

Citation Portal User Guide

Version 2, Published 4/14/2025

Introduction

Welcome to the Citation Portal User Guide. This document will help you navigate through the various features available in the Citation Portal, including the Interactive Dashboard, Data Query and Visualization, Data Extraction, Reports, Citation Tabulation and Charting, Citation Tree, and Test of Proportions.

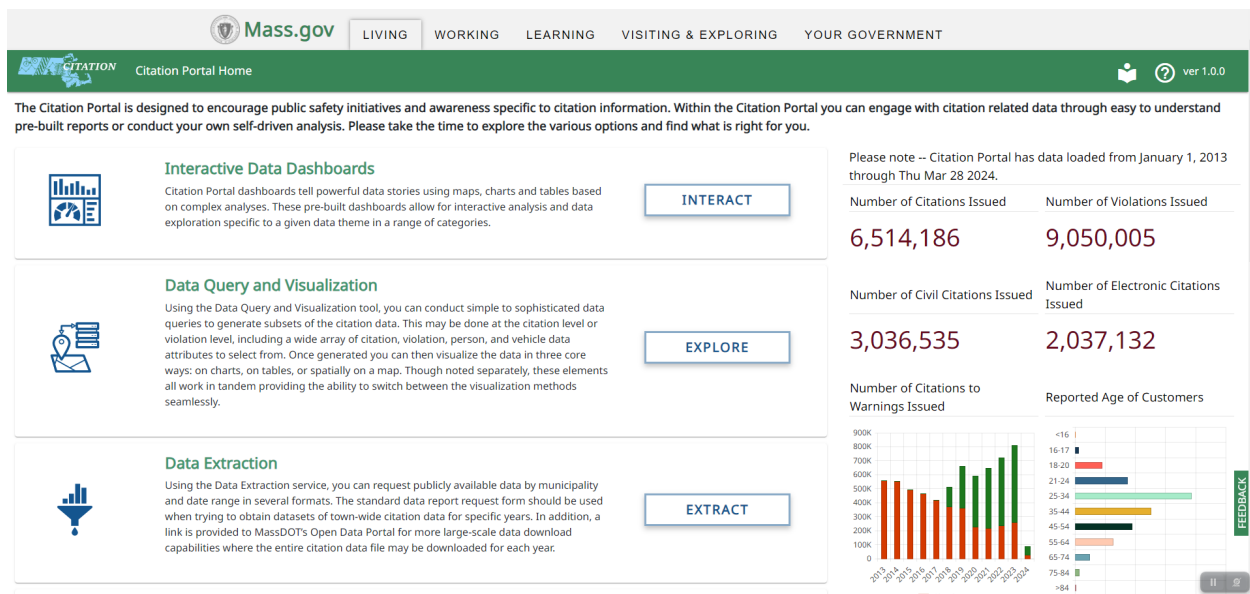
Citation Portal has data beginning January 1, 2013, and will display the “To” date on the right side of the home page. Data is sourced from ATLAS, the Massachusetts Registry of Motor Vehicles system of record.

Please note the Citation Portal does NOT contain any Personally Identifiable Information (PII).

Accessing the Citation Portal

To access the Citation Portal, visit [Citation Portal](#).


Modules



Interactive Data Dashboards

The Interactive Data Dashboards provide a comprehensive view of citation and violation data. Here's how to navigate and use the dashboards:

Hit the Interact tab to open the dashboards in a new tab.

