

**FACC**

# **Traffic Citation Accounting Transmission System (TCATS) Interface Control Document**

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**Prepared By:**

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## Project Information

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# Table of Contents

<b>INTERFACE DEFINITION.....</b>	<b>5</b>
FILE FORMAT DEFINITION.....	5
INTERFACE DEFINITION TABLE FORMAT.....	5
FIELD JUSTIFICATION AND OPTIONAL FIELDS.....	6
FILE NAMING CONVENTION.....	6
COUNTY ERROR AND TRANSMISSION REPORTS.....	6
<b>CITATIONS FROM COUNTIES.....</b>	<b>7</b>
CITATION DATA INTERFACE DESCRIPTION.....	7
CITATION TRANSMITTAL PROCESS.....	9
CITATION INTERFACE DEFINITION (FIXED LENGTH).....	10
CITATION ERROR REPORT FILE (FIXED LENGTH).....	16
<b>DISPOSITIONS FROM COUNTIES.....</b>	<b>17</b>
DISPOSITION DATA INTERFACE DESCRIPTION.....	17
DISPOSITION TRANSMITTAL PROCESS.....	18
DISPOSITION INTERFACE DEFINITION (FIXED LENGTH).....	19
DISPOSITION ERROR REPORT FILE (FIXED LENGTH).....	31
<b>CITATIONS FROM FLORIDA HIGHWAY PATROL (FHP).....</b>	<b>32</b>
FHP CITATION DATA INTERFACE DESCRIPTION.....	32
FHP CITATION TRANSMITTAL PROCESS.....	33
CITATION INTERFACE DEFINITION (VARIABLE LENGTH RECORDS WITH FIELDS SEPARATED BY “[ ]”)– <i>FROM FHP TO COUNTIES</i> .....	34
<b>UNIFORM TRAFFIC CITATIONS (UTC) FROM COUNTIES EXTRACTED FOR DHSMV.....</b>	<b>39</b>
DHSMV UTC CITATION DATA INTERFACE DESCRIPTION.....	39
UTC CITATIONS EXTRACTED FOR DHSMV TRANSMITTAL PROCESS.....	39
UTC CITATION INTERFACE DEFINITION– <i>EXTRACTED FOR DHSMV</i> .....	40
<b>D6 DATA FORWARDED TO THE DHSMV.....</b>	<b>44</b>
DHSMV D6 DATA INTERFACE DESCRIPTION.....	44
FORWARDED D6 DATA FOR DHSMV TRANSMITTAL PROCESS.....	45
D6 INTERFACE DEFINITION– <i>FORWARDED TO DHSMV</i> .....	46
<b>ARREST RECORDS EXTRACTED FOR THE DHSMV.....</b>	<b>49</b>
ARREST RECORDS INTERFACE DESCRIPTION.....	49
ARREST RECORDS EXTRACTED FOR DHSMV TRANSMITTAL PROCESS.....	49
ARREST RECORD INTERFACE DEFINITION– <i>EXTRACTED FOR DHSMV</i> .....	50
<b>APPENDIX A – JURISDICTION NUMBERS.....</b>	<b>51</b>
<b>APPENDIX B – DHSMV COUNTY CODES.....</b>	<b>63</b>
<b>APPENDIX C – TCATS CENTRAL SITE VALIDATION ERRORS.....</b>	<b>65</b>
<b>APPENDIX D – DUI AND CRIMINAL MANDATORY CONVICTIONS.....</b>	<b>76</b>
<b>APPENDIX E – SUPPLEMENTAL DISPOSITIONS.....</b>	<b>81</b>

## Interface Definition

The interface definitions make it possible to electronically transfer *Citation* data and *Disposition* data, via imported files, from the individual counties to the Florida Association of Court Clerks, Inc. (FACC), which acts as the Central Site. Additionally, they allow for the receipt of citation data from Florida Highway Patrol (FHP) Troop Headquarters and the distribution of them back to the counties; as well as the ability to forward citation, disposition, and D6 data to the Department of Highway Safety and Motor Vehicles (DHSMV). Because the Central Site is only a repository for citation and disposition information provided by the counties and FHP, the input file formats have been designed to allow the data providers the ability to add and correct their data through the use of the "Update Type" code. The Interface Definitions act as conduits between these external entities to allow for the seamless transfer of data between non-standardized sources. The citation and disposition data received from, and subsequently distributed to, the counties can be in either "**fixed length**" or "**delimited**" format. Once a county has specified a format type to the FACC System Administrator, all files received from and sent to that county must be in that selected format.

### File Format Definition

There is neither an advantage nor disadvantage when choosing between fixed length or delimited file formats. The format will be clearly delineated by how the data will be extracted from county databases prior to transmitting to the Central Site. The two file formats were identified and created so that the interface could read data that is being transmitted from county systems that are not uniform in protocol.

### Interface Definition Table Format

Each Interface Definition table format has the information describing the characteristics of the fields in the table. The field definitions are as follows:

ID	Sequential number to identify column
Field Description	Description of the contents of column
Data Type	Format of data A – Alphabetic characters only A/N – Alphabetic and numeric characters N – Numeric characters only DATE – Numeric digits in specified date format
Max Field Size	Length of field
Start	Beginning position of field in record
End	Ending position of field in record
M/O/C	M – Mandatory field to be populated O – Optional field: provide value if available. C – Conditional; field has dependence on another field
Comments	Additional information pertinent to field

## Field Justification and Optional Fields

Within the “Data Type” field of the Interface Definition Tables, alphanumeric (A/N) codes must be left justified and filled with blank spaces to the right. Additionally, numeric (N) codes must be right justified and filled with zeros to the left. Optional A/N fields may have blank values in fixed-length format; optional numeric fields should be zero-filled in fixed-length format. In pipe-separated format, an optional field may simply be null.

## File Naming Convention

The naming convention of the import file will consist of 15 numerals followed by either “cit”, “dis”, “d6”, or “fhp” respectively, determined by whether the file represents Citations, Dispositions, or D6 data from a county, or imported Florida Highway Patrol Citations. The files exported to the county from TCATS central site, containing new FHP citations, will have their filename ending in “fcit”. Each file that is transmitted to Central Site needs to have a unique filename. If a file with the same filename is already at Central Site the county will be informed of the error and that they will need to rename the file in order to get it processed.

- The first two numerals will be the county number 01 thru 67; while FHP Troops A thru J will use numbers 71 thru 80, respectively.
- The next three numerals will be the agency number 000 thru 999 (use 000 when the file originates from or is assigned to a county).
- The next eight numerals will be the date in the format YYYYMMDD.
- The next two numerals will be a sequence number to uniquely identify each file generated for the above date. This will always start with 01 for the first file for this date and be incremented by one if additional files are created on the same day.
- A typical file name would either look like “010002001011301cit”, “010002001011301dis”, “010002001011301d6”, “710002001011301fhp”, or “010002001011301fcit”.

## County Error and Transmission Reports

The loading of a citation or a disposition file at TCATS central site will result in the creation of two error files and three transmittal report files. The two error files have the same file name as the file which was loaded, with the addition of a file extension .rpt (error message report from load) and .log (database errors in load due to invalid data in fields, e.g. invalid date). If the load gave no errors, these files will contain a message stating that no errors occurred. Example of file name: the imported file named “010002006011301cit” would produce an error report file named 010002006011301cit.rpt, and a database load error file named 010002006011301cit.log. The three transmittal report files show which citations were sent to DHSMV in the ARR, UTC and D6 files for that day. The filename will include the county number, date and file type with an .rpt extension. An example of the filename is 0120061006arr.rpt

The loading of the ARR, UTC and D6 files at DHSMV will create three error files. The three error files will be sent to the counties via TCATS Central Site. The filename sent to the counties will consist of the county number, “dhs”, the date the file was sent from DHSMV, the file type (i.e D6, UTC, and ARR) and an .rpt extension, an example of the filename is “01dhs20060929utc.rpt”.

## Citations From Counties

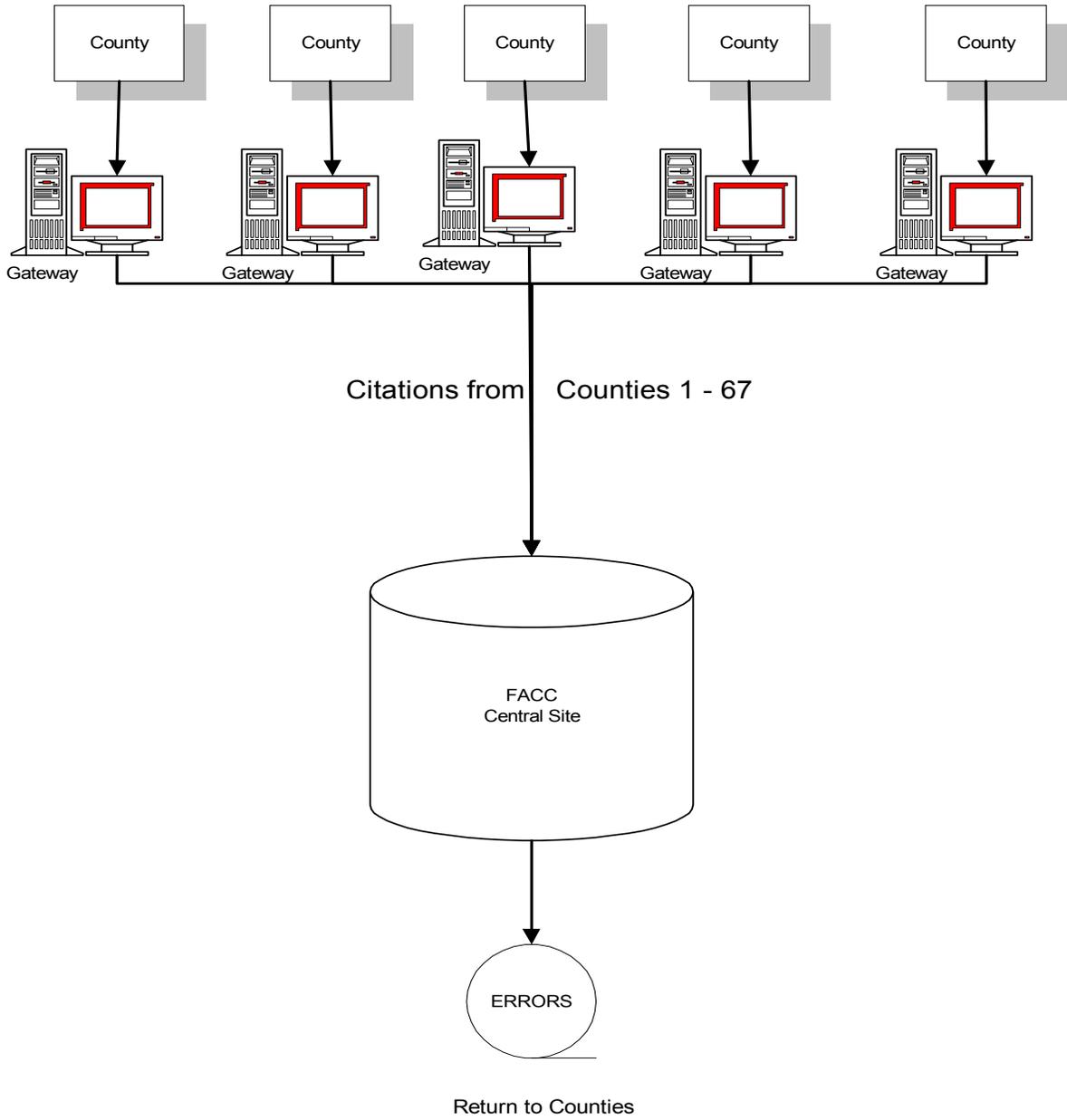
### Citation Data Interface Description

The process of transmitting a citation to the Central Site (FACC) is as follows:

- A citation should be transmitted to Central Site at least twice: once when it is first entered in the county (with update type “ADD”, and with “A”ctive status in field 120), and once when it is disposed (with update type “UPDATE”, and with “I”nactive status in field 120). Failure to send a citation update with inactive status will result in an error in the disposition load, since the UTC file transmitted to DHSMV requires the most up-to-date information for the citation.
- To begin the process, the county or agency will put the citation into one of the two file formats (Fixed Length or “|” Delimited Length), after having specified to the FACC System Administrator which file format will be used when going live. For files that are to be formatted in the fixed length convention, sizes and positions of data fields are listed in the *Citation Interface Definition (Fixed length)* table. For files that are to be formatted in the delimited length convention, fields will be separated by the “|” character, and are listed in the *Citation Interface Definition (Variable length records with fields separated by “|”)* table. A copy of *Citation Interface Definition (Variable length records with fields separated by “|”)* table can be obtained by contacting the FACC System Administrator.
- Each record within the file must have an “update type” established, i.e. either an “ADD,” “UPDATE,” or “DELETE” (A, U, or D, respectively). Establishing an update type will determine the action taken by the interface with respect to the incoming file. An “A,” for “add,” is used to identify a new citation being imported that has not already been incorporated into the Central Site database. An “update,” identified by the “U” type code, is used to identify an update or modification to an existing citation and will consequently replace the existing citation with the new information. A “delete,” or “D,” identifies a citation that was previously sent in error and will be deleted from the Central Site database. Additionally, if the record is established as an “ADD”, the program will ensure there are no matching records in the citation history table, to avoid duplication. However, if the record is established as an “UPDATE” or “DELETE”, the interface will check for the existing matching citation to either update (replace) or delete the record. If no existing matching citation is found for an “UPDATE”, the citation will be treated as an “ADD”.
- Upon completion of these steps, the file will be sent from the county’s gateway to the central site and be loaded in one of two methods (Automatic or Manual). The files submitted by individual counties will be placed into the “Input” directory. All citations will be loaded automatically unless there are notable reasons why the file should be loaded manually, with central site System Administrators making the decision as to when to manually load the file.
- Finally, the file will be checked for errors. For instance, if an attempt is made to add a citation that currently exists, or a citation record contains invalid data, then an error file will be generated listing the citation that caused the error and sent back to the county for correction. The error file format is shown below; the file name will be the same as the input file, but with an extension “.rpt”.

- The file may also generate errors during the database load step; if so, the database error file (original file name followed by an extension “.log”) will show the records which gave an error, and indicate the nature of the error. Errors in this file often indicate a programming problem or lack of validation, and these should be given particular attention to avoid a recurrence of the error.
- The data sent to Central Site in the citation file will be used in the input to the arrest records extracted for DHSMV (when a new citation is added) and to the UTC extract for DHSMV (when a citation is disposed).
- All errors that a county receives from either Central Site or DHSMV should be corrected in the following manner: A record with an update type of “delete,” or “D” needs to be transmitted. It is important that this record is followed by a record with an update type of “add,” or “A” in order to ensure that the record is retransmitted to DHSMV.
- The County does electronically receive their DHSMV error reports directly from Central Site.

# Citation Transmittal Process



## Citation Interface Definition (Fixed Length)

The Citation Interface (Fixed Length) will be used to transmit citation information electronically from a county to TCATS central site.

1	Update Type	A	1	1	1	M	"A" indicates a new citation addition, "U" identifies an existing citation to be updated within the database, and "D" is typically used to identify a citation that has errored out at DHSMV and needs to be deleted.
2	Citation Number	A/N	7	2	8	M	No hyphens will be accepted. Example: "12345AB" is correct, as opposed to "12345-AB". The citation must have a valid format: it must be 7 characters long, the first 4 characters must be numeric, the last character must be upper-case alphabetic.
3	Check Digit	A/N	1	9	9	O	The check digit for the citation. It must be either a numeric digit, or the letter "X"; it may be left blank if unknown.
4	County Number	N	2	10	11	M	DHSMV county number where violation occurred (values 01-67, see Appendix B) NUMBER ONLY – Right justify the number, fill with Zeros to the left. The county number in the data must match the county number in the file name.
5	Jurisdiction Number	N	2	12	13	M	Jurisdiction Number of the location where violation occurred. See Appendix A for city numbers and county seat numbers. Use number for county seat if violation occurred in an unincorporated area. NUMBER ONLY – Right justify the number, fill with Zeros to the left
6	City Name	A/N	20	14	33	O	Full name of city where violation occurred.
7	Issue Agency Type	A/N	1	34	34	M	Agency Type (e.g. 1=FHP, 2=city police, 3=sheriff's office, 4=other)
8	Issue Agency Code	N	2	35	36	O	Use Agency Type, zero-filled.
9	Issue Agency Name	A/N	20	37	56	C	Agency Name: required if agency type =2 or 4.
10	Day of Week	A/N	4	57	60	O	Up to 4 char abbreviation for day of week (Mon, Tues, Wed, Thur, Fri, Sat, Sun, or values can be upshifted)
11	Offense Date	DATE	10	61	70	M	Format: MM/DD/YYYY Ex. 07/07/2001. Future dates will be rejected.
12	Offense Time	DATE	5	71	75	C	Format HH:MM Ex. 08:30; "00000" if unknown. If violation code(field 75) is 523 then time must be provided.
13	Offense Time (am/pm)	A/N	1	76	76	C	Values "A"=am, "P"=pm, or blank if unknown. . If violation code (field 75) is 523 then time must be provided.
14	Driver – First Name	A	20	77	96	M	
15	Driver – Middle Name	A	20	97	116	C	Blank if driver has no middle name, otherwise provide value.
16	Driver – Last Name	A	30	117	146	M	In addition to upper-case alphabetic characters (A-Z), hyphen ("-") and blank are allowed.

17	Driver – Suffix	A/N	1	147	147	O	Violator name suffix: “J” for ‘junior’, “S” for ‘senior’, “2” for ‘the second’, “3” for ‘the third’, etc.; leave blank if no suffix in driver’s name or if driver’s name is “the first”.
18	Street Address	A/N	30	148	177	C	Driver’s street address. Field is required if license number (field 28) is not provided, or if license is from out of state. Only characters allowed are A-Z, 0-9, “#” (number sign), “-” (hyphen), “/” (forward slash, needed for half-numbers in address), and blank. Use “GENERAL DELIVERY” if unknown.
19	Address diff than Driver License	A/N	1	178	178	O	‘Y’ if address different than on driver license
20	City	A/N	20	179	198	C	Driver’s address (city). Field is required if license number (field 28) is not provided, or if license is from out of state. Use County Seat where citation was issued if not known.
21	State of Driver’s Address	A/N	2	199	200	C	Driver’s address state code (See Appendix A). Field is required if license number (field 28) is not provided, or if license is from out of state. Use value ‘CD’ for Canadian addresses (all provinces); use ‘FF’ for other foreign countries and toll citations on businesses.
22	Zip Code	A/N	9	201	209	C	Driver’s address (zip code). Field is required if license number (field 28) is not provided, or if license is from out of state. Value “00000” may be used if zip is unknown.
23	Telephone	A/N	10	210	219	O	10 digits, no hyphen Ex. 8502985600
24	Birth Date	DATE	10	220	229	C	Format: MM/DD/YYYY Ex. 07/07/2001; all zeros if unknown and a Field 28 has a value. Field is required if license number (field 28) is not provided, or if license is from out of state, if unknown use default Date of Birth of ‘01/01/1900’.
25	Race	A/N	1	230	230	O	W – White, B – Black, I – Indian American, A – Asian, H – Hispanic, O - other
26	Sex	A/N	1	231	231	C	M or F; blank if unknown. Field is required if license number (field 28) is not provided, or if license is from out of state.
27	Height	A/N	3	232	234	O	Only numbers, Ex. 6’10” should be 610
28	Driver License Number	A/N	25	235	259	C	Full license number, <b>excluding</b> hyphens. Leave blank if unknown (values “NONE”, “NOT CARRIED”, etc. are not valid). A Florida driver’s license, if non-blank, must be either 12 or 13 characters long, may not contain any embedded spaces, and must conform to the following Soundex criteria: first character must be upper-case alpha, characters 2-4 must be numeric and no higher than 6, a zero in character 2 or 3 must be followed by a zero, remaining characters must be numeric. Soundex criteria on driver’s last name, birthdate, and sex, will also be used to validate the driver’s license.
29	Driver License State	A/N	2	260	261	C	Must be provided if field 28 is not blank; may be provided even if field 28 is blank (to indicate state of license even if license # is unknown). Blank value will default to “FL” if field 21 is set to “FL”. Use value ‘CD’ for Canadian licenses (all provinces); use ‘FF’ for other foreign countries and toll citations on businesses (See Appendix A).

