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TO: All Law Enforcement Agencies
Clerks of Court
State Attorneys Offices

FROM: Maureen Johnson, Chief 
Motorist Services- Bureau of Records

SUBJECT: Uniform Traffic Citation (UTC) and TCATS ICD changes

In order to meet new state and federal data processing and collection guidelines, the Department of Highway Safety and Motor Vehicles will begin distributing a revised version of the UTC. The new citation will have a revision date of 11/11 and contain several new fields, most notably those indicating school zone, construction workers present, speed measurement device, DL seized and re-exam. The citation will also contain two substantial verbiage modifications, the first being Option 1 on the reverse side of the Summons copy, the second being the replacement of 'Signature of Officer' with 'Name of Officer.' A copy of the new citation can be found on the Department's webpage at www.flhsmv.gov/courts under the heading 'Uniform Traffic Citation.'

Throughout the course of the E-Citation Preparation Standards Grant the Department was able to identify several benefits of using E-Citations some of which include improved efficiency, data accuracy and an increase in the quantity of enforceable citations. Over the past year, the Department has been collecting feedback from law enforcement agencies, Clerks of Court and E-Citation vendors on how to improve the processing of these citations. The feedback provided, coupled with the required modifications to the UTC, has resulted in changes to the TCATS Interface Control Document (ICD). On December 7, 2011, these changes (ICD: Version 6.0), will be posted to the Department's courts webpage and will serve as the replacement for all previous ICD versions. The Department is requiring all Clerks of Court to be in compliance with the ICD: Version 6.0 within a year of its implementation.

In addition, the Department's new inventory system, as well as the new citation number format, will be implemented beginning December 19, 2011. Developed to support the increasing use of electronic citations, the system will allow for improved data processing, accuracy and a process to handle duplicate citations issued. In the new number format the first six characters of the citation number will be a collection of alpha-numeric characters, generated using a base 36

conversion of a unique number held within the DHSMV database. The seventh character will be either a P (for paper) or E (for electronic). An example of the correct format is as follows: 000001P or 000001E.

Decimal	Base 36	Base 36 Citation Numbers	
1	1	000001P	000001E
10	A	00000AP	00000AE
100	2S	00002SP	00002SE
1,000	RS	0000RSP	0000RSE
10,000	7PS	0007PSP	0007PSE
100,000	255S	00255SP	00255SE
1,000,000	LFLS	00LFLSP	00LFLSE

Both E-Citation numbers and paper citations will be dispensed to Law Enforcement as is the current practice. However, E-Citation numbers will now be assigned and delivered in an excel spreadsheet.

In recent weeks the Department has been in contact with approved E-Citation vendors and they are aware of the changes to the citation format. To ensure the validity of the data collected, E-Citation vendors will be required to pass Department mandated structure testing. This process will give the Clerks of Court assurance that E-Citation files are being produced consistently in the same format and with the same data content. A listing of vendors who have successfully passed structure testing will be maintained on the Department's courts webpage.

If you have any questions, please contact Bonnie Scott-Walls at (850) 617-2586 or email CourtAssist at CourtAssist@flhsmv.gov.