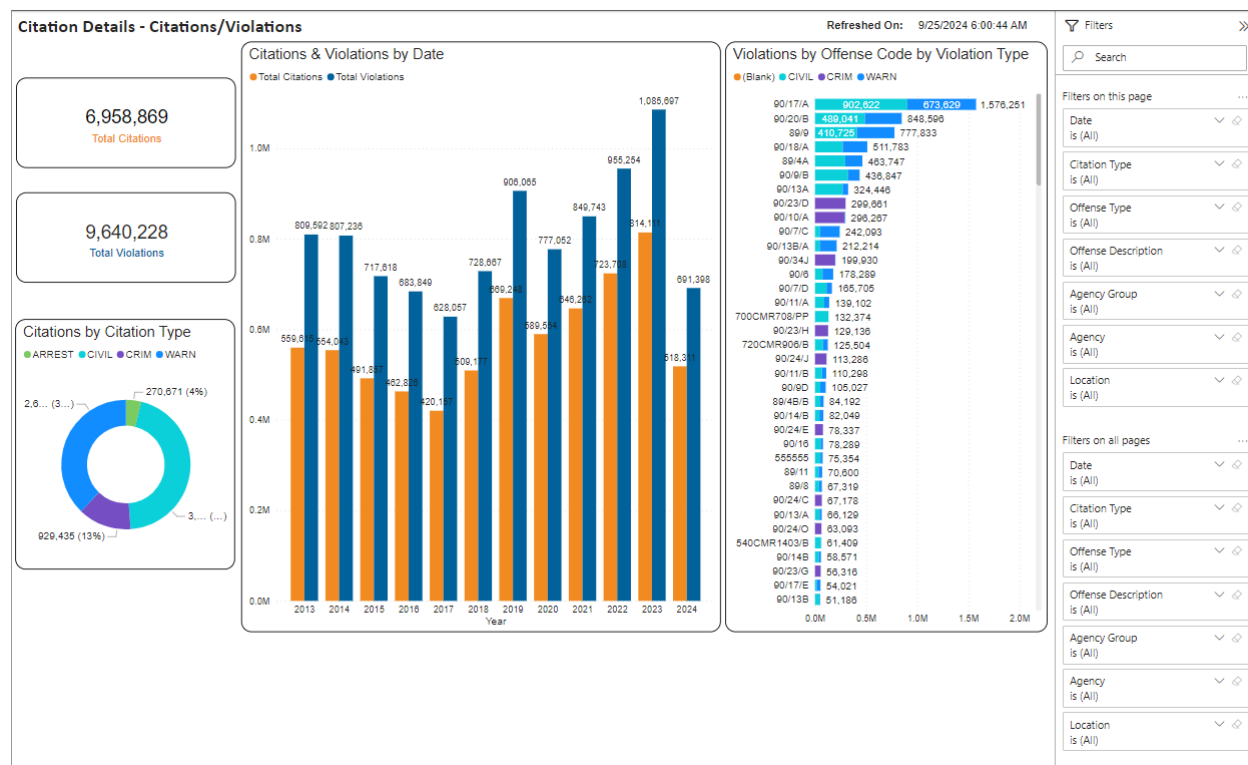


Interactive Data Dashboards

Citation Portal dashboards tell powerful data stories using maps, charts and tables based on complex analyses. These pre-built dashboards allow for interactive analysis and data exploration specific to a given data theme in a range of categories.

[INTERACT](#)

The first dashboard, Business Descriptions, provides an overview of the dashboards and other general information.



Understanding the Dashboard Components

The dashboards are divided into several key components. Using the Citations/Violations dashboard as an example, the following components are shown:

1. **Total Citations and Total Violations Overview:** Displays the total number of citations and violations.
2. **Citations by Citation Type:** A pie chart breaking down citations into ARREST, CIVIL, CRIM, and WARN categories.
3. **Citations & Violations by Date:** A bar chart comparing the total citations and total violations over time.
4. **Violations by Offense Code by Violation Type:** A bar chart showing the number of violations categorized by offense code and violation type (Blank, CIVIL, CRIM, WARN).

Using the Filters

Filters allow you to customize the data displayed on the dashboard. The filters available include:

1. **(Event) Date:** Filter data by specific dates or date ranges.
2. **Citation Type:** Filter data based on the type of citation (ARREST, CIVIL, CRIM, WARN).
3. **(Violation) Offense Type:** Filter data by the type of violation.
4. **Offense Description:** Filter data by the description of the offense.
5. **Agency Group:** Filter data based on four high-level categories of issuing agencies.
6. **(Issuing Police) Agency:** Filter data based on the police agency that issued the citations.
7. **Location:** Filter data by specific locations.

Step-by-Step Guide to Using Filters

1. **Access the Filters Panel:** The filters panel is located on the right side of the dashboard.
2. **Applying Filters:**
 - **(Event) Date:**
 - Click on the calendar icon next to the filter.
 - Select the desired date or date range.
 - **Citation Type:**
 - Click on the dropdown menu.
 - Select the type of citation you want to view.
 - **(Violation) Offense Type:**
 - Click on the dropdown menu.
 - Choose the violation type to filter by.
 - **Offense Description:**
 - Enter the description of the offense in the search box.
 - **Agency Group:**
 - Click on the dropdown menu.

- Choose the agency or agencies you want to filter by.
 - **(Issuing Police) Agency:**
 - Click on the dropdown menu.
 - Choose the police agency you want to filter by.
 - **Location:**
 - Click on the dropdown menu.
 - Select the location to filter data.
 -
3. **Resetting Filters:**
- To reset any applied filter, click on the filter you want to reset and clear the selection.
 - Alternatively, use the "Clear All Filters" option to reset all filters at once.