30	Driver License Class	A/N	4	262	265	M	Specify the class(values 'A', 'B', 'C', 'D', 'E', 'O' or 'U' for unknown).
31	Driver License Expire Year	DATE	4	266	269	O	Format: YYYY Ex. 2001; "0000" if unknown
32	Commercial Vehicle Code	A/N	1	270	270	C	'Y' for yes if commercial vehicle; blank otherwise.
33	Vehicle Year	DATE	4	271	274	O	Format: YYYY Ex. 2001; "0000" if unknown
34	Vehicle Make	A/N	15	275	289	O	Ex: "FORD", "GM"
35	Vehicle Style	A/N	10	290	299	O	Ex: "TRUCK"
36	Vehicle Color	A/N	7	300	306	O	
37	Hazardous Materials	A/N	1	307	307	C	'Y' for yes, or leave field blank
38	Vehicle Tag Number	A/N	10	308	317	O	NO HYPHENS – ONLY CHARACTERS
39	Vehicle Trailer Tag Number	A/N	10	318	327	O	NO HYPHENS - ONLY CHARACTERS
40	Vehicle State	A/N	2	328	329	O	
41	Vehicle Tag Expiration Year	DATE	4	330	333	O	Format: YYYY Ex. 2001; "0000" if unknown
42	Companion Citation	A/N	1	334	334	O	'Y' for yes or leave blank
43	Violation Location	A/N	35	335	369	O	Brief descr. Of viol. location
44	Distance – Feet	N	5	370	374	O	Violation location: distance in feet from a landmark. NUMBER ONLY – Right justify the number, fill with Zeros to the left; all zeros if N/A
45	Distance – Miles	N	5	375	379	O	Violation location: distance in miles from nearest town. NUMBER ONLY – Right justify the number, fill with Zeros to the left; all zeros if N/A
46	Direction N	A/N	1	380	380	O	Violation location: 'N' for North, or leave field blank
47	Direction S	A/N	1	381	381	O	Violation location: 'S' for South, or leave field blank
48	Direction E	A/N	1	382	382	O	Violation location: 'E' for East, or leave field blank
49	Direction W	A/N	1	383	383	O	Violation location: 'W' for West, or leave field blank
50	Of Node	N	10	384	393	O	Identification of node (required on UTC by some counties). NUMBER ONLY – Right justify the number, fill with Zeros to the left; all zeros if N/A.
51	Actual Speed	N	3	394	396	C	NUMBER ONLY – Right justify the number, fill with Zeros to the left; "000" if N/A. Required for speeding violations where posted speed is exceeded.
52	Posted Speed	N	2	397	398	C	NUMBER ONLY – Required for speeding violations where posted speed is exceeded. "00" if N/A
53	Hwy 4 Lane	A/N	1	399	399	O	'Y' for yes, or leave field blank
54	Hwy Interstate	A/N	1	400	400	O	'Y' for yes, or leave field blank
55	Violation – Careless	A/N	1	401	401	O	'Y' for yes, or leave field blank
56	Violation – Device	A/N	1	402	402	O	'Y' for yes, or leave field blank
57	Violation – ROW	A/N	1	403	403	O	'Y' for yes, or leave field blank
58	Violation – Lane	A/N	1	404	404	O	'Y' for yes, or leave field blank
59	Violation – Passing	A/N	1	405	405	O	'Y' for yes, or leave field blank
60	Violation Child Restraint	A/N	1	406	406	O	'Y' for yes, or leave field blank
61	Violation – DUI	A/N	1	407	407	O	'Y' for yes, or leave field blank
62	Alcohol Level	A/N	4	408	411	C	No decimal point should be present; a blood alcohol level of .080% may be represented as either "080 " with a trailing blank, or "0080". Blank for non-DUI violations, non-alcohol DUI violations, refused blood alcohol test, or if level not provided.
63	Violation Seatbelt	A/N	1	412	412	O	'Y' for yes, or leave field blank

64	Violation – Equipment	A/N	1	413	413	O	If improper or unsafe equipment, enter 'Y' for Yes
65	Violation - Tag Expired	A/N	1	414	414	O	'Y' for yes, or leave field blank
66	Violation Tag – Less	A/N	1	415	415	O	Tag expired for 6 months or less 'Y' for yes, or leave field blank
67	Violation Tag – More	A/N	1	416	416	O	Tag expired longer than 6 months 'Y' for yes, or leave field blank
68	Violation – Insurance	A/N	1	417	417	O	No proof of insurance 'Y' for yes, or leave field blank
69	Violation – Expired Driver License	A/N	1	418	418	O	'Y' for yes, or leave field blank
70	Violation – Exp Dr. License. Less	A/N	1	419	419	O	Driver license expired 4 months or less: 'Y' for yes, or leave field blank
71	Violation – Exp Dr. License. More	A/N	1	420	420	O	Driver license expired more than 4 months: 'Y' for yes, or leave field blank
72	Violation – No Valid Driver License	A/N	1	421	421	O	License not valid, 'Y' or leave blank
73	Violation – Suspended License.	A/N	1	422	422	O	Driving w/ suspended/revoked license 'Y' for yes, or leave blank
74	Other Comments	A/N	90	423	512	O	
75	Violation – Code	N	3	513	515	M	The DHSMV violation code for the offense (see DHSMV's Appendix C).
76	FL DL Edit Override	A	1	516	516	C	A value of "Y" to override the TCATS Central Site Florida Driver's License edit, this is ONLY for citations that have previously had a Florida DL # error from TCATS. Blank otherwise.
77	State Statute Indicator	A/N	1	517	517	M	In violation of state statute, should always be 'Y' for yes.
78	Section	A/N	11	518	528	C	Chapter & Section Code if State Statute is 'Y'. Chapter should occupy first 3 positions, followed by section (e.g. "316183").
79	Sub – Section	A/N	11	529	539	C	Required if the specified section has subsection(s). Parentheses and Periods are not allowed: e.g. "3c1" not "(3)(c).1". Letters must be lowercase.
80	Crash – Y	A/N	1	540	540	C	'Y' for yes, or leave field blank
81	Crash – N	A/N	1	541	541	C	'N' for no, or leave field blank
82	Property Damage – Y	A/N	1	542	542	C	'Y' for yes, or leave field blank
83	Property Damage – N	A/N	1	543	543	C	'N' for no, or leave field blank
84	Property Damage Amount	MONEY	6	544	549	O	NO DECIMALS, whole dollar amounts; all zeros if N/A
85	Injury – Y	A/N	1	550	550	C	'Y' for yes, or leave field blank
86	Injury – N	A/N	1	551	551	C	'N' for no, or leave field blank
87	Serious Injury – Y	A/N	1	552	552	C	'Y' for yes, or leave field blank
88	Serious Injury – N	A/N	1	553	553	C	'N' for no, or leave field blank
89	Fatal Injury – Y	A/N	1	554	554	C	'Y' for yes, or leave field blank
90	Fatal Injury – N	A/N	1	555	555	C	'N' for no, or leave field blank
91	Method of Arrest	N	1	556	556	O	1 – Visual 3 – Radar 4 – Aircraft 5 – Laser Use value '1' if radar or aircraft is not specified by law enforcement officer in Comments box. Value can be zero if method of arrest is completely unknown, or it can be defaulted to 1.

92	Criminal Viol. Court App Required	A/N	1	557	557	O	Indicates that this is a criminal violation which requires a court appearance: 'Y' for yes, or leave blank.
93	Infraction Court App Required	A/N	1	558	558	O	Indicates that this is an infraction which requires a court appearance: 'Y' for yes, or leave blank.
94	Infraction No Court App Required	A/N	1	559	559	O	Indicates that this is an infraction which does not require a court appearance: 'Y' for yes, or leave blank.
95	Court Date	DATE	10	560	569	O	Format: MM/DD/YYYY Ex. 07/07/2001; zeros if N/A
96	Court Time	DATE	5	570	574	O	Format HH:MM Ex. 08:30; "00000" if N/A
97	Court Name	A/N	30	575	604	O	
98	Court Address 1	A/N	50	605	654	O	
99	Court City	A/N	20	655	674	O	
100	Court State	A/N	2	675	676	O	
101	Court Zip	A/N	9	677	685	O	
102	Arrest Delivered To	A/N	22	686	707	O	Place arrested person taken to.
103	Arrest Delivered Date	DATE	10	708	717	O	Format: MM/DD/YYYY Ex. 07/07/2001; zeros if N/A
104	Officer Rank	A/N	10	718	727	O	
105	Officer – First Name	A/N	15	728	742	O	
106	Officer – Middle Name	A/N	15	743	757	O	
107	Officer – Last Name	A/N	20	758	777		
108	Officer – Badge Number	A/N	10	778	787	O	
109	Officer ID	N	5	788	792	O	NUMBER ONLY – Right justify the number, fill with Zeros to the left
110	Trooper Unit	A/N	15	793	807	O	
111	BAL .08 or Above	A/N	1	808	808	C	'Y' if driver surrendered to test of alcohol level, and if the BAL measured .080 or above, as indicated in the box 'Driving with an unlawful blood alcohol level' on the Florida DUI uniform traffic citation; blank otherwise
112	DUI Refuse	A/N	1	809	809	C	'Y' if driver refused test of alcohol level, or leave field blank
113	DUI license surrendered – Yes	A/N	1	810	810	C	'Y' if driver surrendered their license to the arresting officer, or leave field blank
114	DUI license surrendered – No	A/N	1	811	811	C	'N' if driver did not surrender their license to the arresting officer, or leave field blank
115	DUI license RSN	A/N	20	812	831	C	Reason license NOT surrendered
116	DUI eligible – Y	A/N	1	832	832	C	'Y' if eligible for 30-day temporary permit, or leave field blank
117	DUI eligible – N	A/N	1	833	833	C	'N' if not eligible for 30-day temporary permit (defendant may not drive), or leave field blank
118	DUI eligible – RSN	A/N	20	834	853	C	Reason NOT eligible for permit
119	DUI BAR off	A/N	20	854	873	C	Location of the Administrative Reviews office
120	Status	A/N	1	874	874	M	"A" is for active citations "I" is for inactive citations "D" is for deleted citations
121	Aggressive Driver Flag	A	1	875	875	M	Value "Y" for aggressive careless driver citation, N otherwise.
122	Criminal indicator	A	1	876	876	O	Value 'Y' if this is a criminal violation, 'N' if a civil violation. This field is required for online payment of traffic fines via IPAS; it can be blank otherwise.
123	Fine amount	MONEY	7	877	883	O	Fine amount on citation (for civil violations only); format 9999.99 (decimal point required). Zero if not known or for criminal violations. This field is required for online payment of traffic fines via IPAS.

