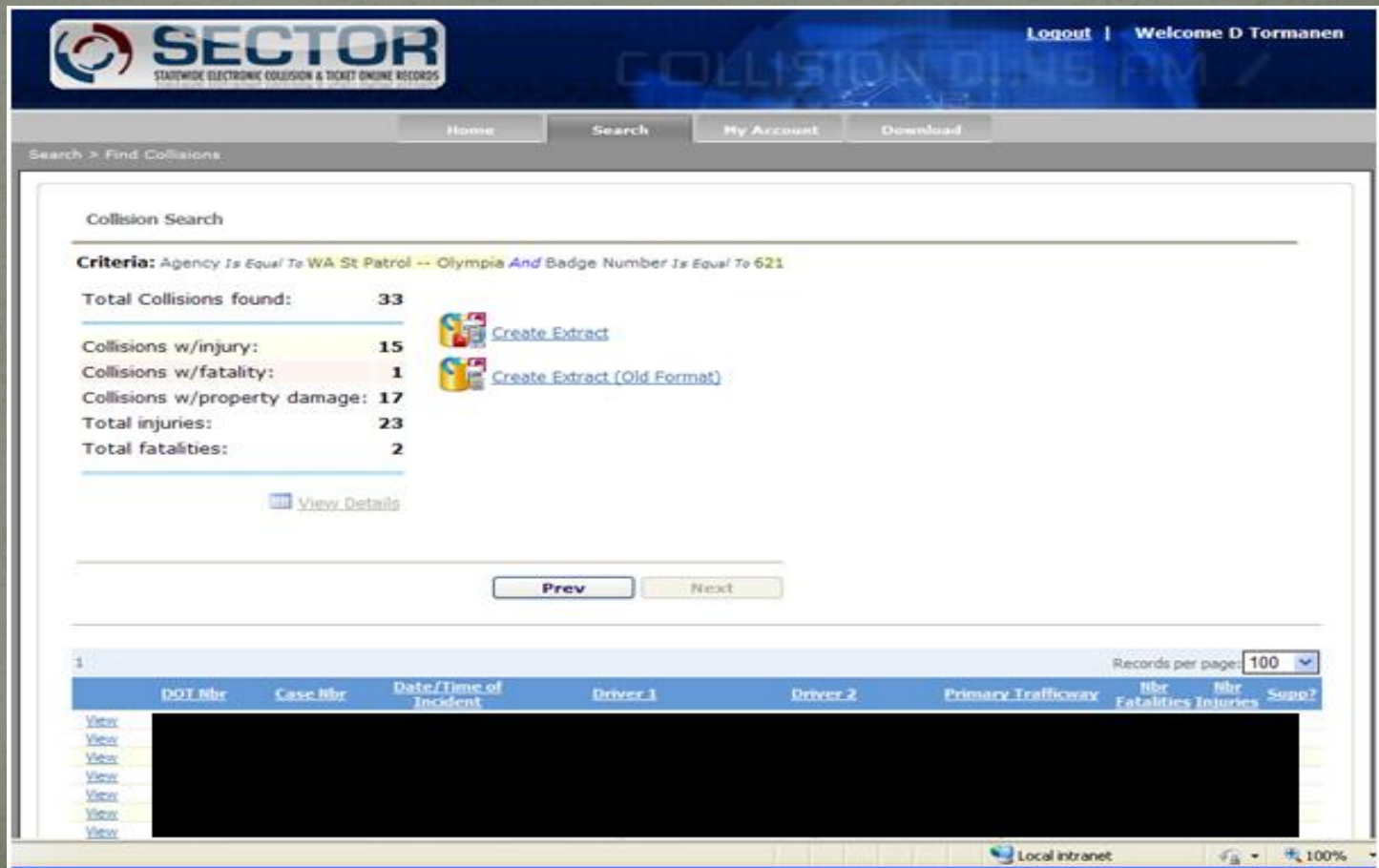
[View Details](#)

[Prev](#) [Next](#)



# Back Office

## SEARCH RESULT DETAILS



The screenshot displays the SECTOR (Statewide Electronic Collision & Ticket Online Records) web application interface. The top navigation bar includes a logo, the text "SECTOR STATEWIDE ELECTRONIC COLLISION & TICKET ONLINE RECORDS", and user information: "Logout | Welcome D Tormanen". Below the navigation bar are tabs for "Home", "Search", "My Account", and "Download". The main content area is titled "Collision Search" and shows search criteria: "Agency Is Equal To WA St Patrol -- Olympia And Badge Number Is Equal To 621". The search results are summarized as follows:

Total Collisions found:	33
Collisions w/injury:	15
Collisions w/fatality:	1
Collisions w/property damage:	17
Total injuries:	23
Total fatalities:	2

There are two links for creating extracts: "Create Extract" and "Create Extract (Old Format)". A "View Details" link is also present. Below the summary are "Prev" and "Next" navigation buttons. At the bottom, a table header is visible with columns: "DOT Nbr", "Case Nbr", "Date/Time of Incident", "Driver 1", "Driver 2", "Primary Trafficway", "Nbr Fatalities", "Nbr Injuries", and "Supp?". The table body is currently redacted with a black box. The bottom of the page shows "Local Intranet" and a 100% zoom level.



# Back Office

## REPORT SELECTED RESULT

SECTOR Viewer - Windows Internet Explorer

return Supplemental 9/18/09 09:26 Supplemental 9/18/09 09:24 Supplemental 9/18/09 09:16 Report 9/18/09 09:02

1 / 3 94.2% Find

**STATE OF WASHINGTON POLICE TRAFFIC COLLISION REPORT** 1591971

**REPORT NO. E009730**

CASE # TESTING

LOCAL AGENCY CODING

TOTAL # OF UNITS 02 OBJECT STRUCK

DATE OF COLLISION 09 - 18 - 2009 TIME (2400) 0849 COUNTY # 34 MILES N S E W IN OF 0920

ON (PRIMARY TRAFFIC WAY) INTERSECTION NON-INTERSECTION

CAPITOL BLVD BLOCK NO. 3300 MILE POST

DISTANCE 200 00 MILES FEET OF (REFERENCE OR CROSS STREET) NORTH STREET

UNIT 01 MOTOR VEHICLE PEDAL-CYCLE DAMAGE THRESHOLD MET YES NO PHONE

LAST NAME BUBBE FIRST NAME TEST MIDDLE INITIAL R

STREET NEW ADDRESS E TRIP AVE

CITY OLYMPIA ST WA ZIP 98507

CDL RESTRICTIONS ENDORSEMENTS

DRIVER'S LICENSE # BUBBETR207MD STATE WA SEX F D.O.B. MMDDYYYY 07 - 04 - 1980

ON DUTY STATUS AIRBAG 2 RESTR. 4 EJECT 1 HELMET USE INJURY CLASS 1 NATURE OF INJURIES

LICENSE PLATE # 254YWE STATE WA VIN# TESTPSP0RVFS0404





# Back Office

## ANALYZE TICKET DATA



The screenshot displays the SECTOR (Statewide Electronic Collision & Ticket Online Records) back office interface. At the top, the SECTOR logo is on the left, and the text "Logout | Welcome Officer Peterman" is on the right. Below the logo is a navigation bar with buttons for "Home", "Search", "Reports", "My Account", and "Download". The "Search" button is highlighted. Below the navigation bar, the text "Search > Find Tickets" is displayed. The main content area is titled "Ticket Search" and contains the following criteria:

Criteria  
Del|Edit Agency Is Equal To WA St Patrol -- Olympia  
Del|Edit Created By Is Equal To Peterman, Officer (debqa)

PROPERTY	OPERAND	VALUE (MULTI SELECT POSSIBLE)
Badge Number	Is Equal To	<input type="text"/>

Below the table is an "Add" button. At the bottom of the form are "Prev" and "Next" buttons.



# Back Office

## SEARCH SPECIFICATIONS

**SECTOR**  
STATEWIDE ELECTRONIC COLLISION & TICKET ONLINE RECORDS

Logout | Welcome Officer Peterman

Home Search Reports My Account Download

Search > Find Tickets

### Ticket Search

Criteria  
Del|Edit Agency Is Equal To WA St Patrol -- Olympia  
Del|Edit Created By Is Equal To Peterman, Officer (debqa)

PROPERTY	OPERAND	VALUE (MULTI SELECT POSSIBLE)
Badge Number	Is Equal To	<input type="text"/>
Block Number		<input type="text"/>
Case Number		<input type="text"/>
Case Type		<input type="text"/>
City		<input type="text"/>
Client Software Version		<input type="text"/>
County		<input type="text"/>
Court		<input type="text"/>
Date BackOffice Received		<input type="text"/>
Date of Court Appearance		<input type="text"/>
Date of Incident		<input type="text"/>
Delivered		<input type="text"/>
Detection Method		<input type="text"/>
Driver License Number		<input type="text"/>
First Name		<input type="text"/>
In Car Video		<input type="text"/>
In/Of City		<input type="text"/>
Interpreter Language		<input type="text"/>
Interpreter Needed		<input type="text"/>
Intersection?		<input type="text"/>
Jurisdiction		<input type="text"/>
Last Modified By		<input type="text"/>
Last Name		<input type="text"/>
Latitude		<input type="text"/>
Light Condition		<input type="text"/>
Local Code		<input type="text"/>
Longitude		<input type="text"/>
Milepost		<input type="text"/>
MPH		<input type="text"/>
Plaintiff		<input type="text"/>

