Violations by Location/Officer Report

> The Violations by Location and Officer Report allows administrators to analyze enforcement activities by summarizing ticket data based on specific parking zones and the ticketing officers. Its primary purpose is to help management track citation volume, evaluate officer performance across different areas, and optimize patrol deployment over a selected date range. This article is intended for OperationsCommander (OPSCOM) administrators.

Setup and Configuration

This report is a standard feature within the violations module and requires no specialized system setup to run. However, administrators must have the appropriate reporting and violations management permissions assigned to their user role to access this page. Ensure that your parking lots and field staff user profiles are accurately configured within the system so their activity is properly captured and categorized in the final report.

Using this Feature

Administrators can use this tool to filter violation data by specific timeframes and toggle between issuance dates and payment dates to review enforcement coverage.

Generating the Report

1. Hover over **Violations**, hover over **Reports**, and click **Report by Location / Officer**.
2. Enter the desired date parameters into the provided search fields to define the reporting period.
3. Under **Date Type**, select **Issued Date**, **Paid Date**, or **Infraction Date** .
4. Click the **Display Summary** button to generate the report at the bottom of the screen.

Key Information Displayed

Once generated, the report categorizes the data to help administrators visualize enforcement activity:

- **Location Stats:** The total number of violations issued within specific parking lots or designated enforcement zones.
- **Officer Stats:** The total number of violations issued by specific enforcement officers within those designated locations.

Available Actions and Buttons

- **Display Summary:** Click this button to execute your query based on the selected date range and display the results on the screen.
- **Export:** Click this button to download the report as a .CSV spreadsheet file.

> **Choosing the Right Date Type:**
> **Issued Date:** Best for evaluating daily officer activity and general patrol output.

> **Paid Date:** Best for financial reporting. *Note: Selecting Paid Date will automatically exclude all unpaid violations from the generated report.*
> **Infraction Date:** Best for auditing when violations actually occurred within specific locations, regardless of when tickets were printed or paid.

Best Practices and Considerations

- **Keep date ranges concise: When selecting your date parameters, keep the range concise (e.g., monthly or quarterly).** This helps identify specific seasonal or operational trends accurately and ensures the report generates quickly without overloading the system.
- **Conduct performance reviews: Use this report during performance reviews to discuss enforcement coverage with officers.** It provides concrete data on where individual staff members are spending their time and issuing citations.
- **Optimize resource allocation: Analyze location data regularly to determine if specific parking zones require more or less enforcement frequency.** A consistently high violation volume in a particular lot may indicate the need to assign dedicated patrol units to that area.

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