1	End of file label	A	3	1	3	M	Value "EOF"
2	Separator	A/N	1	4	4	M	Value " " ('pipe' symbol)
3	Number of records	N	11	5	15	M	Number of records in file (not including trailer), right-adjusted, blank-filled
4	Final separators	A/N	2	16	17	M	Value "  " (2 pipe symbols)

## Citation Error Report File (Fixed Length)

One Citation Error Report File will be created for each imported citation file, and will be transmitted to the originating county of the citation file so that errors can be corrected and citations can be retransmitted to TCATS central site. This file is always in fixed-length format. For a list of possible error messages, see TCATS Appendix C in this document.

Citation Error Report File Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
1	Update Type	A	1	1	1	M	The update type which was used in the input citation file ("A" - Add, "U" - Update, "D" - Delete).
2	Filler	A	1	2	2	O	Blank
3	Citation Number	A/N	7	3	9	M	The citation number from the input citation file.
4	Check Digit	A/N	1	10	10	M	The check digit for the citation from the input file.
5	Filler	A	1	11	11	O	Blank
6	County Number	N	2	12	13	M	DHSMV county number from the input citation file
7	Filler	A	1	14	14	O	Blank
8	Error message	A/N	80	15	94	M	Error message identifying the cause of the error

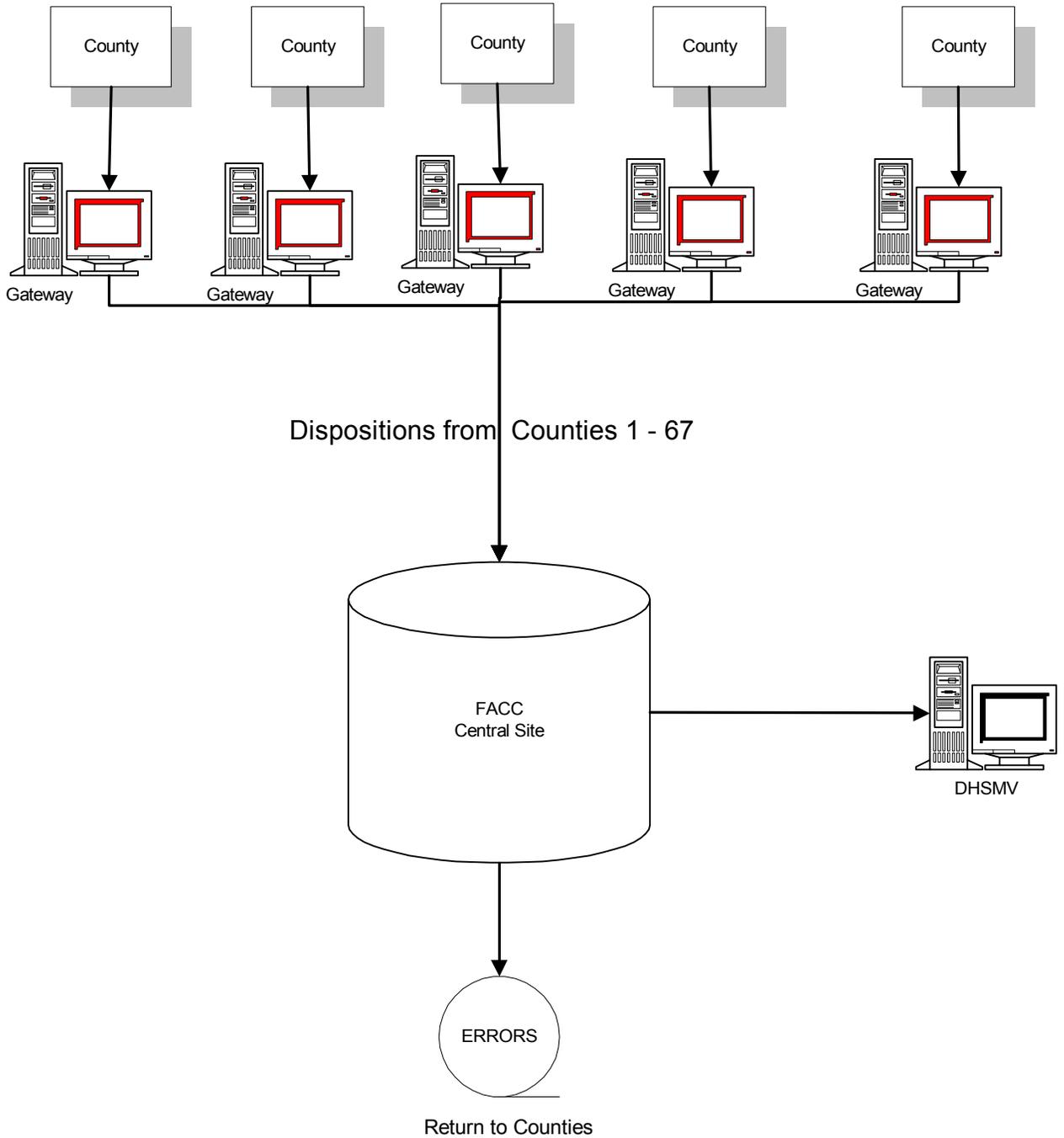
## Dispositions From Counties

### Disposition Data Interface Description

The process of sending a disposition to the Central Site (FACC) is as follows:

- To begin the process, the county or agency will put the disposition into one of the two file formats (Fixed Length or “|” Delimited Length), after having specified to the FACC System Administrator which file format will be used when going live. For files that are to be formatted in the fixed length convention, sizes and positions of data fields are listed in the *Disposition Interface Definition (Fixed Length)* table. For files that are to be formatted in the delimited length convention, fields will be separated by the “|” character, and are listed in the *Disposition Interface Definition (Variable length records with fields separated by “|”)* table. A copy of *Disposition Interface Definition (Variable length records with fields separated by “|”)* table can be obtained by contacting the FACC System Administrator.
- The files submitted by individual counties will be placed into the “Input” directory. Each record within the file must have an “update type” of an “ADD,” or “A”. An “A,” for “add,” is used to identify a new disposition or supplemental disposition being imported that has not already been inserted into the Central Site database. Additionally, if the record is established as an “ADD”, the program will ensure there are no matching records in the disposition history table, to avoid replication.
- Upon completion of these steps, the file will be sent from the county’s gateway to central site and be loaded in one of two methods (Automatic or Manual). All dispositions submitted from individual counties will be loaded automatically unless there are notable reasons why the file needs to be loaded manually, with central site System Administrators making the decision as to when to manually load the file.
- Finally, the file will be checked for errors. For instance, if an attempt to add an original disposition that currently exists, then an error file will be generated with the disposition that caused the error and sent back to the county for correction. The error file will be formatted as described below in the “Disposition Error Report File; it will have the same filename as the file sent by the county, but with a “.rpt” extension, indication that it is an error report file.
- The data sent to Central Site in the disposition file will be used (with the citation data) in the input to the UTC extract which is sent to DHSMV for disposed citations. Since the citation data is essential to this process, it is important that an updated citation record be sent to TCATS central site at the same time as the disposition is sent.
- The County does electronically receive their DHSMV error reports directly from Central Site.

# Disposition Transmittal Process



## Disposition Interface Definition (Fixed Length)

The Disposition Interface (Fixed Length) will be used to transmit citation information electronically from a county to TCATS central site. Because the counties can send up to thirty distributions for the disbursements of the citation fine, the following fields are repeated thirty times for distributions: Account, Entitlement Amount, Actual Amount, and Reason for Difference.

Disposition Interface Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
1	Update Type	A/N	1	1	1	M	"A" indicates a new disposition/supplemental disposition addition.
2	Citation Number	A/N	7	2	8	M	No hyphens will be accepted. Example: "12345AB" is correct, as opposed to "12345-AB".
3	Case Number	A/N	20	9	28	O	
4	Docket Number	A/N	20	29	48	O	
5	Disposition Type	N	4	49	52	M	NUMBER ONLY – Right justify the number, fill with Zeros to the left. Use value "0001" when a citation is first disposed, increase number to "0002" for a supplemental disposition record. Subsequent supplemental dispositions may continue to use "0002".
6	Disposition Date	DATE	10	53	62	M	Format = MM/DD/YYYY Ex. 10/10/2001
7	Disposition Amount	MONEY	7	63	69	O	Total fines and fees for this offense; format = 9999.99, no comma, Include decimal. The right 2 places are for the cents, the 3rd position from the right must contain the decimal.
8	Next Disposition Date	DATE	10	70	79	O	Date of next disposition event, e.g. if there is a partial payment and the next payment is due on this date. Format = MM/DD/YYYY Ex. 10/10/2001
9	Disposition Days	N	3	80	82	O	Number of days until the next disposition event, e.g. next payment is due in 30 days. Format = 999 NUMBER ONLY – Right justify the number, fill with Zeros to the left
10	Payment Amount	MONEY	7	83	89	C	Amount paid by violator. Mandatory if payment received for disposition of this citation. Format = 9999.99 No comma, Include decimal. The right 2 places are for the cents, the 3rd position from the right must contain the decimal.
11	Payment Type	N	4	90	93	O	Payment type (may use any convenient county-defined code); or leave all zeros
12	Payment Date	DATE	10	94	103	O	Format = MM/DD/YYYY Ex. 10/10/2001
13	Payment Time	TIME HOUR TO SECOND	8	104	111	O	Format = XX:XX:XX Ex. 09:15:31
14	Process Date	DATE	10	112	121	O	Date disposition entered into local traffic management system. Format = MM/DD/YYYY Ex. 10/10/2001

Disposition Interface Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
15	County Number	N	2	122	123	M	DHSMV county number (see Appendix B) NUMBER ONLY – Right justify the number, fill with Zeros to the left
16	Statute Number	A/N	11	124	134	O	
17	Subsection	A/N	11	135	145	O	Subsections cannot contain a parenthesis, periods and letters must be lowercase. Ex. "(a)" will not be accepted.
18	Statutory Fine	MONEY	7	146	152	O	Format = 9999.99 No comma, Include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
19	Actual Fine	MONEY	7	153	159	C	Court ordered fine amount. Mandatory if fine amount is associated with violation. Format = 9999.99 No comma, Include decimal. The right 2 places are for the cents, the 3rd position from the right must contain the decimal.
20	Reason for Difference	N	4	160	163	O	Values:0000 = no difference, 0001 = fine reduced because defendant elected to attend traffic school, 0002 = credit given for community service or jail time, 0003 - fine set by court, 9999 = other. NUMBER ONLY – Right justify the number, fill with Zeros to the left
21	SSN	N	9	164	172	O	If unknown, value is all zeros ("000000000")
22	Violation Code	N	3	173	175	M	DHSMV violation code derived from statute according to DHSMV's Appendix C list.
23	Disposition County	N	2	176	177	M	DHSMV county number where case is disposed (could be different from field 15 if the disposition occurs in a county other than the county the citation occurred in). See Appendix B for county numbers.
24	Disposition City	N	2	178	179	M	City number where the fine was paid or the case adjudicated (see Appendix A for city codes.)
25	Court Type	N	1	180	180	M	1 = County; 2 = Circuit; 3 = Federal; 4 = Magistrate/Hearing Officer
26	Department Court Code	A/N	1	181	181	C	Suspension/revocation by court or departmental action. Allow C (=court) or D (=departmental) or Blank. Must be provided for DUI offenses. Otherwise leave blank. See Appendix D of ICD for full details.
27	Court Time	A/N	1	182	182	C	Length of suspension/revocation. Must be non-blank for DUI offenses; values 1 (1 year), 6 (6 months), M (maximum), N (minimum), X (any other time period recommended by the court). See Appendix D of ICD for full details.
28	Represented by Counsel	A/N	1	183	183	C	Must be provided for DUI offenses. 1 = Represented; 2 = Counsel Waived; Blank = Unknown.