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# Back Office

## SEARCH RESULTS



[Logout](#) | [Help](#) | Welcome Mike Marcott

Home Search Reports My Account Settings Administration

**Analyze Ticket Data - Results**

Criteria: Badge Number Is Equal To qa1

Total Tickets found:	<b>307</b>	
Criminal traffic:	<b>71</b>	 <a href="#">Generate Map</a>
Criminal non-traffic:	<b>26</b>	
Infraction traffic:	<b>201</b>	 <a href="#">Create Extract</a>
Infraction non-traffic:	<b>9</b>	

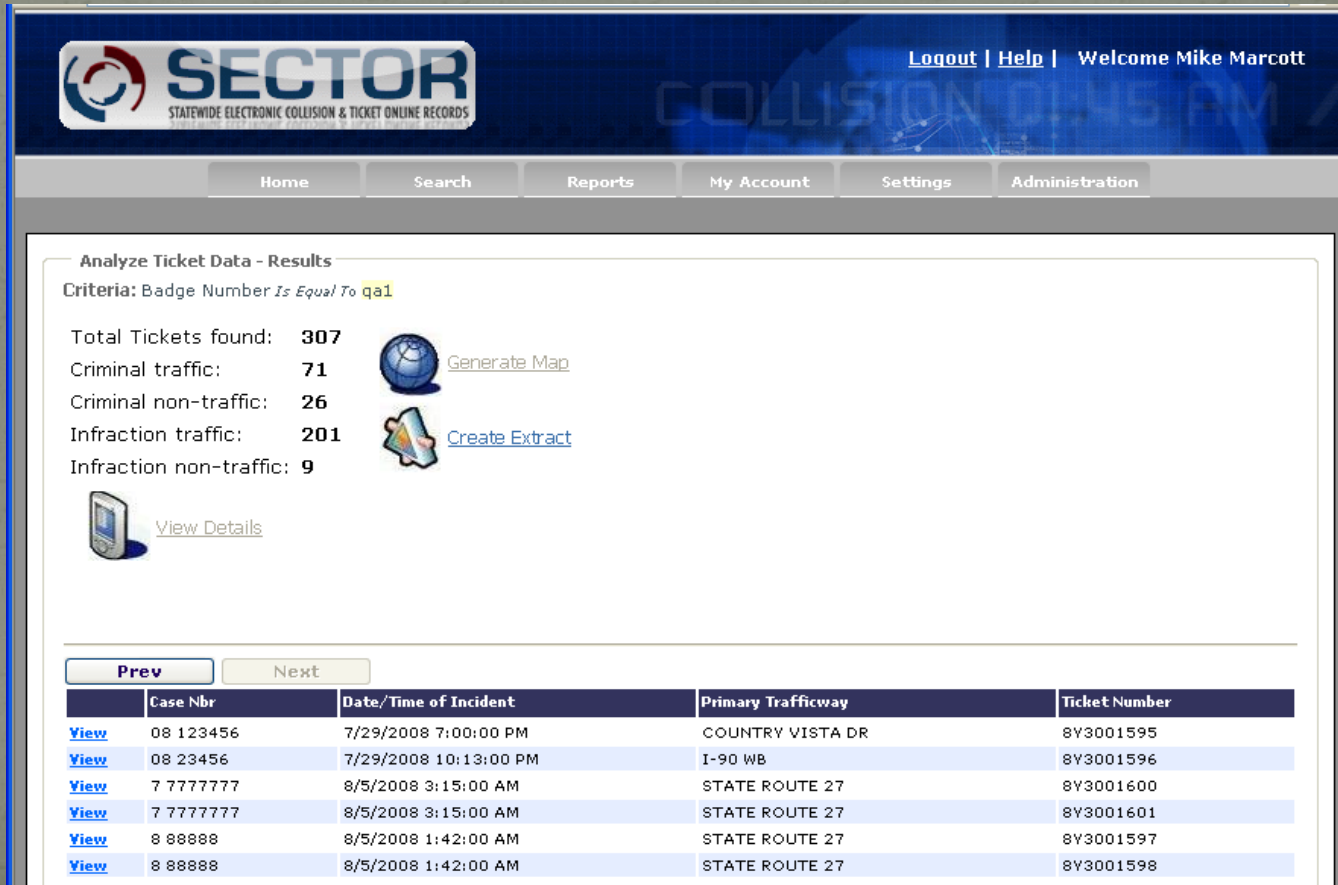
 [View Details](#)

[Prev](#) [Next](#)



# Back Office

## SEARCH RESULT DETAILS



**SECTOR**  
STATEWIDE ELECTRONIC COLLISION & TICKET ONLINE RECORDS


[Logout](#) | [Help](#) | Welcome Mike Marcott

[Home](#) | [Search](#) | [Reports](#) | [My Account](#) | [Settings](#) | [Administration](#)


### Analyze Ticket Data - Results

Criteria: Badge Number Is Equal To **qa1**


Total Tickets found: **307**

Criminal traffic: **71**  [Generate Map](#)

Criminal non-traffic: **26**

Infraction traffic: **201**  [Create Extract](#)

Infraction non-traffic: **9**

 [View Details](#)

[Prev](#) [Next](#)

	Case Nbr	Date/Time of Incident	Primary Trafficway	Ticket Number
<a href="#">View</a>	08 123456	7/29/2008 7:00:00 PM	COUNTRY VISTA DR	8Y3001595
<a href="#">View</a>	08 23456	7/29/2008 10:13:00 PM	I-90 WB	8Y3001596
<a href="#">View</a>	7 7777777	8/5/2008 3:15:00 AM	STATE ROUTE 27	8Y3001600
<a href="#">View</a>	7 7777777	8/5/2008 3:15:00 AM	STATE ROUTE 27	8Y3001601
<a href="#">View</a>	8 88888	8/5/2008 1:42:00 AM	STATE ROUTE 27	8Y3001597
<a href="#">View</a>	8 88888	8/5/2008 1:42:00 AM	STATE ROUTE 27	8Y3001598



# Back Office

## REPORT SELECTED RESULT



SECTOR Viewer - Windows Internet Explorer

return XY0000003 10/12/09 10:4C XY0000003 10/12/09 10:4C XY0000002 10/12/09 10:4C XY0000002 10/12/09 10:4C 1

1 / 2 59.5% Find

**CRIMINAL**

TRAFFIC  NON-TRAFFIC LEA OR# WAWSP0101 COURT OR# WA034091J XY0000003 REPORT # 2010X2

IN THE  DISTRICT  MUNICIPAL COURT OF LACEY WA  COUNTY OF  CITY/TOWN OF LACEY PLANTIFF VS. NAMED DEFENDANT

STATE OF WASHINGTON  COUNTY OF

THE UNDERSIGNED CERTIFIES AND SAYS THAT IN THE STATE OF WASHINGTON

DRIVER'S LICENSE NO. (ISSANCED) STATE WA EXPIRES ME. PHOTO I.D. MATCHED  YES  NO NAME LAST FIRST MIDDLE SFX OCC  YES  NO  
 BUBBETR207MD BUBBE TEST RECORD  
 ADDRESS E 7TH AVE IF NEW ADDRESS CITY OLYMPIA STATE WA ZIP CODE 98507

EMPLOYER EMPLOYER LOCATION  
 DATE OF BIRTH RACE SEX HEIGHT WT\* EYES HAIR RESIDENTIAL PHONE NO. CELL/PAGER PHONE NO. WORK PHONE NO.  
 07-24-89 W M 5'07" 100 BLK BRN  
 VIOLATION DATE ON OR ABOUT 1/12/09 10:32 INTERPRETER NEEDED  AT LOCATION COLLEGE ST M.P. BLOCK # 700 CITY/COUNTY OF LACEY/THURSTON

DID OPERATE THE FOLLOWING VEHICLE/MOTOR VEHICLE ON A PUBLIC HIGHWAY AND

VEH LIC NO STATE WA EXPIRES 08-01-09 TR YR 2007 MAKE NISSAN MODEL ELTIMA STYLE COLOR  
 TR #1 LIC NO STATE WA EXPIRES TR YR TR #2 LIC NO STATE EXPIRES TR YR

OWNER/COMPANY IF OTHER THAN DRIVER ADDRESS CITY STATE ZIP CODE

ACCIDENT FATALITY SAC  COMMERCIAL VEHICLE  YES  NO HAZMAT  YES  NO EXEMPT VEHICLE  FARM  FIRE  OTHER

DID THEN AND THERE COMMIT EACH OF THE FOLLOWING OFFENSES

1. VIOLATION/STATUTE CODE	46.61.502	<input type="checkbox"/> D.V. DUI	\$
2. VIOLATION/STATUTE CODE	46.61.522.A	<input type="checkbox"/> D.V. ATTEMPTED VEHICULAR ASSAULT	\$
3. VIOLATION/STATUTE CODE		<input type="checkbox"/> D.V.	\$
4. VIOLATION/STATUTE CODE		<input type="checkbox"/> D.V.	\$
5. VIOLATION/STATUTE CODE		<input type="checkbox"/> D.V.	\$

MANDATORY COURT APPEARANCE APPEARANCE DATE TIME RELATED # 2 OF 2 DATE ISSUED 10-12-09 TOTAL BAL \$

TICKET SERVED ON VIOLATOR  BOOZED  
 TICKET SENT TO COURT FOR MAILING  
 TICKET REFERRED TO PROSECUTOR

CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT I HAVE ISSUED THIS ON THE DATE AND AT THE LOCATION ABOVE, THAT I HAVE PROBABLE CAUSE TO BELIEVE THE ABOVE NAMED PERSON COMMITTED THE ABOVE OFFENSE(S), AND I AM ENTERING MY AUTHORIZED USER ID AND PASSWORD TO AUTHENTICATE IT.  
 OFFICER MIKE MARCOFF # MARC  
 OFFICER #