Interpreting the Data

- **Total Citations and Total Violations:** Provides a quick overview of the overall data.
- **Citations by Citation Type:** Shows the proportion of different citation types.
- **Citations & Violations by Date:** Useful for analyzing trends over time.
- **Violations by Offense Code by Violation Type:** Helps identify the most common offenses and their types.

Tips for Effective Use

- Utilize multiple filters simultaneously to narrow down the data to specific criteria.
- Hover over charts and graphs to see detailed tooltips.
- Use the date filter to analyze trends over specific periods.

Data Query and Visualization

To conduct more complex data queries and generate subsets of citation data, use the Data Query and Visualization tool.

Steps to Use Data Query and Visualization

Hit the EXPLORE Tab

- Access the Data Query and Visualization by clicking on the EXPLORE tab.



Data Query and Visualization

You can conduct simple to complex data queries to generate subsets of the citation data. Select from citation, violation, person, and vehicles data attributes. Once set up, you can visualize the data in three core ways: on charts, on tables, or on a map. The elements work in tandem, allowing you to switch between the visualization methods.

EXPLORE

1) Select Fields

- Choose the data attributes you want to include in your query.

Attributes are divided into Citation Data, Person Data, and Vehicle Data.

Additional Features

- Use the Query Speed Estimator to understand the expected query speed based on selected parameters.
- Refine your search by going back to previous steps and adjusting the criteria

Citation Data

Violation Data

Select Query Type →

Citation Data Level Fields

Select All Reset

Query Speed Estimator: slower faster

Select the fields you would like in your output.

Citation Data Attributes

☒ Agency
 ☒ Agency Group
 ☒ Officer Badge
 ☒ Location Code
 ☒ Court Code
 ☒ Court Case ID
 ☒ Hearing Requested
 ☒ Non-Inventory MV Search

☒ Citation Number
 ☒ Citation Source
 ☒ Citation Type
 ☒ Violator Type
 ☒ Accident Related
 ☒ Total Due
 ☒ Business
 ☒ Officer Certifies

☒ Date Event
 ☒ Date Written
 ☒ Date Posted
 ☒ Date Rejected
 ☒ Date Payment Due
 ☒ Time AM/PM
 ☒ Citation Month
 ☒ Citation Year

☒ Day of Week
 ☒ Hour of Day
 ☒ Time of Day
 ☒ Time Hour
 ☒ Time Minute
 ☒ Docket Number
 ☒ Date Case Filed

Person Data Attributes

Click this icon to include fields that have citation person information in the search results

☐ Age
 ☐ Age Group
 ☐ Race
 ☐ Birth Year
 ☐ Birth Month
 ☐ Sex
 ☐ License Class
 ☐ CDL License
 ☐ Zip Code
 ☐ Country Person Licensed
 ☐ State Person Licensed

Vehicle Data Attributes

Click this icon to include vehicle level data fields in the search results

☐ CDL Vehicle
 ☐ Hazardous Materials
 ☐ 16+ Passenger
 ☐ Plate Type
 ☐ Vehicle Make/Model
 ☐ Vehicle Color
 ☐ Vehicle Year
 ☐ Country Vehicle Registered
 ☐ State Vehicle Registered

2) Query Type

- Choose between Basic Search and Advanced Search.
- Basic Search allows for simpler queries using common citation-related attributes.
- Advanced Search offers more options, including mathematical and logical operators.

1. Select Fields

2. Query Type

3. Define Query

4. Visualize Results

Select the type of query from below. You will then be able to visualize the results.

Basic Search

After selecting the fields on the previous screen, you can visualize results or refine the query.

BASIC SEARCH →

Advanced Search

After selecting the fields in the previous screen, you can visualize results or refine the query. You can choose from a wide variety of characteristics and data fields. Also, various mathematical and logical operators.

ADVANCED SEARCH →

3) Define Query

- Set up your query parameters, including date ranges and specific criteria for your selected attributes.
- Use the Basic Filters or define more specific criteria under Citation Attributes, Person Attributes, and Vehicle Attributes.