Disposition Interface Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
29	Disposition Verdict	A/N	1	184	184	M	This field triggers the sending of a UTC disposition record to DHSMV. 1=guilty, 2=not guilty, 3=dismissed, 4=paid fine or civil penalty, 6=estreated or forfeited bond, 7=adjudication withheld on all criminal FS 322.34 only, 8=nolle prosequi, 9=adjudged delinquent (juvenile), A=adjudication withheld by judge, B=other, C=adjudication withheld by clerk (school election), D=adjudication withheld by clerk (plea Nolo Contendere and proof of compliance).
30	Court Sentence	N	1	185	185	C	Only enter a value if field 29 is "1". 0=no sentence, 1=served time, 2=sentence withheld or suspended, 3=probation, 4=traffic school, 5=fine and/or costs, 6=license action only, 7=other, 9=incarceration.
31	Supplemental Code	A/N	1	186	186	C	"S" is used to send a change to a disposition which was sent previously. Blank otherwise.
32	Type of Trial	N	1	187	187	M	0 = No trial; 1 = Jury; 2 = Non-jury
33	Reexam	A/N	1	188	188	C	Value "Y" for reexam, blank otherwise.
34	Court Revocation/ Suspension	N	1	189	189	C	See Appendix D of ICD: 0=no action, 1=suspension, 2=revocation, 3=revocation, 4=fatality. Must be present for a criminal violation which requires a mandatory license suspension or revocation (usual value is 3 except for violation codes 147, 446, 447, 162; values 1 and 2 are only used to add the statement "SUSP/REV DIRECTED BY THE COURT" to the individual's record); zero for DUI violations (revocation info for DUI is in fields 26, 27); zero for all other criminal violations.
35	Length of License Revocation	N	7	190	196	C	Format yymmddd, e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days. Must be present for a criminal violation which requires a mandatory license suspension or revocation; value is zeros otherwise. Value is zeros if field 34 is '4'. If field 27 is 'X', this field must have a value greater than 179 days. See Appendix D of ICD for full details.
36	License Received Flag	A/N	1	197	197	O	Value "Y" if license was confiscated, blank otherwise.
37	Date Received	DATE	10	198	207	O	Format = MM/DD/YYYY Ex. 10/10/2001
38	Receipt Number	A/N	12	208	219	O	Unique Identifier of the Distributions
39	Fund Account 1	A/N	5	220	224	O	The code of Accounts the citations are disbursed to (can use county's internal code).
40	Entitlement Amount	MONEY	9	225	233	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.

Disposition Interface Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
41	Actual Amount	MONEY	9	234	242	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
42	Reason for Difference	N	4	243	246	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left. Values:0000 = no difference, 0001 = fine reduced because defendant elected to attend traffic school, 0002 = credit given for community service or jail time, 0003 - fine set by court, 9999 = other
43	Fund Account 2	A/N	5	247	251	O	The code of Accounts the citations are disbursed to (can use county's internal code).
44	Entitlement Amount	MONEY	9	252	260	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
45	Actual Amount	MONEY	9	261	269	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
46	Reason for Difference	N	4	270	273	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
47	Fund Account 3	A/N	5	274	278	O	The code of Accounts the citations are disbursed to (can use county's internal code).
48	Entitlement Amount	MONEY	9	279	287	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
49	Actual Amount	MONEY	9	288	296	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
50	Reason for Difference	N	4	297	300	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
51	Fund Account 4	A/N	5	301	305	O	The code of Accounts the citations are disbursed to (can use county's internal code).
52	Entitlement Amount	MONEY	9	306	314	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
53	Actual Amount	MONEY	9	315	323	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.

Disposition Interface Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
54	Reason for Difference	N	4	324	327	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
55	Fund Account 5	A/N	5	328	332	O	The code of Accounts the citations are disbursed to (can use county's internal code).
56	Entitlement Amount	MONEY	9	333	341	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
57	Actual Amount	MONEY	9	342	350	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
58	Reason for Difference	N	4	351	354	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
59	Fund Account 6	A/N	5	355	359	O	The code of Accounts the citations are disbursed to (can use county's internal code).
60	Entitlement Amount	MONEY	9	360	368	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
61	Actual Amount	MONEY	9	369	377	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
62	Reason for Difference	N	4	378	381	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
63	Fund Account 7	A/N	5	382	386	O	The code of Accounts the citations are disbursed to (can use county's internal code).
64	Entitlement Amount	MONEY	9	387	395	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
65	Actual Amount	MONEY	9	396	404	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
66	Reason for Difference	N	4	405	408	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
67	Fund Account 8	A/N	5	409	413	O	The code of Accounts the citations are disbursed to (can use county's internal code).
68	Entitlement Amount	MONEY	9	414	422	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.

Disposition Interface Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
69	Actual Amount	MONEY	9	423	431	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
70	Reason for Difference	N	4	432	435	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
71	Fund Account 9	A/N	5	436	440	O	The code of Accounts the citations are disbursed to (can use county's internal code).
72	Entitlement Amount	MONEY	9	441	449	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
73	Actual Amount	MONEY	9	450	458	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
74	Reason for Difference	N	4	459	462	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
75	Fund Account 10	A/N	5	463	467	O	The code of Accounts the citations are disbursed to (can use county's internal code).
76	Entitlement Amount	MONEY	9	468	476	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
77	Actual Amount	MONEY	9	477	485	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
78	Reason for Difference	N	4	486	489	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
79	Fund Account 11	A/N	5	490	494	O	The code of Accounts the citations are disbursed to (can use county's internal code).
80	Entitlement Amount	MONEY	9	495	503	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
81	Actual Amount	MONEY	9	504	512	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
82	Reason for Difference	N	4	513	516	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left

Disposition Interface Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
83	Fund Account 12	A/N	5	517	521	O	The code of Accounts the citations are disbursed to (can use county's internal code).
84	Entitlement Amount	MONEY	9	522	530	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
85	Actual Amount	MONEY	9	531	539	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
86	Reason for Difference	N	4	540	543	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
87	Fund Account 13	A/N	5	544	548	O	The code of Accounts the citations are disbursed to (can use county's internal code).
88	Entitlement Amount	MONEY	9	549	557	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
89	Actual Amount	MONEY	9	558	566	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
90	Reason for Difference	N	4	567	570	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
91	Fund Account 14	A/N	5	571	575	O	The code of Accounts the citations are disbursed to (can use county's internal code).
92	Entitlement Amount	MONEY	9	576	584	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
93	Actual Amount	MONEY	9	585	593	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
94	Reason for Difference	N	4	594	597	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
95	Fund Account 15	A/N	5	598	602	O	The code of Accounts the citations are disbursed to (can use county's internal code).
96	Entitlement Amount	MONEY	9	603	611	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.

Disposition Interface Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
97	Actual Amount	MONEY	9	612	620	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
98	Reason for Difference	N	4	621	624	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
99	Fund Account 16	A/N	5	625	629	O	The code of Accounts the citations are disbursed to (can use county's internal code).
100	Entitlement Amount	MONEY	9	630	638	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
101	Actual Amount	MONEY	9	639	647	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
102	Reason for Difference	N	4	648	651	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
103	Fund Account 17	A/N	5	652	656	O	The code of Accounts the citations are disbursed to (can use county's internal code).
104	Entitlement Amount	MONEY	9	657	665	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
105	Actual Amount	MONEY	9	666	674	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
106	Reason for Difference	N	4	675	678	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
107	Fund Account 18	A/N	5	679	683	O	The code of Accounts the citations are disbursed to (can use county's internal code).
108	Entitlement Amount	MONEY	9	684	692	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
109	Actual Amount	MONEY	9	693	701	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
110	Reason for Difference	N	4	702	705	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
111	Fund Account 19	A/N	5	706	710	O	The code of Accounts the citations are disbursed to (can use county's internal code).

Disposition Interface Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
112	Entitlement Amount	MONEY	9	711	719	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
113	Actual Amount	MONEY	9	720	728	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
114	Reason for Difference	N	4	729	732	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
115	Fund Account 20	A/N	5	733	737	O	The code of Accounts the citations are disbursed to (can use county's internal code).
116	Entitlement Amount	MONEY	9	738	746	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
117	Actual Amount	MONEY	9	747	755	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
118	Reason for Difference	N	4	756	759	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
119	Fund Account 21	A/N	5	760	764	O	The code of Accounts the citations are disbursed to (can use county's internal code).
120	Entitlement Amount	MONEY	9	765	773	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
121	Actual Amount	MONEY	9	774	782	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
122	Reason for Difference	N	4	783	786	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
123	Fund Account 22	A/N	5	787	791	O	The code of Accounts the citations are disbursed to (can use county's internal code).
124	Entitlement Amount	MONEY	9	792	800	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.

Disposition Interface Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
125	Actual Amount	MONEY	9	801	809	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
126	Reason for Difference	N	4	810	813	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
127	Fund Account 23	A/N	5	814	818	O	The code of Accounts the citations are disbursed to (can use county's internal code).
128	Entitlement Amount	MONEY	9	819	827	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
129	Actual Amount	MONEY	9	828	836	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
130	Reason for Difference	N	4	837	840	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
131	Fund Account 24	A/N	5	841	845	O	The code of Accounts the citations are disbursed to (can use county's internal code).
132	Entitlement Amount	MONEY	9	846	854	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
133	Actual Amount	MONEY	9	855	863	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
134	Reason for Difference	N	4	864	867	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
135	Fund Account 25	A/N	5	868	872	O	The code of Accounts the citations are disbursed to (can use county's internal code).
136	Entitlement Amount	MONEY	9	873	881	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
137	Actual Amount	MONEY	9	882	890	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
138	Reason for Difference	N	4	891	894	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
139	Fund Account 26	A/N	5	895	899	O	The code of Accounts the citations are disbursed to (can use county's internal code).