COMPLAINT/ABSTRACT OF JUDGMENT	CHG #	RESPONSE	CHG	DISPOSITION	FINES	SUSPENDED	SUB-TOTAL	FINDING/JUDGMENT DATE	TO SERVE W/	DAYS SUSP
	1	G	NG	G NG D BF	\$	\$	\$			
	2	G	NG	G NG D BF	\$	\$	\$	ABSTRACT MLD TO OLYMPIA		CREDIT/TIME SVD. Y / N
	3	G	NG	G NG D BF	\$	\$	\$			LIC. SURR. DT.
	4	G	NG	G NG D BF	\$	\$	\$	TOTAL COSTS		REC. NONEXTENSION OF SUSP. Y / N
	5	G	NG	G NG D BF	\$	\$	\$			

Page 1 of 2

# Back Office

## SEARCH PENDING COLLISIONS



The screenshot displays the SECTOR web application interface. At the top, the SECTOR logo is visible with the text "STATEWIDE ELECTRONIC COLLISION & TICKET ONLINE RECORDS". To the right, there are links for "Logout" and "Welcome Officer Peterman". Below the header, a navigation bar contains buttons for "Home", "Search", "Reports", "My Account", and "Download". The main content area shows a search filter for "Pending Collisions" with the agency set to "WA St Patrol -- Olympia" and a "Run" button. Below this, a section titled "Pending Collisions by Sections:" lists several sections, including "testmeSection - 2 items" and "WSP\_Dst00-Det00\_Olympia\_HQ - 2 items". A table displays the details for the two items in the "WSP\_Dst00-Det00\_Olympia\_HQ" section.

Status	Case#	Date Of Incident	TrafficWay	Days Pending	Created By	Reviewer	DOT#	Supplemental
Accept Pending	TEST1969	3/24/2010 12:00:00 AM	Primary: TEST1969 Reference: TEST1969	1049	Testme Officer #testm	Testme Officer #testm	E009846	<input checked="" type="checkbox"/>
Accept Pending		12/13/2010 12:00:00 AM	Primary: SDFSDF Reference:	737	Testme Officer #testm			<input type="checkbox"/>



# Back Office

## TICKET STATUS SEARCH

Home Search Reports My Account Download

Search > Ticket Status

**Ticket Status:**

Agency Name:

Dates Ticket # Obtained:  thru

Ticket Status:

Agencies:  WA St Patrol -- Olympia

Officers:

WA St Patrol -- Olympia

Please enter new search criteria



# Back Office

## TICKET STATUS SEARCH

**Ticket Status**

Agency Name:

Dates Ticket # Obtained:  thru

Ticket Status:   
All  
Unused  
Void by creator  
Void by admin  
Route to prosecutor  
Back to originator  
Mandatory decline  
Filed

Officers: [Check All](#) | [Uncheck All](#)

Please enter new search criteria





# Back Office

## TICKET STATUS SEARCH



**Ticket Status**

---

Agency Name:  ▼

Dates Ticket # Obtained:  thru

Ticket Status:  ▼

Agencies:

[Check All](#) | [Uncheck All](#)

<input checked="" type="checkbox"/> WA St Patrol -- Olympia
---

Officers:

[Check All](#) | [Uncheck All](#)

<input checked="" type="checkbox"/> DP-QA - Debbie Peterman
<input type="checkbox"/> debqa - Officer Peterman

---

Please enter new search criteria

# Back Office

## TICKET STATUS SEARCH

Found 45 matches

1 Records per page: 50

Report	Incident #	Ticket #	Ticket Status	Incident Status	Created By	Agency	Date Obtained	Last Date Modified	Prosecuting Agency
0		2Z0003042	Unused		Debbie Peterman	WA St Patrol -- Olympia	11/14/2012 14:23	None	
0		2Z0003043	Unused		Debbie Peterman	WA St Patrol -- Olympia	11/14/2012 14:23	None	
0		2Z0003044	Unused		Debbie Peterman	WA St Patrol -- Olympia	11/14/2012 14:23	None	
0		2Z0003045	Unused		Debbie Peterman	WA St Patrol -- Olympia	11/14/2012 14:23	None	
0		3Z0000076	Unused		Debbie Peterman	WA St Patrol -- Olympia	1/2/2013 14:21	None	

Local intranet 100%









# QUICK CAPTURE

# QUICK CAPTURE

Quick Capture

Case No:

Prim Trafficway:       OR

Ref Trafficway:      Block No.: Milepost:




Date & Time of:

Collision: 05/08/2017  at 00:00

Dispatch: 05/08/2017  at 00:00

Arrival: 05/08/2017  at 00:00

General | Narrative | Exchange of Info

**Add Vehicle** | **Add Person** | **Remove**   

Scan vehicle registrations and driver licenses to insert units and people, or, to add manually, click ALT-U (unit) or ALT-P (person).

**Finished** **Cancel**

# QUICK CAPTURE

---

- × Add Collision Time & Date
- × Add Traffic Way/Block/Mile Post
- × Add Case Number
- × **SCAN Unit 1 Registration First**
- × Scan Unit 1 Driver's License Second
- × Scan any additional passengers for unit 1
- × Scan next vehicle registration and driver's license.

# QUICK CAPTURE TIPS

## + General

- × Scan Vehicle Registration
- × Scan Driver's License
- × Remove (Unit or Person)
- × Restore Option

**Quick Capture**

Case No:

Prim Trafficway:   OR    
Block No.: Milepost:

Ref Trafficway:

Date & Time of:

Collision: 01/08/2014 at 00:00

Dispatch: 01/08/2014 at 00:00

Arrival: 01/08/2014 at 00:00

General | Narrative | Exchange of Info

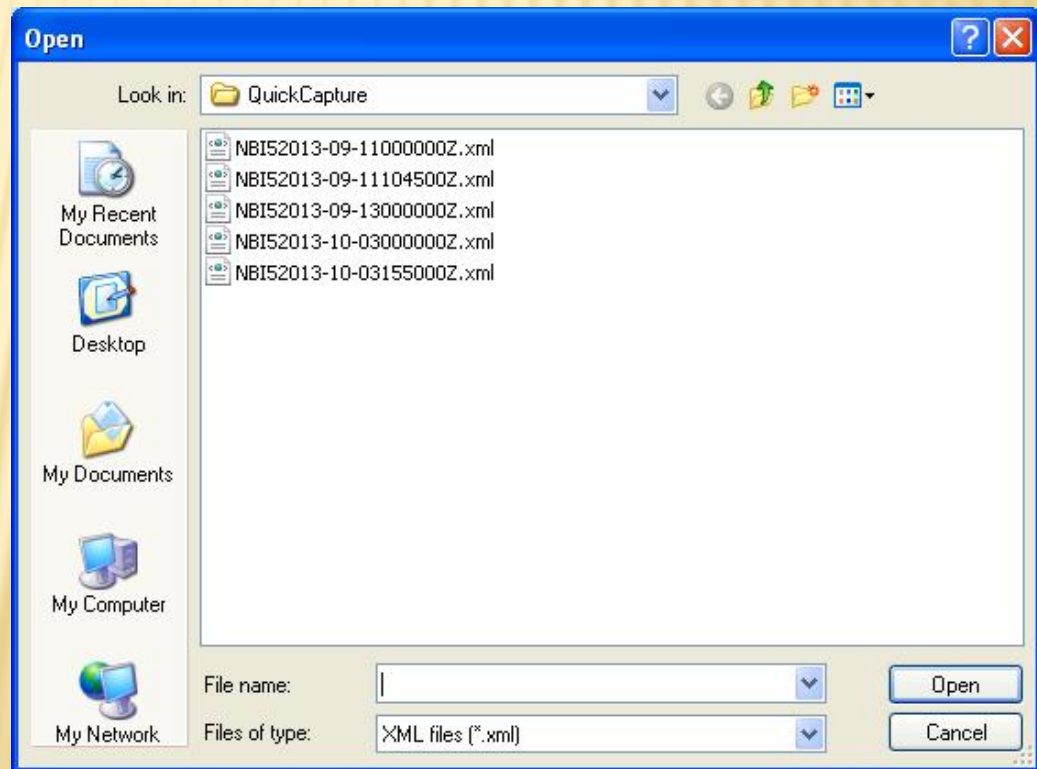
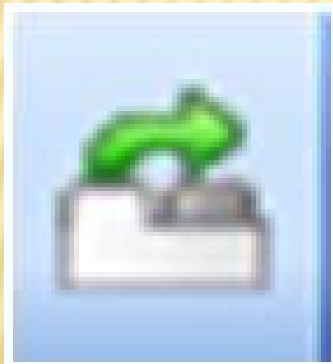
⋮ Add Vehicle | Add Person | **× Remove** |

Scan vehicle registrations and driver licenses to insert units and people, or, to add manually, click ALT-U (unit) or ALT-P (person).

Finished Cancel

# QUICK CAPTURE TIPS

If you inadvertently cancel the Quick Capture screen before you are Finished, or if something happens with your computer and it shuts down, you can now RESTORE your previously scanned information.



