Violations by Officer Report

> The Violations by Officer Report allows administrators to generate a detailed list of citations issued by specific patrol staff within a defined timeframe. Its primary purpose is to help management audit individual officer performance, review ticket categories, and track specific violation details like warnings or spoiled tickets. 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 field staff are accurately configured as ticket writers within their user profiles so their activity is properly captured in the report.

Using this Feature

Administrators can use this tool to filter violation issuance data by specific personnel, date ranges, and ticket statuses, and then export the results for performance reviews or external audits.

Generating the Report

1. Hover over **Violations** and click **Reports** then **Report by Officer**.

2. Select the desired officer from the **Ticket Writer** drop-down menu, or choose to list all violations grouped by officer.
3. Select a specific spoiled state from the **Spoiled** drop-down menu, if applicable.
4. Select a specific citation type from the **Ticket Category** drop-down menu (e.g., Private Property).
5. Check **Include Archived Categories** if you need to search deactivated categories.
6. Choose your filter option from the **Warnings** drop-down menu (e.g., Hide Warnings).
7. Check **Show Only Due** to limit results to outstanding tickets.
8. Under **Date Search By**, click **Due Date**, **Issued Date**, or **Infraction Date**.
9. Set the reporting timeframe using the **Start Date** and **Up To and Including** calendar fields.
10. Click the **Search** button to view the report onscreen.

> Selecting to search by Issued Date rather than Due Date is generally recommended when strictly auditing an officer's daily patrol productivity, as ticket due dates can fluctuate significantly based on appeal statuses and grace periods.

Key Information Displayed

The generated onscreen report displays a data table listing each ticket that matches your search criteria. It includes critical details such as the violation number, license plate, user description, fine amount, appeal status, and issued date.

Available Actions and Buttons

- **Violation Number:** Click the hyperlinked ticket number within the report table to open a detailed view of that specific violation.
- **Camera Icon:** Click the camera icon associated with a violation to view any evidentiary pictures attached to the ticket by the issuing officer.
- **Search:** Click this button to execute your query and display the results at the bottom of the screen.
- **Export:** Click the **Export** button to download the onscreen report data as a .CSV file, allowing you to manipulate and format the data in Excel.

Best Practices and Considerations

- **Audit spoiled tickets regularly: Management should routinely run this report filtered by the Spoiled state.** This helps identify officers who may be frequently voiding tickets or making entry errors, which could indicate a need for additional system training.
- **Preserve historical productivity data: Always use the Export button to save historical enforcement data for performance reviews.** Saving these files externally ensures you maintain accurate records for personnel files or legal auditing purposes, even if an officer's system profile is later modified or deactivated.

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