Disposition Interface Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
140	Entitlement Amount	MONEY	9	900	908	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
141	Actual Amount	MONEY	9	909	917	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
142	Reason for Difference	N	4	918	921	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
143	Fund Account 27	A/N	5	922	926	O	The code of Accounts the citations are disbursed to (can use county's internal code).
144	Entitlement Amount	MONEY	9	927	935	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
145	Actual Amount	MONEY	9	936	944	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
146	Reason for Difference	N	4	945	948	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
147	Fund Account 28	A/N	5	949	953	O	The code of Accounts the citations are disbursed to (can use county's internal code).
148	Entitlement Amount	MONEY	9	954	962	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
149	Actual Amount	MONEY	9	963	971	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
150	Reason for Difference	N	4	972	975	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
151	Fund Account 29	A/N	5	976	980	O	The code of Accounts the citations are disbursed to (can use county's internal code).
152	Entitlement Amount	MONEY	9	981	989	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
153	Actual Amount	MONEY	9	990	998	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.

Disposition Interface Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
154	Reason for Difference	N	4	999	1002	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
155	Fund Account 30	A/N	5	1003	1007	O	The code of Accounts the citations are disbursed to (can use county's internal code).
156	Entitlement Amount	MONEY	9	1008	1016	O	Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
157	Actual Amount	MONEY	9	1017	1025	O	Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal.
158	Reason for Difference	N	4	1026	1029	O	Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left
159	Length of Interlock Restriction	N	7	1030	1036	C	Format yymmddd, e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days. Must be present for a DUI offense which requires an interlock device restriction; value is zeros otherwise. Reckless reduced from DUI must be a companion by a court order and cannot be sent through TCATS.
<b>TRAILER RECORD</b>							
1	End of file label	A	3	1	3	M	Value "EOF"
2	Separator	A/N	1	4	4	M	Value " " ('pipe')
3	Number of records	N	11	5	15	M	Number of records in file (excluding trailer record), right-justified
4	Separators	A/N	2	16	17	M	Value "  " (2 pipe symbols)

## Disposition Error Report File (Fixed Length)

One Disposition Error Report File will be created for each imported disposition file, and will be transmitted to the originating county of the disposition file so that errors can be corrected and dispositions can be retransmitted to TCATS central site. This file is always in fixed-length format. For a list of possible error messages, see TCATS Appendix C in this document.

Disposition Error Report File Definition (Fixed Length)							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
1	Update Type	A	1	1	1	M	The update type which was used in the input disposition file ("A" - Add, "U" – Update, "D"- Delete).
2	Filler	A	1	2	2	O	Blank
3	Citation Number	A/N	7	3	9	M	The citation number from the input disposition file.
4	Check Digit	A/N	1	10	10	M	The check digit for the citation from the input file.
5	Filler	A	1	11	11	O	Blank
6	Disposition type	N	4	12	15	M	Disposition type from input disposition file
7	Supplemental Code	A	1	16	16	O	"S" if a supplemental disposition, blank otherwise
8	Disposition Date	DATE	10	17	26	M	Disposition date from input file (format MM/DD/YYYY)
9	Filler	A	1	27	27	O	Blank
10	Disposition Verdict	A/N	1	28	28	M	Verdict from input file (values 1 to 9 or A to D)
11	Filler	A	1	29	29	O	Blank
12	Case Number	A	20	30	49	O	Case number from input file
13	County Number	N	2	50	51	M	DHSMV county number from input file
14	Filler	A	1	52	52	O	Blank
15	Error message	A/N	80	53	132	M	Error message identifying the cause of the error

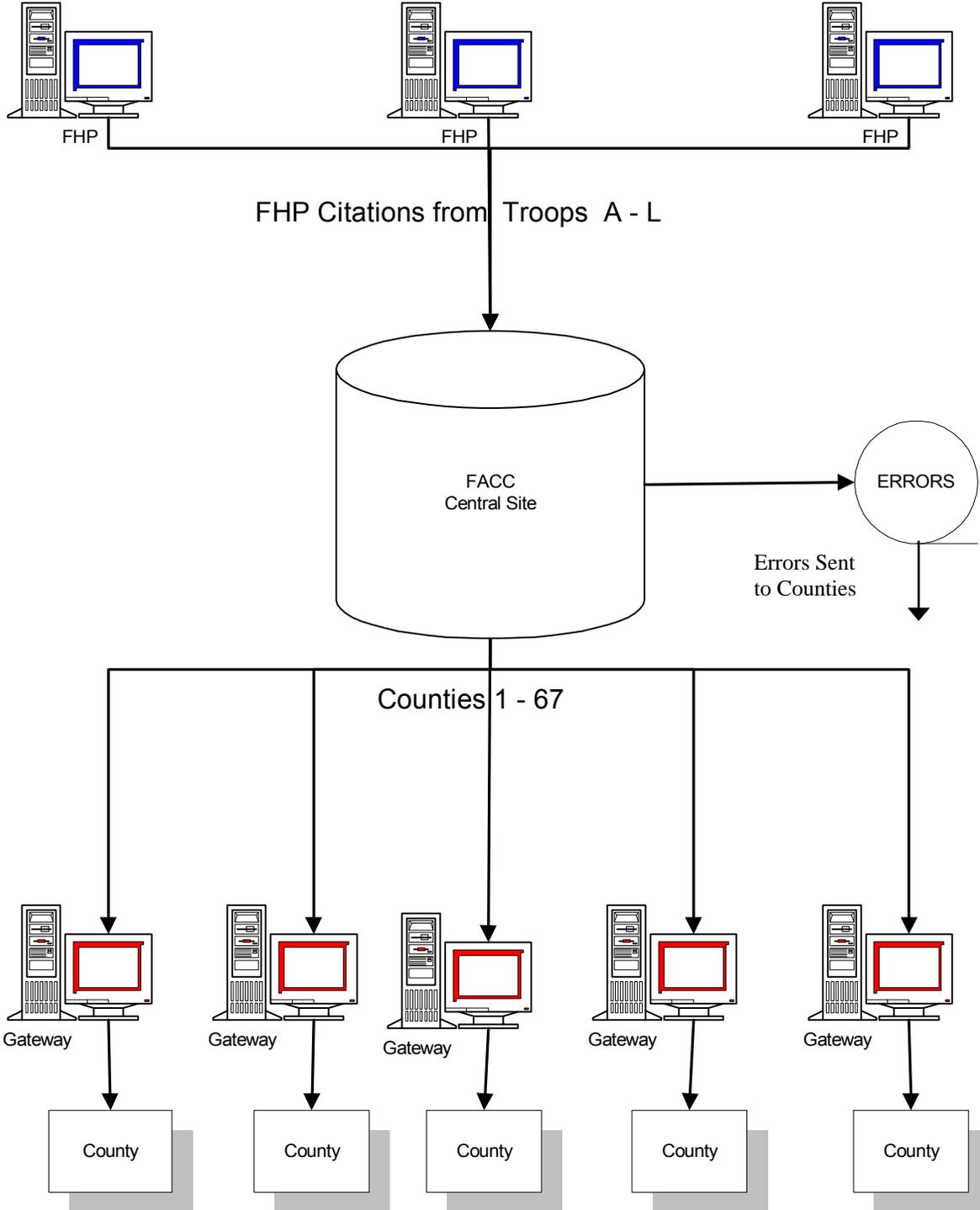
## Citations From Florida Highway Patrol (FHP)

### FHP Citation Data Interface Description

The process of sending a citation to Central Site (FACC) is as follows.

- To begin the process, the FHP will put the citation into the “|” Delimited Length file format. For the delimited length convention, fields will be separated by the “|” character, and are listed in the *Citation Interface Definition (Variable length records with fields separated by “|”)* table.
- Each record within the file must have an “update type” established of “A”dd. Establishing an update type will determine the action taken by the interface with respect to the incoming file. An “A,” for “add,” is used to identify a new citation being imported that has not already been incorporated into the Central Site database. The program will ensure there are no matching records in the citation history table, to avoid replication.
- Finally, the file will be checked for errors. For instance, if an attempt to add a citation that currently exists, then an error file will be generated with the citation that caused the error and sent to the county in which the citation was written and the county will contact FHP to correct the error. The error file will be formatted exactly like the citation error file sent to the county (see Citation Error Report File above). It will have a “.frpt” extension, indicating it as an FHP error report file.
- Once the file has been processed, a new file will be created and sent to the county that the original citation was written in. The file will have “fcit” and the end of the file name to indicate it is a citation file from FHP. This file will also be formatted in a fixed or delimited format, based on the counties specification.
- Please contact FACC if your county would like a “|” Delimited or Fixed layout that can be specifically used by your local agencies.

# FHP Citation Transmittal Process



**Citation Interface Definition (Variable length records with fields separated by "|")–  
From FHP to Counties**

The Citation Interface (Variable Length) will have the ability to electronically deliver Florida Highway Patrol citations to the counties.