1. Select Fields

2. Query Type

3. Define Query

4. Visualize Results

Basic Search

Advanced Search

Reset All Filters

Data Level: Citation

Visualize Results

Reset Basic Filters

Basic Filters

Start Date - End Date

4/1/2024 - 4/30/2024

Agency Grouping

Local - Boston

Agency

Boston Police (before 1992) Code : CP_B

Citation Attributes

Person Attributes

Vehicle Attributes

Basic Search Help

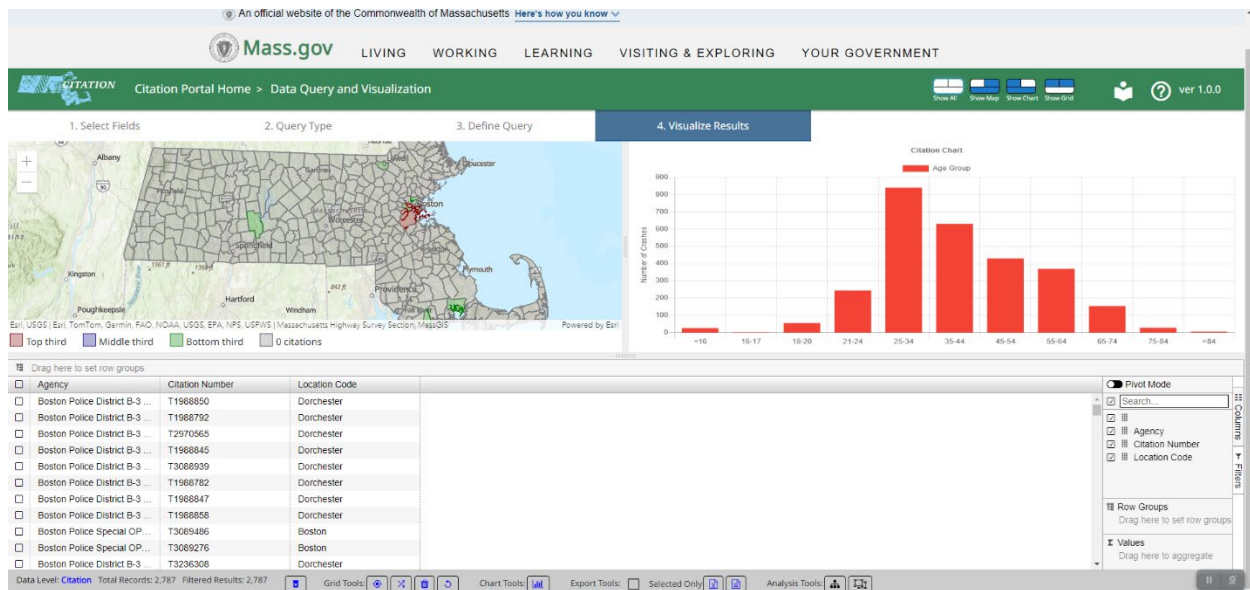
The basic query allows you to choose options from common citation-related attributes.

After making selections, you can visualize the results. The citation-related data will display in a map, bar chart, and table on the next screen. You can refine the query by going back to the previous screens.

- Step 1: Select options from the Basic Filter and other Attributes dropdowns
- Step 2: Select Visualize Results
- Step 3: View results
- Step 4: Refine search parameters and repeat from Step 2 (as needed)


4) Visualize Results

- Once the query is defined, visualize the results on a map, bar chart, and table.
- The visualized results help in analyzing the data effectively.



Data Extraction

To request citation or violation data by year and municipality, use the Data Extraction feature.




Data Extraction

Request citation or violation data by year and municipality. The report also includes a link to MassDOT's Open Data Portal. The portal is useful for large-scale data downloads.


EXTRACT

Steps to Use Data Extraction

- 1. Hit the EXTRACT Tab**
 - Access the Data Extraction by clicking on the EXTRACT tab.
- 2. Request Data**
 - Fill out the Standard Data Report Request Form.
 - Select the Data Level (Citation Data or Violation Data).
 - Enter your email address, select the year and municipality, and choose the desired format (e.g., XLSX).
 - Click on "EXTRACT DATA" to submit the request.
- 3. Receive Data**
 - You will receive an email with a link to the data within 5-10 minutes after submission.

 Citation Portal Home > Data Extract

Using the data extraction service, you can request publicly available data by municipality and date range in several formats. The standard data is town-wide citation data for specific years.



Standard Data Report Request Form (for Citation level data)

Use the fields below to request your data. You'll get an email with a link to the data within 5-10 minutes after submission.

Data Level

Citation Data Violation Data ?