# QUICK CAPTURE TIPS

- + Narrative
  - × Check Spelling
  - × Dictionary

The screenshot shows the 'Quick Capture' software interface. The title bar reads 'Quick Capture'. The main window has three tabs: 'General', 'Narrative' (which is selected), and 'Exchange of Info'. In the 'Narrative' tab, there are several input fields: 'Case No:' with a text box; 'Prim Trafficway:' with a dropdown menu; 'Ref Trafficway:' with a dropdown menu; and 'Block No.:' and 'Milepost:' with text boxes and a star icon between them. To the right, there is a 'Date & Time of:' section with three rows: 'Collision:', 'Dispatch:', and 'Arrival:', each with a date dropdown (all set to 01/08/2014) and a time dropdown (all set to 00:00). At the bottom of the window, there is a toolbar with 'Check Spelling' (with an ABC icon) and 'Dictionary' (with a book icon) buttons. Below the toolbar is a large empty text area. At the bottom right, there are 'Finished' and 'Cancel' buttons.



# QUICK CAPTURE TIPS

## + Exchange of Info

Quick Capture

Case No:

Prim Trafficway:   OR  Block No.:  Milepost:

Ref Trafficway:

Date & Time of:

Collision: 05/08/2017 at 00:00

Dispatch: 05/08/2017 at 00:00

Arrival: 05/08/2017 at 00:00

General | Narrative | Exchange of Info

### EXCHANGE OF INFORMATION

OFFICER NAME: **D. PETERMAN #DP-QA** COLLISION: **05/08/17 12:00 AM** CASE#:

AGENCY: **WA ST PATROL** DISPATCH: **05/08/17 12:00 AM** LOCATION:

NARRATIVE/ NOTES: ARRIVAL: **05/08/17 12:00 AM**

UNIT 1:	MOTOR VEHICLE -	2009 FORD TAURUS PLATE: 177BUN (WA)	TOWED BY:
DRIVER:	<b>TEST R ROBINSON</b>		VEH OWNER: <b>TEST R ROBINSON</b>
ADDRESS:	<b>777 SECTOR AVE OLYMPIA, WA 985010000</b>		ADDRESS: <b>777 SECTOR AVE OLYMPIA, WA 98501</b>
DL #:	<b>ROBINTR103M1</b>	STATE: <b>WA</b>	PHONE:
PHONE:			ALT PHONE:
ALT PHONE:			INSURED BY:
INSURED BY:			POLICY #:
POLICY #:			

UNIT 2:	MOTOR VEHICLE -	2005 250 PLATE: 200BUN (WA)	TOWED BY:
DRIVER:	<b>TEST R RALKEY</b>		VEH OWNER: <b>TEST R RALKEY</b>
ADDRESS:	<b>123 E TRIP AVENUE OLYMPIA, WA 985070000</b>		ADDRESS: <b>123 E TRIP AVENUE OLYMPIA, WA 98507</b>
DL #:	<b>RALKETR151M1</b>	STATE: <b>WA</b>	PHONE:
PHONE:			ALT PHONE:
ALT PHONE:			INSURED BY:
INSURED BY:			POLICY #:
POLICY #:			

8.50 x 11.00 in

Finished Cancel

# QUICK CAPTURE VEHICLE INFORMATION

**Quick Capture**

Case No:

Prim Trafficway:    OR   Block No.: Milepost:

Ref Trafficway:    Block No.: Milepost:

Date & Time of:  
Collision: 01/08/2014 at 00:00  
Dispatch: 01/08/2014 at 00:00  
Arrival: 01/08/2014 at 00:00

General Narrative Exchange of Info

**Add Vehicle** **Add Person** **Remove**

- Vehicle 1 - 2000 FORD EXPLR  
Owner - KATRINA SAMPLE

Year: 2000 Unit: 1  
Make: FORD  
Model: EXPLR  
Style:   
VIN No.: TEST123123112224

Vehicle License Plate  
No.: A19084A  
State: Washington

Tow Company:   
Trailer 1 Lic No: State:   
Trailer 2 Lic No: State:

**Finished** **Cancel**

# QUICK CAPTURE DRIVER INFORMATION

**Quick Capture**

Case No:

Prim Trafficway:     OR

Ref Trafficway:

Date & Time of:  
Collision: 01/08/2014 at 00:00  
Dispatch: 01/08/2014 at 00:00  
Arrival: 01/08/2014 at 00:00

General Narrative Exchange of Info

**Add Vehicle** **Add Person** **Remove**

Vehicle 1 - 2000 FORD EXPLR  
Driver - KATRINA SAMPLE  
Owner - KATRINA SAMPLE

Type: Driver Unit: 1

Name: SAMPLE KATRINA L  
Last Name First Name MI Filial

Address: 8012 MARTIN WAY  
Lacey Washington 98516000  
City State Zip

Address New?  Yes  No Gender: Female

Birthdate: 08/03/1967 Seat Position: Left Front

Drivers License Information  
No.: SAMPLKL330NC State: Washington

Show Ph. # in Exchange?  Yes  No

Phone:  Alt Phone:

Insurance Information:  
Company:  In Effect?  Yes  No  
Policy #:

**Finished** **Cancel**

# Quick Capture Practical

## 2-car collision

- Scan Registration of Driver One
- Next Scan license of Driver One
- Insurance is Pemco
- Policy # 9AIG 3495
  
- Scan Registration of Driver Two
- Next Scan license of Driver Two
- No insurance
- South Sound Tow
  
- Phone numbers for drivers
  
- Add witness and passenger
  
- Review Info Exchange for accuracy

# Quick Capture Practical Car vs. Ped

---

- Scan Registration of Driver One
- Next Scan license of Driver One
- Insurance is Allstate
- Policy # 10ALL5432
  
- Scan Pedestrians ID Card
  
- Phone numbers for both parties
  
- Review Info Exchange for accuracy

# Tow / Impound Forms

---

- Mandated in 2001 by RCW 46.55.075.
- Used to impound vehicles across the State of Washington.
- SECTOR allows an electronic version of this form to be completed in 2012.
- Refer to SECTOR User Manual for step-by-step entry instructions.



# SECTOR



## Statewide Electronic Collision & Ticket Online Reporting

Day Two Training

# Overview

Day 2

- Review Day 1
- Police Collision Traffic Report (PTCR)
- Collision Diagramming
- Practicals / Back Office
- Supervisor Approval Process
- Supplemental Report & Practical



# Review

---

- Questions From Day One
  - Tickets?
  - Quick Capture?



# NEW PTCR CREATION

# Collision Interview

## PRELIMINARY

**Collision Interview - Preliminary**

Please answer the following preliminary questions:

**1) Standard Collision**

No. Motor Vehicles:

No. Pedalcycles:

No. Pedestrians:

No. Property Owners:

**2) Special Circumstances**

Hit and Run?  Yes  No

Fire?  Yes  No

Witness?  Yes  No

**3) Reportable Commercial Vehicle**

Commercial Vehicle Involved?  Yes  No

Truck with at least 2 axles and 6 tires?  Yes  No

Any Commercial Vehicle designed or used to transport 9 or more persons, including driver?  Yes  No

Any vehicle requiring a HAZMAT placard?  Yes  No

Any Fatalities?  Yes  No

Any injured persons transported for immediate medical attention?  Yes  No

Any vehicle towed due to disabling damage?  Yes  No

Any vehicle requiring intervening assistance before proceeding under its own power?  Yes  No

**Save** **Cancel** **Prev** **Next** **Finished**

# Collision Interview

## LOCATION SCREEN

**Collision Interview - Location Information**

Please enter the following location information:

Collision Jurisdiction: City Street

County: THURSTON

City

IN  OF Lacey

Miles From City:

Compass Direction From City:

Intersection?:  Yes  No

Primary Trafficway: MARVIN ROAD

Block No.: 123 OR Milepost:

Reference or Cross Street

Trafficway: MARTIN ROAD

Distance From: Miles Feet

Compass Direction From:

**Save** **Cancel** **Prev** **Next** **Finished**

# Collision Interview

## MOTOR VEHICLE PERSONS SCREEN



Collision Interview - Motor Vehicle Persons

Please enter the following individual information for unit 1: Bg Motor Vehicle Unit 1

**Insert** **Remove**

	Person Type	Name
	Driver	TEST RECORD THORP
	Owner	TEST RECORD THORP
	Passenger	TEST RECORD KRUE...

**Person Detail**

Name: THORP TEST RE   
Last Name First Name MI Filial

Address: 123 SECTOR STREET  
Olympia Washington 985020000  
City State Zip

New Address?  Yes  No  
Show in Exchange?  Yes  No  
Birthdate: 10/31/1985 30  
Age: 30  
Gender: Female  
Day Phone: - - -  
Night Phone: - - -  
Seat Pos: Left Front  Vehicle Owner  
Other Desc:

DL No: THORPTR156PU DL State: Washington

**Insurance Information:**  
Company:  In Effect?  Yes  No

Policy #:

Ticket No:

Charge:

**Vehicle Information**

Hit and Run Vehicle?  Yes  No  
Parked Vehicle?  Yes  No  
Vehicle Towed?  Yes  No  
Trailers?  Yes  No  
Commercial Vehicle?  Yes  No  
Stolen Vehicle?  Yes  No

**Buttons:** Comment Save Cancel Finished



# Collision Interview

## MOTOR VEHICLE PERSON DETAIL SCREEN

Collision Interview - Motor Vehicle Person Detail

Please enter the following individual detail for unit 1: Bg Motor Vehicle Unit 1

Insert  Remove

	Person Type	Name
<input checked="" type="checkbox"/>	Driver	TEST RECORD THORP
<input checked="" type="checkbox"/>	Passenger	TEST RECORD KRUE...