Citation Interface Definition (Variable length records with fields separated by " ") From FHP To Counties					
ID	Field Description	Data Type	Max Field Size	M/O/C	Comments
1	Update Type	A	1	M	"A" indicates a new citation addition.
2	Citation Number	A/N	7	M	No hyphens will be accepted. Example: "12345AB" is correct, as opposed to "12345-AB". The citation must have a valid format: it must be 7 characters long, the first 4 characters must be numeric, the last character must be upper-case alphabetic.
3	Check Digit	A/N	1	M	The check digit for the citation. It must be either a numeric digit, or the letter "X"; it may be left blank if unknown.
4	County Number	N	2	M	DHSMV county number where violation occurred, values 01-67 (see Appendix B) NUMBER ONLY – Right justify the number, fill with Zeros to the left
5	Jurisdiction Number	N	2	M	Jurisdiction Number of the location where violation occurred. See Appendix A for city numbers. Use "00" if violation occurred in an unincorporated area, or not listed in Appendix A. NUMBER ONLY – Right justify the number, fill with Zeros to the left
6	City Name	A/N	20	O	
7	Issue Agency Type	A/N	1	M	Agency Type (1=FHP)
8	Issue Agency Code	N	2	O	Agency Code (same as Agency Type)
9	Issue Agency Name	A/N	20	C	Agency Name
10	Day of Week	A/N	4	O	Up to 4 char abbreviation for day of week (MOND, TUES, WEDN, THUR, FRID, SATU, SUND)
11	Offense Date	DATE	10	M	Format: MM/DD/YYYY Ex. 07/07/2001
12	Offense Time	DATE	5	M	Format HH:MM Ex. 08:30
13	Offense Time (am/pm)	A/N	1	M	A=AM, P=PM, null if unknown
14	Driver – First Name	A	20	M	The only characters allowed are upper-case alphabetic characters (A-Z)
15	Driver – Middle Name	A	20	C	Blank or null if driver has no middle name, otherwise provide value.
16	Driver – Last Name	A	30	M	The only characters allowed are upper-case alphabetic characters (A-Z), hyphen ('-'), or blank
17	Driver – Suffix	A/N	1	O	Violator name suffix. Use "J" for 'junior,' "S" for 'senior,' "2" for 'the second' "3" for 'the third', etc.; leave blank if no suffix in driver's name or if drivers name is "the first".
18	Street Address	A/N	30	C	Field is required if license number (field 28) is not provided, or if license is from out of state. The only characters allowed are upper-case alphabetic characters (A-Z), numeric (0-9), blank, and special characters '#', '-', and '/' (number sign, hyphen, and forward slash). Use "GENERAL DELIVERY" if unknown.
19	Address diff than Driver License	A/N	1	O	'Must be 'Y' if driver's address is different than on driver license; blank or null otherwise
20	City	A	20	C	Field is required if license number (field 28) is not provided, or if license is from out of state. . Use County Seat where citation was issued if not known.

**Citation Interface Definition (Variable length records with fields separated by "|")  
From FHP To Counties**

ID	Field Description	Data Type	Max Field Size	M/O/C	Comments
21	State of Driver's Address	A/N	2	C	Driver's address state code (See Appendix A). Field is required if license number (field 28) is not provided, or if license is from out of state. Use value 'CD' for Canadian addresses (all provinces); use 'FF' for other foreign countries and toll citations on businesses.
22	Zip Code	A/N	9	C	Field is required if license number (field 28) is not provided, or if license is from out of state. Value "00000" may be used if zip is unknown.
23	Telephone	A/N	10	O	10 digits, no hyphen Ex. 8502985600
24	Birth Date	DATE	10	C	Format: MM/DD/YYYY Ex. 07/07/2001. Field is required if license number (field 28) is not provided, or if license is from out of state. If unknown use default date of birth of '01/01/1900'.
25	Race	A/N	1	O	W – White, B – Black, I –Indian American, A – Asian, H – Hispanic, O - other
26	Sex	A/N	1	C	M or F. Field is required if license number (field 28) is not provided, or if license is from out of state.
27	Height	A/N	3	O	Only numbers, Format: First Digit = Feet, Digits 2 and 3 = Inches, 6'10" should be 610
28	Driver License Number	A/N	21	O	Full license number, <b>excluding</b> hyphens. Leave null if unknown (values "NONE", "NOT CARRIED", etc. are not valid).
29	Driver License State	A/N	2	C	Must be provided if field 28 is not null; may be provided even if field 28 is null (to indicate state of license even if license # is unknown). Blank or null will default to "FL". Use value 'CD' for Canadian licenses (all provinces); use 'FF' for other foreign countries and toll citations on businesses..
30	Driver License Class	A/N	4	M	Specify the class(values 'A', 'B', 'C', 'D', 'E', 'O' or 'U' for unknown).
31	Driver License Expire Year	DATE	4	O	Format: YYYY Ex. 2001
32	Commercial Vehicle Code	A/N	1	C	'Y' for yes if commercial vehicle
33	Vehicle Year	DATE	4	C	Format: YYYY Ex. 2001 Required if a vehicle was involved in the offense; may be left blank for pedestrian or bicycle offenses.
34	Vehicle Make	A/N	15	C	Ex: "FORD", "GM" Required if a vehicle was involved in the offense; may be left blank for pedestrian or bicycle offenses.
35	Vehicle Style	A/N	10	C	Ex: "TRUCK", "4DR", "2DR", "SUV" Required if a vehicle was involved in the offense; may be left blank for pedestrian or bicycle offenses.
36	Vehicle Color	A/N	7	C	Required if a vehicle was involved in the offense; may be left blank for pedestrian or bicycle offenses.
37	Hazardous Materials	A/N	1	C	'Y' for yes, or leave field blank
38	Vehicle Tag Number	A/N	10	C	NO HYPHENS – ONLY CHARACTERS. Required if a vehicle was involved in the offense; may be left blank for pedestrian, bicycle, or no tag offenses.
39	Vehicle Trailer Tag Number	A/N	10	C	NO HYPHENS - ONLY CHARACTERS. Required if a vehicle was involved in the offense; may be left blank for pedestrian, bicycle, or no tag offenses.
40	Vehicle State	A/N	2	C	Required if a vehicle was involved in the offense; may be left blank for pedestrian or bicycle

**Citation Interface Definition (Variable length records with fields separated by "|")  
From FHP To Counties**

ID	Field Description	Data Type	Max Field Size	M/O/C	Comments
41	Vehicle Tag Expiration Year	DATE	4	C	Format: YYYY Ex. 2001 Required if a vehicle was involved in the offense; may be left blank for pedestrian, bicycle, or no tag offenses.
42	Companion Citation	A/N	1	O	Use value 'Y' if any companion citation(s) issued at the same time; blank or null otherwise.
43	Violation Location	A/N	35	O	Brief descr. Of viol. Location
44	Distance – Feet	N	5	O	NUMBER ONLY – Right justify the number, fill with Zeros to the left
45	Distance – Miles	N	5	O	NUMBER ONLY – Right justify the number, fill with Zeros to the left
46	Direction N	A/N	1	O	'N' for North, or leave field blank
47	Direction S	A/N	1	O	'S' for South, or leave field blank
48	Direction E	A/N	1	O	'E' for East, or leave field blank
49	Direction W	A/N	1	O	'W' for West, or leave field blank
50	Of Node	N	10	O	NUMBER ONLY – Right justify the number, fill with Zeros to the left
51	Actual Speed	N	3	C	NUMBER ONLY – Right justify the number, fill with Zeros to the left. Required for speeding violations where posted speed is exceeded.
52	Posted Speed	N	2	C	NUMBER ONLY –Required for speeding violations where posted speed is exceeded.
53	Hwy 4 Lane	A/N	1	O	'Y' for yes, or leave field blank
54	Hwy Interstate	A/N	1	O	'Y' for yes, or leave field blank
55	Violation – Careless	A/N	1	O	'Y' for yes, or leave field blank
56	Violation – Device	A/N	1	O	'Y' for yes, or leave field blank
57	Violation – Row	A/N	1	O	'Y' for yes, or leave field blank
58	Violation – Lane	A/N	1	O	'Y' for yes, or leave field blank
59	Violation – Passing	A/N	1	O	'Y' for yes, or leave field blank
60	Violation - Child	A/N	1	O	'Y' for yes, or leave field blank
61	Violation – DUI	A/N	1	O	'Y' for yes, or leave field blank
62	Alcohol Level	A/N	4	C	No decimal point should be present; a blood alcohol level of .080% may be represented as either "080 " with a trailing blank, or "0080". Blank for non-DUI violations, non-alcohol DUI violations, refused blood alcohol test, or if level not provided
63	Violation Seatbelt	A/N	1	O	'Y' for yes, or leave field blank
64	Violation – Equipment	A/N	1	O	If improper or unsafe equipment, enter 'Y' for yes
65	Violation - Tag Expired	A/N	1	O	'Y' for yes, or leave field blank
66	Violation Tag – Less	A/N	1	C	Tag expired for 6 months or less: 'Y' indicates yes, blank or null otherwise (if field 65 is 'Y', either this field or field 67 must have a value).
67	Violation Tag – More	A/N	1	C	Tag expired more than 6 months: 'Y' for yes, blank or null otherwise (if field 65 is 'Y', either this field or field 66 must have a value).
68	Violation – Insurance	A/N	1	O	No proof of insurance 'Y' for yes, or leave field blank
69	Violation – Expired Driver License	A/N	1	O	'Y' for yes, or leave field blank
70	Violation – Exp Dr. License. Less	A/N	1	C	Driver license expired 4 months or less:'Y' indicates yes, blank or null otherwise (if field 69 is 'Y', either this field or field 71 must have a value).

**Citation Interface Definition (Variable length records with fields separated by "|")  
From FHP To Counties**

ID	Field Description	Data Type	Max Field Size	M/O/C	Comments
71	Violation – Exp Dr. License. More	A/N	1	C	Driver license expired more than 4 months: 'Y' indicates yes, blank or null otherwise (if field 69 is 'Y', either this field or field 70 must have a value).
72	Violation – Invalid Driver License	A/N	1	O	License not valid, 'Y' or leave blank
73	Violation – Suspended License.	A/N	1	O	Driving w/ suspended/revoked license 'Y' for yes, or leave blank
74	Other Comments	A/N	90	O	
75	Violation – Code	N	3	M	Derived formula from Statute. The DHSMV violation code for the offense (See DHSMV 's Appendix C).
76	Filler	A/N	1	O	Blank
77	State Statute Indicator	A/N	1	M	In violation of state statute 'Y' for yes
78	Section	A/N	11	M	Chapter and section (required if State Statute Indicator above is 'Y'). Do not include subsection in this field. First 3 characters must be chapter, followed by section; e.g. '316187'.
79	Sub – Section	A/N	11	C	Subsection of Florida statute (required if State Statute Indicator above is 'Y' and if the specified section has subsection(s). Parentheses and periods are not allowed; e.g. '3c1', not '(3)(c)(1)'. Letters must be lower case.
80	Crash – Y	A/N	1	C	'Y' for yes, or leave field blank (if blank, field 81 must have a value).
81	Crash – N	A/N	1	C	'N' for no, or leave field blank (if blank, field 80 must have a value).
82	Property Damage – Y	A/N	1	C	'Y' for yes, or leave field blank (if blank field 83 must have a value).
83	Property Damage – N	A/N	1	C	'N' for no, or leave field blank (if blank field 82 must have a value).
84	Property Damage Amount	MONEY	6	O	NO DECIMALS, whole dollar amounts.
85	Injury – Y	A/N	1	C	'Y' for yes, or leave field blank (if blank field 86 must have a value).
86	Injury – N	A/N	1	C	'N' for no, or leave field blank (if blank field 85 must have a value).
87	Serious Injury – Y	A/N	1	C	'Y' for yes, or leave field blank (if blank field 88 must have a value).
88	Serious Injury – N	A/N	1	C	'N' for no, or leave field blank (if blank field 87 must have a value).
89	Fatal Injury – Y	A/N	1	C	'Y' for yes, or leave field blank (if blank field 90 must have a value).
90	Fatal Injury – N	A/N	1	C	'N' for no, or leave field blank (if blank field 89 must have a value).
91	Method of Arrest	N	1	C	1 – Visual 3 – Radar 4 – Aircraft 5 – Laser Required if arresting agency is FHP.
92	Criminal Viol. Court App Required	A/N	1	O	Indicates that this is a criminal violation which requires a court appearance: 'Y' for yes, or leave blank. If 'Y' then fields 93 and 94 must be blank.