W.W@GMAIL.COM

W.W@GMAIL.COM

2023

Abington

xlsx

EXTRACT DATA

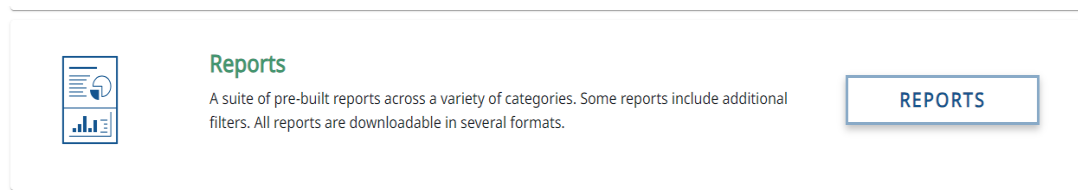
Reports

Access a suite of pre-built reports across various categories, including speeding violations, distracted driving violations, citation summaries, and more.

Steps to Access Reports

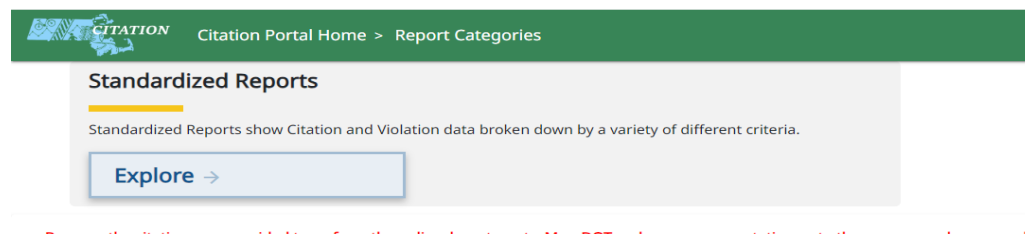
1. Hit the REPORTS Tab

- Access the Reports section by clicking on the REPORTS tab.



2. Explore Standardized Reports

- Select from a variety of standardized reports to view citation and violation data broken down by different criteria.



3. Generate and View Reports

- Select the desired report category (e.g., Speeding Violations, Distracted Driving Violations).

Speeding Violations

A report displaying speeding violations in date range based on agency and officer id

[Explore →](#)

Distracted Driving Violations

A report displaying distracted driving violations in date range based on agency and officer id

[Explore →](#)

Citations Report

A report displaying all citations in date range based on agency and officer id

[Explore →](#)

Distracted Driving Violations by Agency

A report displaying distracted driving violations in date range based by agency

[Explore →](#)

Citation Summary by Agency

A report displaying all citations in date range based by agency

[Explore →](#)

Speeding Violations by Month

A report displaying all citations in date range based by agency

[Explore →](#)

- Set the parameters such as date range, agency code, and officer badge ID.
- Click "View Report" to generate and view the detailed report.
- The report can be exported to Excel by clicking the disk icon below the parameters.

Start Date

4/1/2023

End Date

4/29/2023

View Report

Agency Code

Abington Police Dept. (PD_ABI)

Officer Badge Id

0000,0015,015,021,0228,0434,048

1
of 1

100%

Find | Next

Speeding Violations Report from 4/1/2023 - 4/29/2023

Officer Badge	Agency	Date Written	Court Code	Citation Number	Violator Type	Violation	16 Passenger	Accident	Age	Birth Month	Birth Year	Business	CDL License	CDL Vehicle	Citation Paid	Citation Source	Citation
5409	Abington Police Dept. (PD_ABI)	4/28/2023 12:00:00 AM	BROCKTON DISTRICT (CT_015)	944704AB	Operator	SPEEDING RATE OF SPEED EXCEEDING POSTED LIMIT c90 s17 (90/17/A)	N	N		47 07	1976	N	N	N	N	ECITATION	Warning
5778	Abington Police Dept. (PD_ABI)	4/5/2023 12:00:00 AM	BROCKTON DISTRICT (CT_015)	T3181448	Operator	SPEEDING IN VIOL SPECIAL REGULATION * c90 s18 (90/18/A)	N	N		33 05	1990	N	N	N	N	COURT	Civil
5778	Abington Police Dept. (PD_ABI)	4/13/2023 12:00:00 AM	BROCKTON DISTRICT (CT_015)	T3181450	Operator	SPEEDING RATE OF SPEED EXCEEDING POSTED LIMIT c90 s17 (90/17/A)	N	N		19 09	2004	N	N	N	N	COURT	Criminal
5778	Abington Police Dept. (PD_ABI)	4/27/2023 12:00:00 AM	BROCKTON DISTRICT (CT_015)	T3181451	Operator	SPEEDING RATE OF SPEED EXCEEDING POSTED LIMIT c90 s17 (90/17/A)	N	N		25 04	1998	N	N	N	N	VIOLATOR	Civil
5782	Abington Police Dept. (PD_ABI)	4/21/2023 12:00:00 AM	BROCKTON DISTRICT (CT_015)	T2863616	Operator	SPEEDING RATE OF SPEED EXCEEDING POSTED LIMIT c90 s17 (90/17/A)	N	N		32 02	1991	N	N	N	N	POLICE	Warning
5782	Abington Police Dept. (PD_ABI)	4/26/2023 12:00:00 AM	BROCKTON DISTRICT (CT_015)	T3181805	Operator	SPEEDING RATE OF SPEED EXCEEDING POSTED LIMIT c90 s17 (90/17/A)	N	N		60 11	1963	N	N	N	N	POLICE	Civil
5883	Abington Police Dept. (PD_ABI)	4/29/2023 12:00:00 AM	BROCKTON DISTRICT (CT_015)	T3181825	Operator	SPEEDING IN VIOL SPECIAL REGULATION * c90 s18 (90/18/A)	N	N		41 05	1982	N	N	N	N	POLICE	Warning