**Driver Specific Information**  
License (Hit F1 for help on codes)

Commercial Class: A

Endorsements	Restrictions
1: N	1: <input type="text"/>
2: <input type="text"/>	2: <input type="text"/>
3: <input type="text"/>	3: <input type="text"/>

DRE Assessments

1:

2:

Air Bag: Airbag not deployed

Restraint System: Lap & Shoulder Used

Ejection: Not Ejected

Helmet Use:

Injury Class: No injury

Nature of Injuries:

Sobriety: Had NOT Been Drinking

BAC:  0.

On Duty Police or Firefighter?  Yes  No

Contributing Circumstances

1: Did Not Grant RW to Vehicle

2:

3:

# Collision Interview

## MOTOR VEHICLE DATA

**Collision Interview - Motor Vehicle Information** Motor Vehicle Unit 1

Please enter the following Motor Vehicle information for unit 1:

Damage Threshold Met?  Yes  No

**Vehicle**

Year: 2005 Style: Semi

Make: MACK

Model: D4000

**Vehicle License Plate**

No.: B19096K

State: Washington

VIN No.:

**Areas of Damage:**

Front	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	Rear
	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	
	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	
<input type="checkbox"/> Top <input type="checkbox"/> Bottom <input type="checkbox"/> All				

**Type of Roadway**

Type: 1 - One Way

Other:

Surface: Blacktop

Other:

Traffic Control: Signals

Other Desc:

Direction of Movement: FROM: Southeast TO: South

Government Vehicle:  Yes  No

Posted Speed:

**Vehicle Classification - only if applicable**

Vehicle Action: Going Straight Ahead

Other Desc:

Vehicle Legally Standing:  Yes  No

Vehicle Conditions:

1: NO DEFECTS

2:

3:

Vehicle Override/Override:

Hazardous Materials - only if applicable:

Tow Company:

**Save** **Cancel** **Prev** **Next** **Finished**

# Collision Interview

## COMMERCIAL VEHICLE INFORMATION

**Collision Interview - Commercial Vehicle Information**

Please enter the following commercial vehicle information for unit 2: Bg Motor Vehicle Unit 2

**Commercial Motor Carrier**

Carrier Name: LORTAP TRANSPORT SERVICES

Carrier Address: 1234 ARMSTRONG BLVD

Olympia Washington 98501  
City State Zip

ICC No.: 357910

USDOT No.: 3847061

Vehicle Type: Single-unit Truck; 2 axle, 6 tires

Cargo Body Type: Flatbed

Interstate  Intrastate

Name Source: Side of Vehicle

Number of Axles: 4

Gross Vehicle Weight Rating: 20000 lbs

HAZMAT Placard?  Yes  No

HAZMAT Placard No.:

HAZMAT Placard Suffix:

HAZMAT Name if no Placard number:

**Save Cancel Prev Next Finished**



# Collision Interview

## COLLISION INFORMATION

**Collision Interview - Collision Information**

Please enter the following collision information:

Object Struck other than Vehicles:

Roadway Surface Conditions:   
Other Desc:

Weather Condition:   
Other Desc:

Light Condition:   
Other Desc:

Work Zone?  Yes  No

Location:   
Type:

Location Character - only if applicable:   
Other Desc:

Roadway Character:

# Collision Interview

## COLLISION INFORMATION



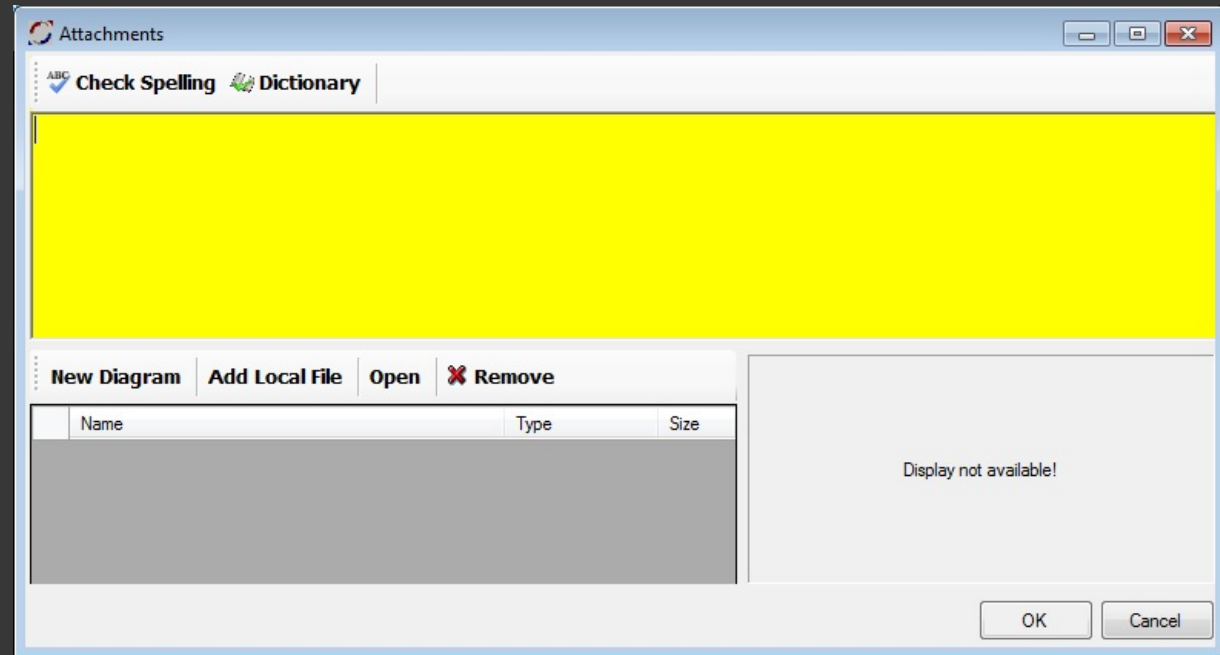
**Collision Interview - Collision Information**

Please enter the following collision information:

Case No.:	<input type="text"/>	Investigating Officer		
Local Agency Coding:	<input type="text"/>	Name:	<input type="text" value="MARCOTT"/>	<input type="text" value="MIKE"/>
Agency:	WA St Patrol -- Olympia	Last Name:	First Name	
		Badge No.:	<input type="text" value="MARC"/>	
Date & Time of Collision:	09/10/2008	at	08:51	
Date & Time of Dispatch:	09/10/2008	at	00:00	
Date & Time of Arrival:	09/10/2008	at	00:00	
Priority:	Normal	Approving Authority		
		Name:	<input type="text"/>	<input type="text"/>
		Last Name:	First Name	
		Badge No.:	<input type="text"/>	

# Collision Interview

Be sure to type narrative in space provided. Do not attach narrative.




- Type Narrative – short summary of what happened.
- Access Diagram Software
- Attachments are not visible by DOT only in Back Office



# Collision Interview

## PEDESTRIAN INFORMATION

**Collision Interview - Pedestrian Information**

Pedestrian Unit 2 

Please enter additional Pedestrian information for unit 2:

Traffic Control:	Signals	▼
Other Desc:	<input type="text"/>	

Type of Roadway:	Two Way - Undivided	▼
Other Desc:	<input type="text"/>	

Roadway Surface:	Blacktop	▼
Other Desc:	<input type="text"/>	

Direction of Movement		
From:	Southeast	▼
To:	Northwest	▼

**Save** **Cancel** **◀ Prev** **Next ▶** **Finished**



# Collision Interview

## PEDALCYCLIST



**Collision Interview - Pedalcyclists** Pedalcycle Unit 2

Please enter the pedalcyclists for unit 2:

**Insert**  **Remove**

	Person Type	Name
<input type="checkbox"/>	Pedalcyclist	MARY J DOE

Status:	<input type="text" value="Bicyclist"/>
Action:	<input type="text" value="All Other Actions"/>
Was Using:	<input type="text" value="Marked X walk"/>
Clothing:	<input type="text" value="Dark"/>
<b>DRE Assessments</b>	
1:	<input type="text"/>
2:	<input type="text"/>
Sobriety:	<input type="text" value="Had NOT Been Drinking"/>
BAC:	<input type="text" value="0."/> <input type="text"/>

**Detail Information**

Name:

Last Name First Name MI Filial

Address:

City State Zip

New Address?  Yes  No

Birthdate:   Day Phone:

Gender:  Age:  Night Phone:

**Injury Information**

Ejection:  Helmet Use:

Injury Class:

Nature of Injuries:

**Contributing Circumstances**

1:


2:

3:

# Collision Interview


## PEDALCYCLIST INFORMATION


**Collision Interview - Pedalcycle Information**


Pedalcycle Unit 2 

Please enter the following Pedalcycle information for unit 2:



Damage Threshold Met?  Yes  No

Traffic Control: Signals   
Other Desc:

Type of Roadway: Two Way - Divided, with Barrier   
Other Desc:

Roadway Surface: Blacktop   
Other Desc:

Direction of Movement

From: East   
To: West 

**Save** **Cancel** **◀ Prev** **Next ▶** **Finished**

# Collision Interview

## PROPERTY OWNER INFORMATION

**Collision Interview - Property Owner Information**

Property Owner Unit 4

Please enter the following Property Owner information for unit 4:

Name:

Last Name First Name MI Filial

Address:

City State Zip

New Address?  Yes  No

Damage Threshold Met?  Yes  No

Birthdate:   Day Phone:

Gender:  Age:  Night Phone:





# Collision Interview

## WITNESS INFORMATION

Collision Interview - Witness

Please enter the witnesses to this incident below:

**Insert**  **Remove**

	Person Type	Name
<input type="checkbox"/>	Witness	MARY J DOE

**Detail Information**

Name:

Last Name First Name MI Filial

Street:

City:

State:

Zip:

New Address?  Yes  No

Birthdate:   Gender:

Age:

Day Phone:

Night Phone:



# Collision Interview

## TRAILERS

**Collision Interview - Trailer**

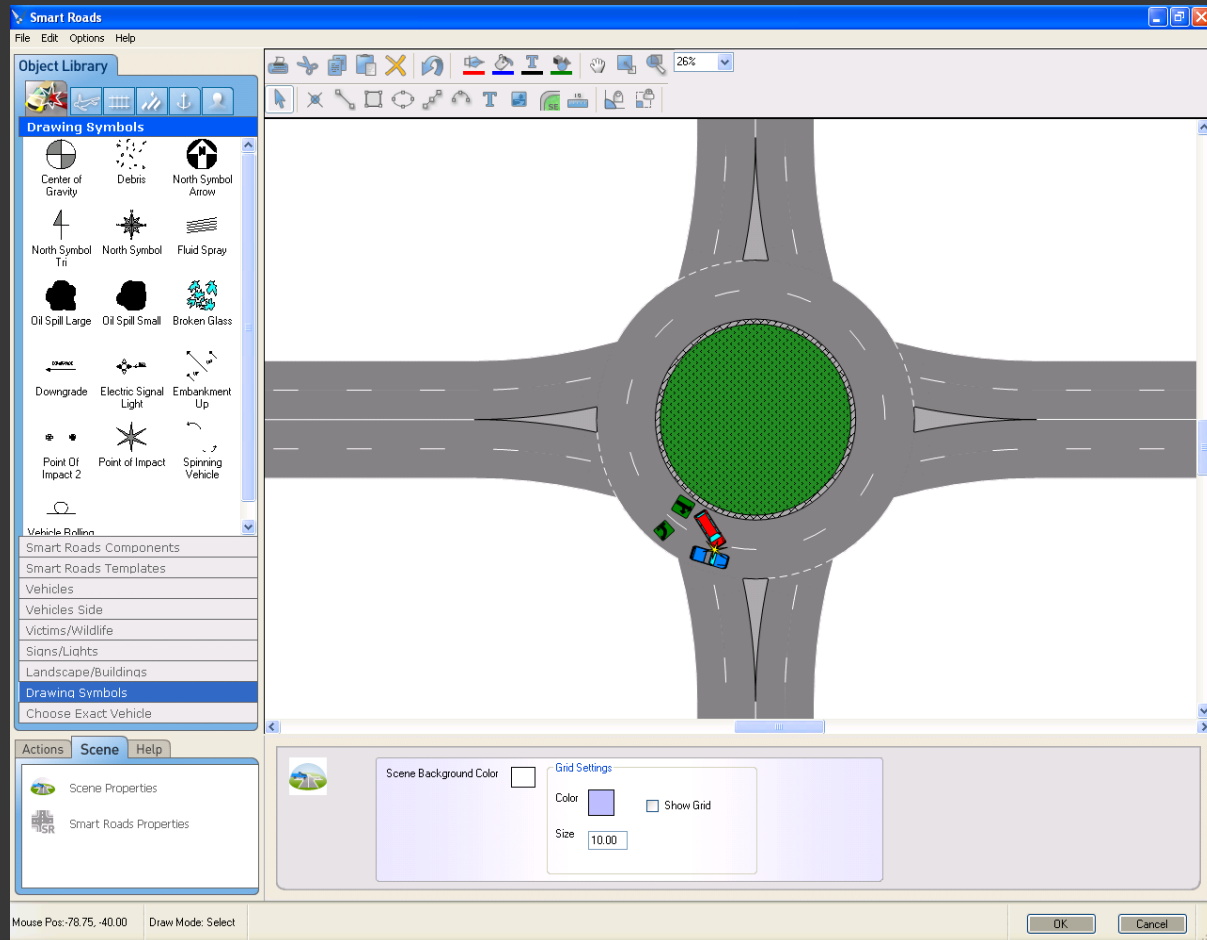
Motor Vehicle Unit 1

Please enter the following trailer information for Unit 1:

Trailer 1		Trailer 2	
License No:	<input type="text" value="1234AB"/>	License No:	<input type="text"/>
License State:	<input type="text" value="Washington"/>	License State:	<input type="text"/>

# Collision Interview

## DIAGRAM SOFTWARE



# Practicals

Complete Quick Capture, Create Ticket, Tow/Impound Form and Complete PTCR w/ Diagram

#8

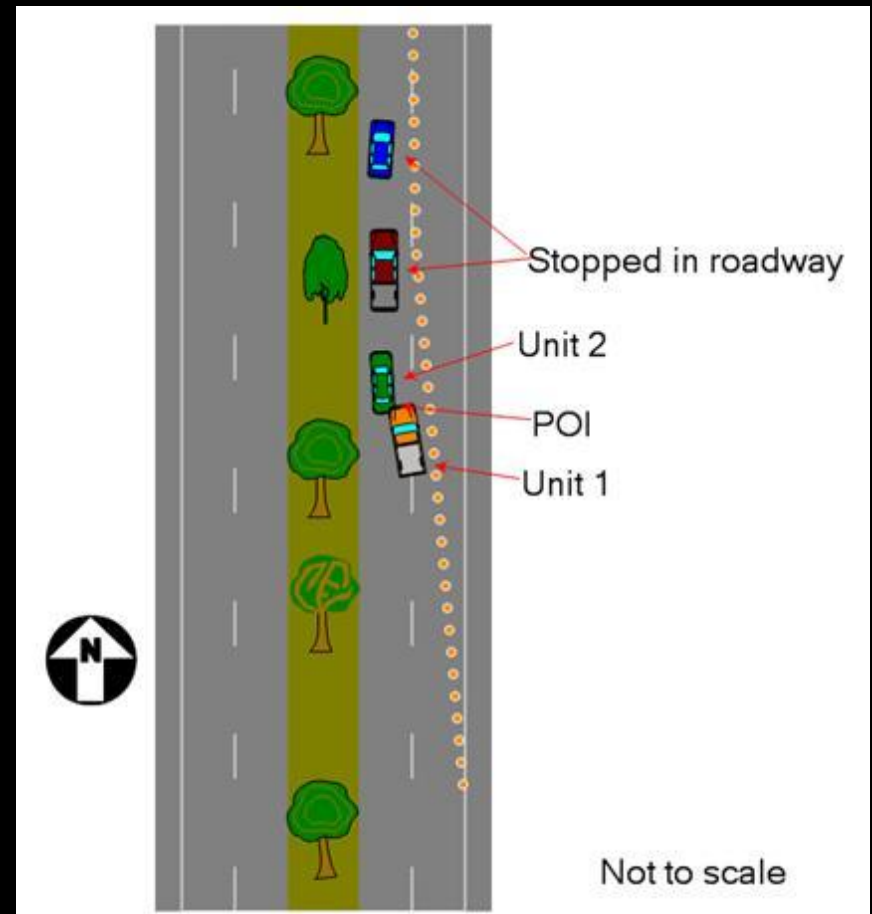
Two car injury

Unit 01

- Following too close (46.61.145)
- DWLS 3rd (46.20.342.1c)
- Obstructing (9A.76.020)
- No insurance

Unit 02

- No injuries



# Practicals

#9

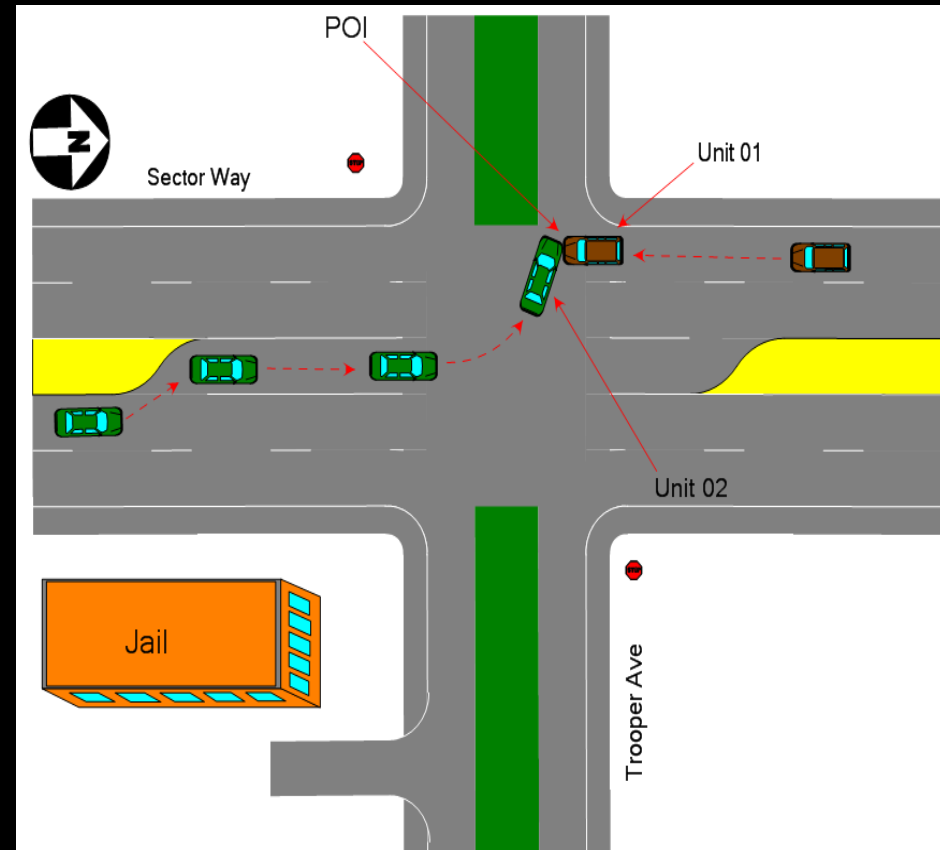
Two car non-injury

Unit 01

- Fail to yield/making left turn (46.61.185)

Unit 02

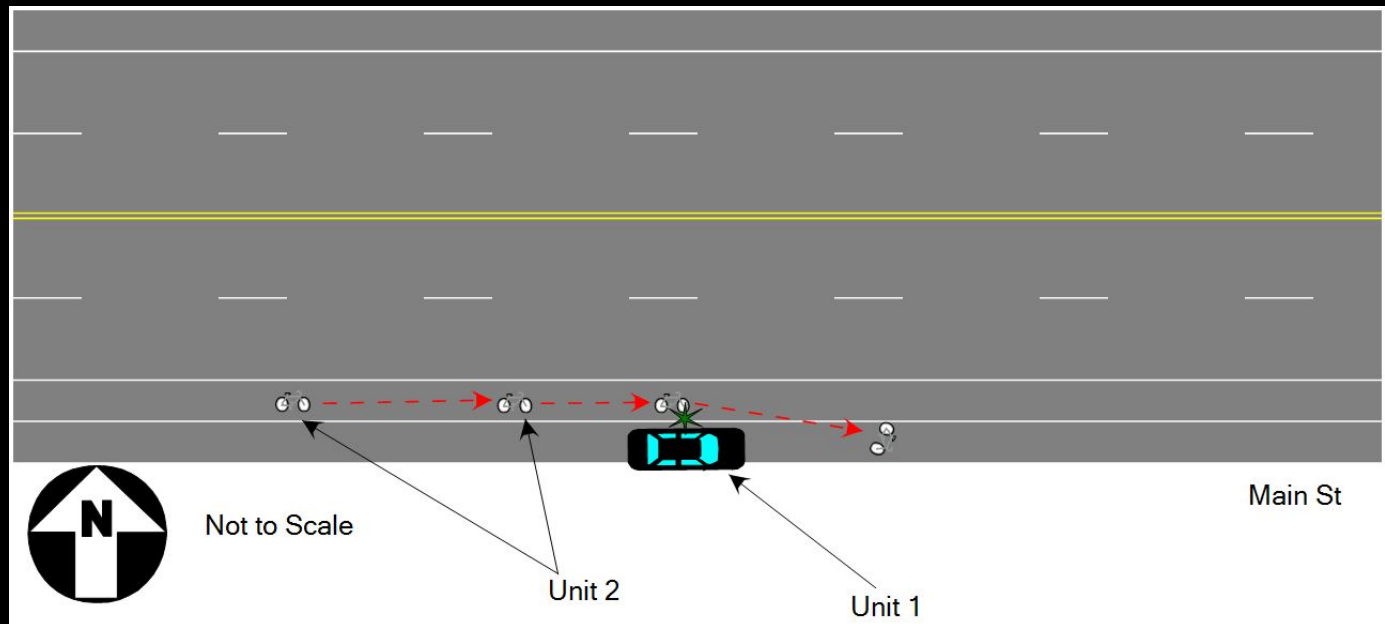
- No injuries



# Practicals

## #10 - Vehicle vs. Pedalcyclist

- Unit 01
  - Legally Parked, Occupied
  - Quick Capture
  - Ticket
- Issue a ticket for opening door into traffic.
- PTCR with diagram



# Mega Practical

## Collision Scenario (50mph)

**Note:** Curtis Street is a 2 lane each way with a double yellow stripe as a divider.

There is a witness to this collision.

Unit 1 is a semi truck with a trailer traveling West bound (in lane 1 of 2) on Curtis Street (SR 101, milepost 83.09). Unit 1 driver is under the influence of alcohol. He crosses the center line and strikes a parked, unoccupied vehicle on the shoulder. (Unit 2-parked on shoulder).

Unit 1 overcorrects and steers back across the centerline into his original lane ( WB lane 1 of 2) of travel. Unit 1 strikes another vehicle (Unit 3) in the rear end that is traveling in lane 1 of 2.

Unit 3 was forced by the impact of the semi onto the sidewalk. Unit 3 strikes a pedestrian walking on the sidewalk and he sustains serious injuries. Unit 3 has a passenger in the front right seat.

Unit 1 continues off the roadway and collides with a light pole and comes to rest. Blood is drawn from Unit 1 driver and sent to Toxicology. The collision report is done and sent to the back office and approved. Toxicology results return in 2 weeks with a BAC of .12 for the semi driver.

A supplemental must be submitted showing the BAC of .12 for the semi driver.

# \* Collision Supplemental

## SEARCH - DOWNLOAD

The screenshot displays the SECTOR Client v3.0.19.0 QA application window. The interface includes a menu bar (File, View, Tools, Forms, Help) and a toolbar with various icons for Ticket, Collision, Tow/Impound, Vessel Contact, Send/Receive..., Quick Capture, Display Report, Exchange of Info, and Help. A left-hand navigation pane contains icons for Inbox, Accepted, RCW, and Search (which is highlighted in yellow). The main area shows a table with the following data:

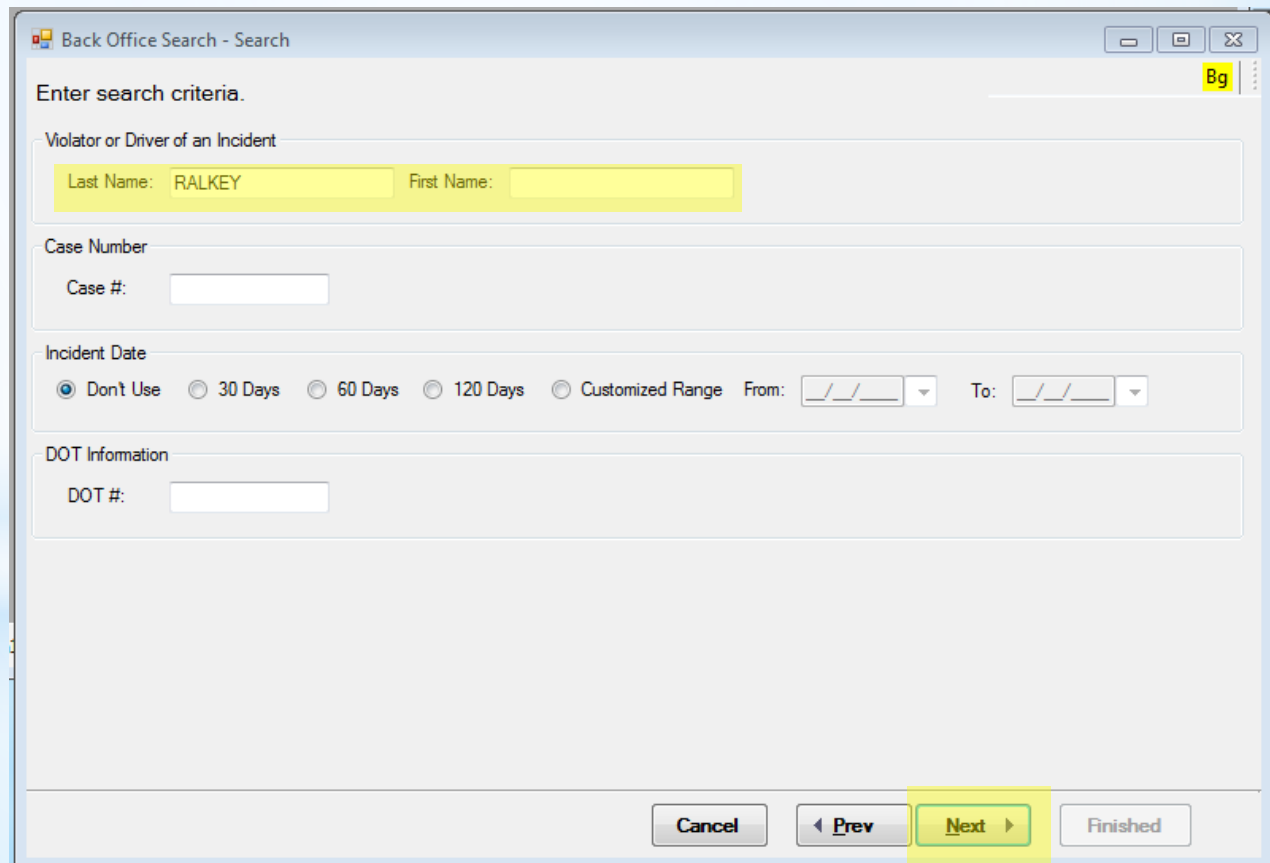
	Content	Status	Case Number	Defendant or Driver	Date/Time	Detail
1	E011723	Accepted	TEST	RALKEY, TEST	7/17/2015 09:05	15 NB (Milemarker: 1...

At the bottom of the window, the status bar indicates "WA St Patrol - D. Peterman DP-QA" along with system tray icons.