Because the citations are provided to us from the police departments, MassDOT makes no representation as to the accuracy, adequacy, reliability, availability or completeness of the citation records or the data collected from them and is not responsible for any errors or omissions in such records or data. Under no circumstance will MassDOT have any liability for any loss or damage incurred by any party as a result of the use of the citation records or the data collected from them. Furthermore, the data contained in the web-based Citation portal tool are not an official record of what transpired on a particular citation or for a particular citation type. If a user is interested in an official copy of a citation report, contact the Registry (Massachusetts Registry of Motor Vehicles) (<https://www.mass.gov/orgs/massachusetts-registry-of-motor-vehicles>).

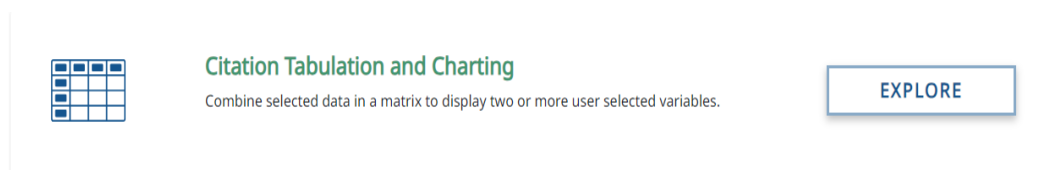
Citation Tabulation and Charting

Combine selected data in a matrix to display two or more user-selected variables using the Citation Tabulation and Charting feature.

Steps to Use Citation Tabulation and Charting

1. Hit the EXPLORE Tab

- Access the Citation Tabulation and Charting by clicking on the EXPLORE tab.

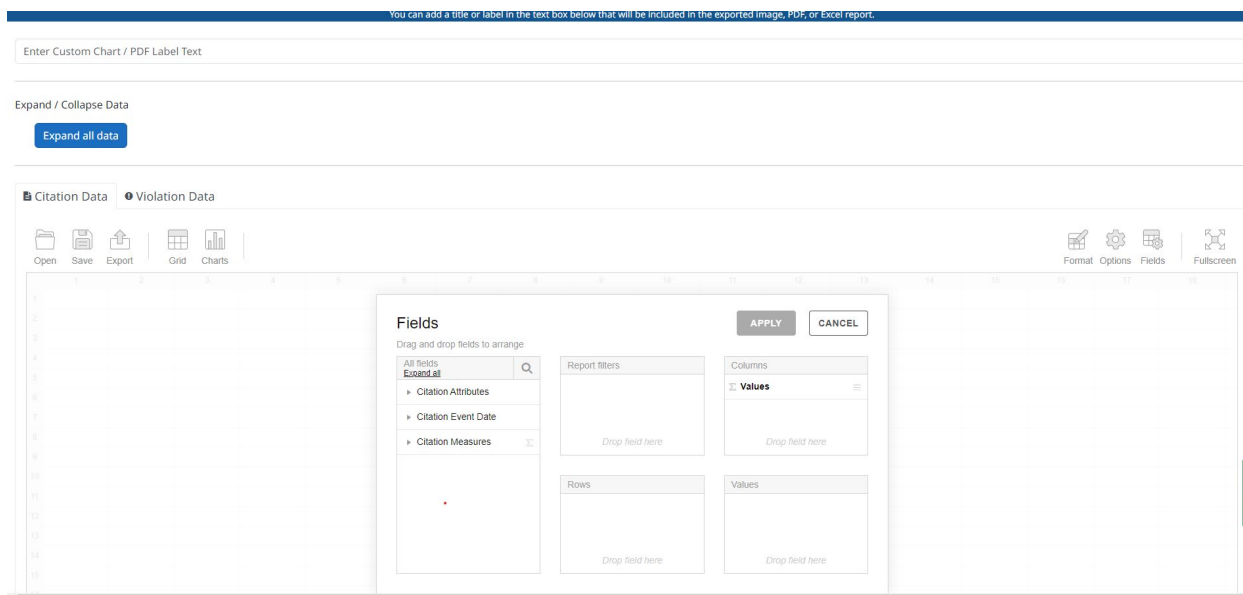


2. Select Data

- Choose between Citation Data and Violation Data.
- Drag and drop fields to arrange them into the matrix.
- Use the Fields section to drag and drop fields into Rows, Columns, and Values.