# \* Collision Supplemental

## Search Criteria



Back Office Search - Search

Enter search criteria. Bg

Violator or Driver of an Incident

Last Name: RALKEY First Name:

Case Number

Case #:

Incident Date

Don't Use  30 Days  60 Days  120 Days  Customized Range From: / / To: / /

DOT Information

DOT #:

Cancel < Prev Next > Finished

# \* Collision Supplemental

## Search Results

Back Office Search - Results

Select an item to display. Please note that a normal background is not downloadable

	<i>CONTENT</i>	<i>NAME</i>	<i>CASE #</i>	<i>LOCATION</i>	<i>DATE</i>	<i>STATUS</i>
▶	Collision	RALKEY, TEST	TEST	15 NB (Milemar...	7/17/2015 9:05 ...	Accepted
	Collision	RALKEY, TEST	TEST	15 N / PACIFIC ...	4/21/2015 9:35 ...	Accepted
	Collision	RALKEY, TEST	1YEAR	15 NB (Milemar...	3/2/2015 9:05 AM	Accepted

1 of 3

Cancel Prev Next Finished

# \* Collision Supplemental

Download to SECTOR?



Back Office Search - Display

Display Bg

**STATE OF WASHINGTON POLICE TRAFFIC COLLISION REPORT** REPORT NO. **E011723**

1591971

<input type="checkbox"/> INTERSTATE <input checked="" type="checkbox"/> STATE ROUTE <input type="checkbox"/> COUNTY RD	<input type="checkbox"/> CITY STREET <input type="checkbox"/> OTHER <input type="checkbox"/> PRIVATE WAY	<input type="checkbox"/> FIRE RESULTED <input type="checkbox"/> STOLEN VEHICLE <input type="checkbox"/> HIT & RUN INVOLVED
--	--	--

TRIBAL RESERVATION: \_\_\_\_\_

CASE # **TEST**

LOCAL AGENCY CODING: \_\_\_\_\_

TOTAL # OF UNITS **01** OBJECT STRUCK: \_\_\_\_\_

DATE OF COLLISION: **07** - **17** - **2015** TIME (2400) **0905** COUNTY # **34** MILES \_\_\_\_\_ CITY # **1325**

ON (PRIMARY TRAFFIC WAY) INTERSECTION  NON-INTERSECT ON

**15 NB** BLOCK NO. \_\_\_\_\_ MILE POST  **123** **00**

DISTANCE \_\_\_\_\_ MILES \_\_\_\_\_ FEET \_\_\_\_\_ OF (REFERENCE OR CROSS STREET) \_\_\_\_\_

UNIT **01** MOTOR VEHICLE  PEDAL-CYCLE  DAMAGE THRESHOLD MET YES  NO  PHONE \_\_\_\_\_

LAST NAME **RALKEY** FIRST NAME **TEST** MIDDLE INITIAL **R**

STREET ADDRESS  **123 E TRIP AVENUE**

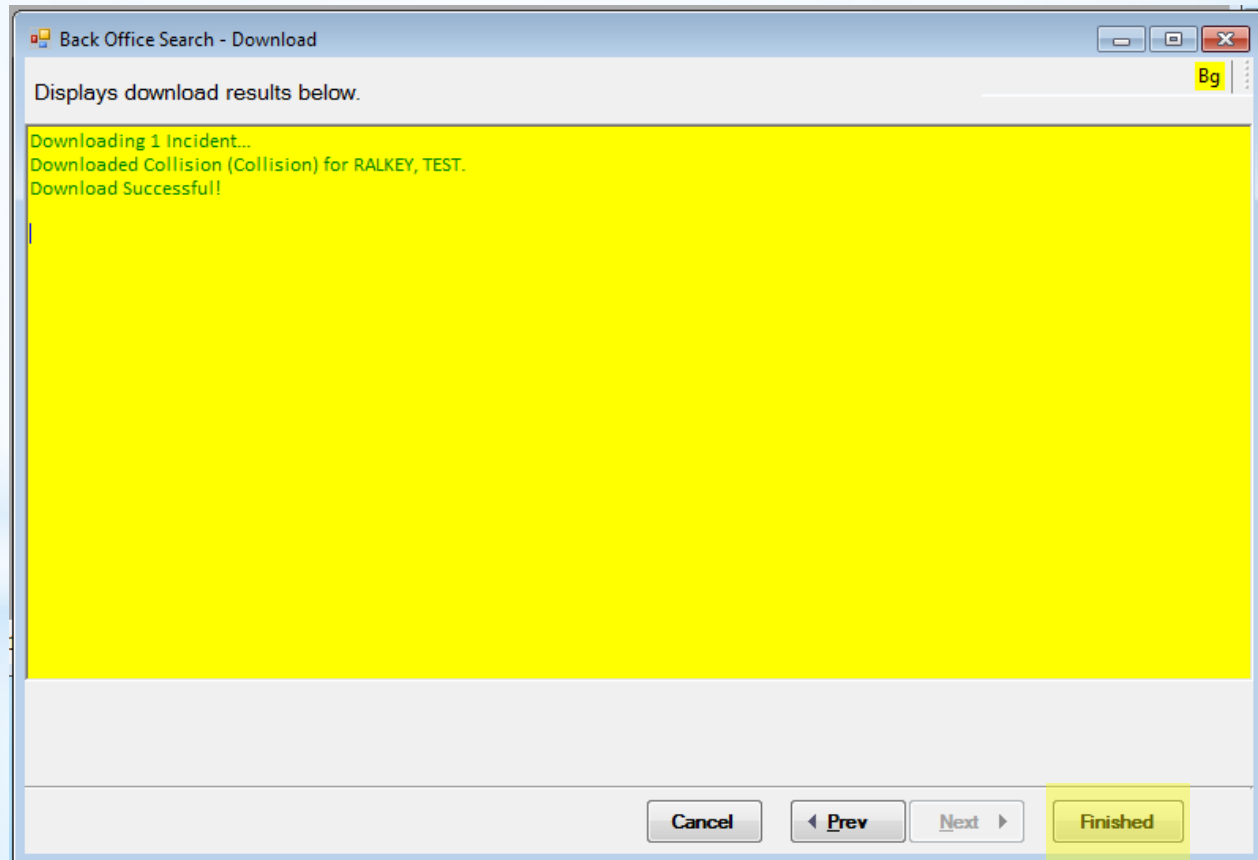
8.50 x 11.00 in

Download into SECTOR?  Yes  No Document 1 of 1

Cancel Prev Next Finished

# \* Collision Supplemental

Download Successful 😊



# \* Collision Supplemental

## ACCEPTED FOLDER

The screenshot displays the SECTOR Client v3.0.19.0 QA interface. The left sidebar shows the 'Accepted' folder selected. The main window displays a table with the following data:

	Content	Status	Case Number	Defendant or Driver	Date/Time	Detail
1	E011723	Accepted	TEST	RALKEY, TEST	7/17/2015 09:05	15 NB (Milemarker: 1...

At the bottom of the window, the text 'WA St Patrol - D. Peterman DP-QA' is visible along with system tray icons.

## SUPPLEMENTAL CONFIRMATION



\* Collision  
Supplemental

# Supplemental Report

You are dispatched to a 2-car, hit and run, minor injury collision on Northbound I-5 at milepost 106 at 1003hrs. You arrive at 1024hrs.

From driver testimony you discover that both vehicles were in lane number 3 (“fast lane”) traveling northbound when they encountered traffic congestion. Vehicle 1 failed to respond to vehicles 2 slowing down and subsequently struck vehicle 2 from the rear. V1 then fled the scene. All occupants of the vehicles were wearing seatbelts.



Collision occurred 1 mile North of the City of Olympia; and one mile South of Pacific Ave. It is dry, clear, sunny day on a stretch of roadway that is straight and level. You draw a case number of: 08-003011

1. Start with Quick Capture
2. Then complete the collision report
3. Perform Send and Receive

2 days later you catch the suspect making an arrest

4. Perform another Send/Receive
5. Locate and open report from “Accepted” tab
6. Add suspect info and create supplemental
7. Create ticket
8. Perform final Send/Receive

# TIPS AND TRICKS





# TIPS AND TRICKS

## **Print screen/SysRq**

If you hit this function it will print the screen you are looking at.

To do this you hit print screen and then open up Microsoft word and go to paste it will now open you the screen and show you what it looks like. From this screen you can go to the drawing program and add text and arrows etc.

**ALT+ F4** closes out one active screen after another on the bottom of your screen.

**ALT and Drop down arrow** will show you what is in the next box

**ALT TAB** changes between application and what is running

**ALT Print Screen** prints the screen that you are on not the entire screen

**TAB** moves cursor down through report

**TAB+SHIFT** moves cursor backwards through report

Most keys when working in the report are one letter sensitive for example y for yes

When working on the lap top and you want to scroll through numerous texts and highlight lots of things in a list. Select the first item and left click once so that it turns blue. Then scroll to the bottom of your list and hold down the shift key and left click one more time. Now all the items are highlighted to delete or what ever else you wanted to do with it.

# TIPS AND TRICKS

**Space bar** checks yes and no boxes.

**Escape key** when working in the drawing program will end what ever you are doing. As an example if you are drawing a line and want to end the line just hit escape and that is where your line will end.

**CTRL + Home**-----To the beginning of the document

**CTRL + end**-----To the end of the document

**CTRL + O**-----Open

**CTRL + P**-----Prints

**CTRL + C**-----copies information

**CTRL + S**-----Saves the information

**CTRL + V**-----Pastes the information

**CTRL + X**-----Cut

**CTRL + F**-----Find

**CTRL + H**-----Replace

**CTRL + Z**-----undoes the information

**F7**----Spell checker

# TIPS AND TRICKS

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CTRL + ALT + F8 or Help > Get Latest Updates

This will force an automatic update of your SECTOR Client, so please be sure that you have a good connection to the internet (it is recommended that you plug into a wired connection).