3. Apply Filters and Generate Chart

- Apply the desired filters and click "APPLY."
- Generate charts or grids based on the selected data and arrangement.
- Use options to format, export, and save the generated charts.



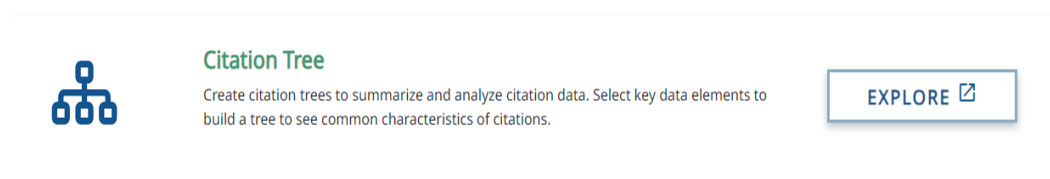
Citation Tree

Create citation trees to summarize and analyze citation data. Select key data elements to build a tree and see common characteristics of citations.

Steps to Use Citation Tree

1. Hit the EXPLORE Tab

- Access the Citation Tree by clicking on the EXPLORE tab.



2. Select Date Range

- Choose the date range for the Citation Tree Builder.
- The rest of the data fields are prepopulated based on default settings.

A screenshot of the "Citation Tree Builder" interface. The interface is divided into two main sections: "1. Establish Focus" and "2. Create Citation Tree". Under "2. Create Citation Tree", there are several selection options: "Data Level" with "Citation Data" selected, "Select a Date Range" with "4/1/2023 - 4/30/2023" selected, "Select Violation Category (Optional)" with "Bicycle, Discretionary, Distracted D..." selected, "Agency Grouping (Optional)" with "Local - Boston, Local - Other, Other..." selected, "Select Location (Optional)" with "Abington, Acton, Acushnet, Adams..." selected, "Select Violation Code (Optional)" with "JUDGED DELINQUENT Code : 1195..." selected, and "Agency (Optional)" with "Abington Police Dept. Code : PD_A..." selected. On the right side, there is a "Citation Tree Data Indicator" box showing "Total Citations: 79,373".

3. Generate Citation Tree

- The Citation Tree Data Indicator will display the total citation counts for the selected data level.

- Use the optional fields to further refine the data, such as Violation Category, Agency Grouping, Location, Violation Code, and Agency.
- Click "Generate" to create the citation tree and analyze the data.

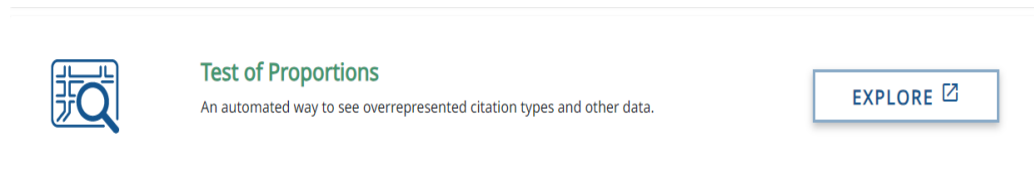
Test of Proportions

An automated way to see overrepresented citation types and other data.

Steps to Use Test of Proportions

1. Hit the EXPLORE Tab

- Access the Test of Proportions by clicking on the EXPLORE tab.



2. Configure Subject Data

- Select the date range and location for the subject data.
- Choose the citation type, violation category, violation code, agency grouping, agency, and other data filters

A screenshot of the 'Test of Proportions: Subject Data and Comparison Group' configuration interface. The interface is divided into two main sections: 'Configure Subject Data' on the left and 'Configure Comparison Group' on the right. Both sections have a progress bar at the top with three steps: '1. Configure Subject Data and Comparison Group', '2. Select Attributes', and '3. Results'. The 'Configure Subject Data' section includes fields for '1. Select a Date Range and Location' (4/1/2024 - 4/30/2024), '2. Select a Citation Type' (Arrest, Civil, Criminal, Warning), '3. Select Violation Category' (Bicycle, Discretionary, Distracted Driving, Driv...), '4. Select Agency Grouping' (Local - Boston, Local - Other, Other State Polic...), '5. Select Other Data Filters' (Sex, Race, CMV, Time Hour). The 'Configure Comparison Group' section includes fields for '1. Select a Comparison Group' (Statewide), '2. Select a Citation Type' (Arrest, Civil, Criminal, Warning), '3. Select Violation Category' (Bicycle, Discretionary, Distracted Driving, Driv...), '4. Select Agency Grouping' (Local - Boston, Local - Other, Other State Polic...), '5. Select Other Data Filters' (Sex, Race, CMV, Time Hour). A 'Next' button is visible at the bottom right.

3. Configure Comparison Group

- Select a comparison group or mimic the subject data selections for the comparison group.
- Choose similar parameters such as date range, citation type, violation category, violation code, agency grouping, agency, and other data filters.

4. Select Attributes

- Choose the citation comparison attributes from the available data fields.
- Use the Query Speed Estimator to gauge the expected query speed.

1. Configure Subject Data and Comparison Group 2. Select Attributes 3. Results

Test of Proportions: Attributes

Select Citation Comparison Attributes

Data Level ⓘ

Citation Data Violation Data

Select the field you would like in your output

Search Citation Data Fields

☐ 16+ Passenger
☐ Accident Related
☐ Age Group
☐ Agency
☐ Agency Group
☐ Business
☐ CDL License
☐ CDL Vehicle
☐ Citation Month
☐ Citation Source
☒ Citation Type
☐ Citation Year
☐ Court Code
☐ Day of Week
☐ Hazardous Materials

Data Selection ⓘ

Citation Type ⓘ Non-Inventory MV Search ⓘ Race ⓘ Sex ⓘ

Clear

Query Speed Estimator:

slower faster ⓘ

Query speed estimates adjusted from are relative to the query parameters defined in the following steps.

Subject Data Selection

Date Range and Location: 4/1/2024 - 4/30/2024, Statewide

Citation Type: All Data

Violation Category: 9 selected from 10

Violation Code: All Data

Agency Grouping: All Data

Agency: All Data

Sex: All Data

Race: All Data

CMV: All Data

Time-Hour: All Data

Comparison Group Selection

Comparison Group: Statewide, 4/1/2024 - 4/30/2024

Citation Type: All Data

Violation Category: 9 selected from 10

Violation Code: All Data

Agency Grouping: All Data

Agency: All Data

Sex: All Data

Race: All Data

CMV: All Data

Time-Hour: All Data

FEEDBACK

5. View Results

- The results will display the proportion analysis, showing overrepresented citation types and other data.
- The results table will indicate whether the subject group is overrepresented compared to the comparison group.
- Use the export option to save the results.

1. Configure Subject Data and Comparison Group 2. Select Attributes 3. Results

Test Of Proportions: Citation data level, 4/1/2024 - 4/30/2024

Export

0%: Subject group is over-represented
 1%: Subject data is over-represented against the comparison group; N= Subject data is NOT over-represented against the comparison group; Z Value= 1.96 was used for calculating over-representation

ATTRIBUTES	Subject			Comparison Group		
	Citation Type: All Data	Violation Category: 9 selected from 10	Violation Code: All Data	Citation Type: All Data	Violation Category: 9 selected from 10	Violation Code: All Data
Citation Type (citation-level data)	4/1/2024-4/30/2024	%	OVR	4/1/2024-4/30/2024	%	OVR
Arrest	0	0%	N	0	0%	N
Blank	0	0%	N	0	0%	N
Civil	0	0%	N	0	0%	N
Criminal	0	0%	N	0	0%	N
Warning	0	0%	N	0	0%	N
Non-Inventory MV Search (citation-level data)						
No	0	0%	N	0	0%	N
Yes	0	0%	N	0	0%	N
Race (citation-level data)						
African	0	0%	N	0	0%	N
African American	0	0%	N	0	0%	N
American	0	0%	N	0	0%	N
American Indian	0	0%	N	0	0%	N
Asian	0	0%	N	0	0%	N
Asian Pacific	0	0%	N	0	0%	N
Blank	0	0%	N	0	0%	N
Cape Verdean	0	0%	N	0	0%	N
Caucasian	0	0%	N	0	0%	N
Hispanic American	0	0%	N	0	0%	N
Indian	0	0%	N	0	0%	N
Middle Eastern	0	0%	N	0	0%	N
Pacific Islander	0	0%	N	0	0%	N
Unknown	0	0%	N	0	0%	N

FEEDBACK