**Citation Interface Definition (Variable length records with fields separated by "|")  
From FHP To Counties**

ID	Field Description	Data Type	Max Field Size	M/O/C	Comments
93	Infraction Court App Required	A/N	1	O	Indicates that this is an infraction which requires a court appearance: 'Y' for yes, or leave blank. If 'Y' then fields 92 and 94 must be blank.
94	Infraction Court No App Required	A/N	1	O	Indicates that this is an infraction which does not require a court appearance: 'Y' for yes, or leave blank. If 'Y' then fields 92 and 93 must be blank
95	Court Date	DATE	10	O	Format: MM/DD/YYYY Ex. 07/07/2001
96	Court Time	DATE	5	O	Format HH:MM Ex. 08:30
97	Court Name	A/N	30	O	
98	Court Time (am/pm)	A	1	C	A=AM, P=PM, null if unknown
99	Court Address 1	A/N	50	O	
100	Court City	A/N	20	O	
101	Court State	A/N	2	O	
102	Court Zip	A/N	9	O	
103	Arrest Delivered To	A/N	22	O	Place arrested person taken to.
104	Arrest Delivered Date	DATE	10	O	Format: MM/DD/YYYY Ex. 07/07/2001
105	Trooper Rank	A/N	10	O	
106	Trooper – First Name	A/N	15	M	
107	Trooper – Middle Name	A/N	15	O	
108	Trooper – Last Name	A/N	20	M	
109	Trooper – Badge Number	A/N	10	M	
110	Trooper ID	N	5	M	NUMBER ONLY – Right justify the number, fill with Zeros to the left
111	Trooper Unit	A/N	15	O	
112	BAL .08 or Above	A/N	1	C	'Y' for yes, or leave field blank
113	DUI Refuse	A/N	1	C	'Y' for yes, or leave field blank
114	DUI license surrendered – Yes	A/N	1	C	'Y' for yes, or leave field blank
115	DUI license surrendered – No	A/N	1	C	'N' for no, or leave field blank
116	DUI license RSN	A/N	20	C	Reason license NOT surrendered
117	DUI eligible – Y	A/N	1	C	'Y' for yes, or leave field blank
118	DUI eligible – N	A/N	1	C	'N' for no, or leave field blank
119	DUI eligible – RSN	A/N	20	C	Reason NOT eligible for permit
120	DUI BAR off	A/N	20	C	Location of Administrative Reviews office
121	Status	A/N	1	M	"A" is for active citations
122	Aggressive Driver Flag	A	1	M	Value "Y" for aggressive driver citation (road rage), N otherwise.
123	Criminal indicator	A	1	M	Value 'Y' if this is a criminal violation, 'N' if a civil violation.
124	Fine amount	MONEY	7	M	Fine amount on citation (for civil violations only); format 9999.99 (decimal point required). Null if not known or for criminal violations.
125	Form Version	A/N	25	O	
126	Issue Date	DATE	10	O	Issue Date of citation to violator. Format: MM/DD/YYYY Ex. 07/07/2001
<b>TRAILER RECORD</b>					<b>(FROM FHP TO TCATS CENTRAL SITE ONLY)</b>
1	End of file label	A	3	M	Value "EOF"
2	Number of records	N	11	M	Number of records in file (not including trailer)
3	Null field	A/N	1	M	Value always null

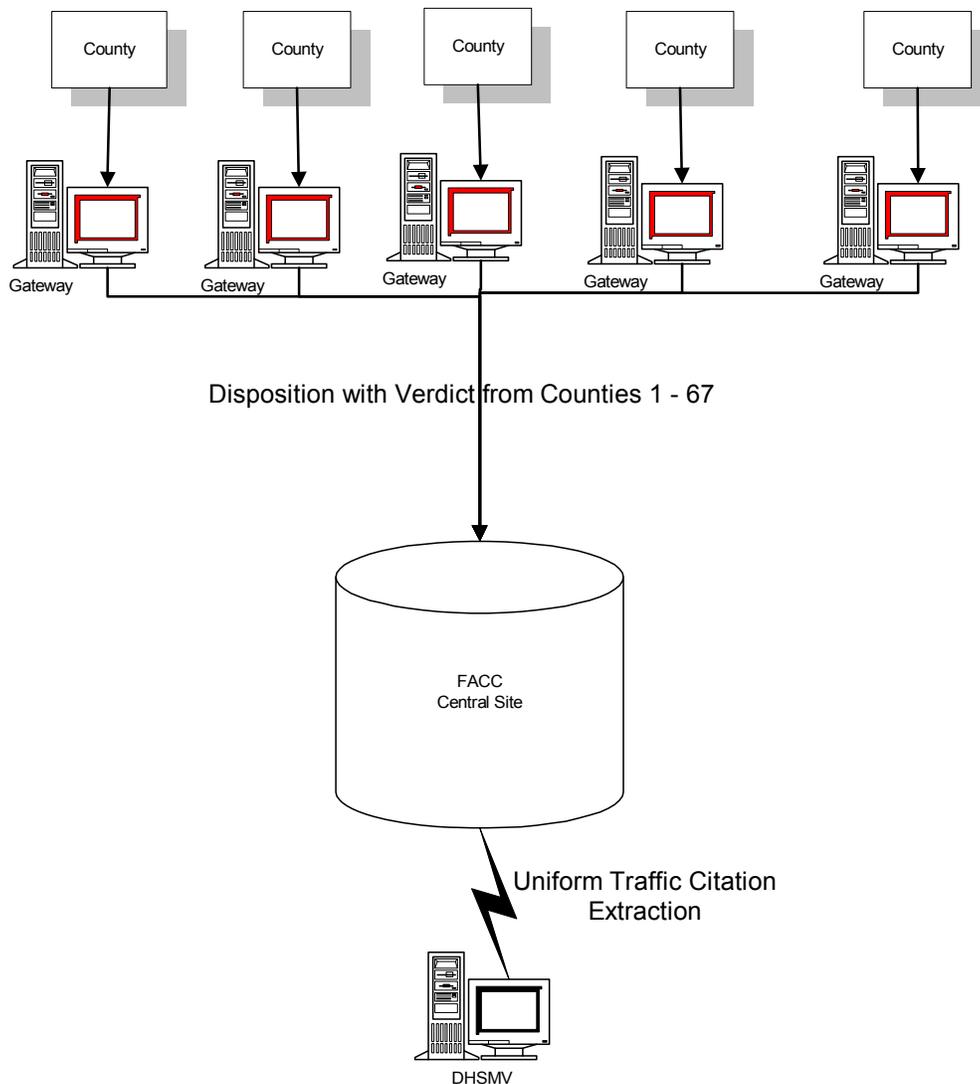
# Uniform Traffic Citations (UTC) From Counties Extracted for DHSMV

## DHSMV UTC Citation Data Interface Description

The process of extracting a County citation from the Central Site (FACC) and transmitting it to DHSMV is as follows:

- To begin the process, the Central Site (FACC) will put the citation into the Fixed Length file format with data fields delineated in the *UTC Interface Definition–Extracted for DHSMV* table.
- After this process, and upon receipt of the disposition with the verdict, the file will be extracted from the Central Site (FACC) and sent to the DHSMV

## UTC Citations Extracted for DHSMV Transmittal Process



## UTC Citation Interface Definition–*Extracted for DHSMV*

The UTC Citation Interface Definition will have the ability to extract UTC citations from the Central Site (FACC) and electronically transfer them to DHSMV.

UTC Citation Interface Definition <i>Extracted For DHSMV</i>							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
1	Driver License Number	A/N	13	1	13	O	12 or 13 Digits for FL only; enter "OOS" for out of state drivers within the US or Canada, "NDL" for driver's licenses from other countries. Blank if FL license and number is unknown.
2	Filler	A/N	1	14	14	O	
3	Check Digit	A/N	1	15	15	O	Check digit for citation.
4	Citation Number	A/N	7	16	22	M	5 numeric and 2 alphabetic; or 6 numeric and 1 alphabetic; or 4 numeric and 3 alphabetic.
5	Type of Agency	N	1	23	23	M	1=FHP, 2=City Police, 3= Sheriff's Office, 4=other
6	Date of Offense	N	8	24	31	M	Format as MMDDYYYY
7	Filler	A/N	2	32	33	O	
8	DHSMV Violation Code	N	3	34	36	M	The DHSMV violation code for the offense( see DHSMV's Appendix C).
9	Accident Code	N	1	37	37	M	Allow 1 or Zero; If accident = 1, If no accident = 0
10	Actual Speed	N	3	38	40	C	NUMBER ONLY – Right justify the number, fill with Zeros to the left. Required for speeding violations where posted speed is exceeded.
11	Posted Speed	N	2	41	42	C	Posted speed should be used on same violations as actual speed (listed above).
12	Disposition Date	N	8	43	50	M	Format as MMDDYYYY
13	Disposition Verdict	A/N	1	51	51	M	This field triggers the sending of a UTC disposition record to DHSMV. 1=guilty, 2=not guilty, 3=dismissed, 4=paid fine or civil penalty, 6=estreated or forfeited bond, 7=adjudication withheld on all criminal FS 322.34 only, 8=nolle prosequi, 9=adjudged delinquent (juvenile), A=adjudication withheld by judge, B=other, C=adjudication withheld by clerk (school election), D=adjudication withheld by clerk (plea Nolo Contendere and proof of compliance).
14	Sentence of Court	N	1	52	52	C	Allow 1-7 or zero (must be present for disposition verdict "1"); e.g. 0=no sentence, 1=served time, 2=sentence withheld, 3=probation, 4=traffic school, 5=fine and/or costs, 6=license action only, 7=other, 9=incarceration.
15	Civil Penalty/Fine	N	4	53	56	O	Only on FHP guilty; dollar amount, no cents
16	Court Costs	N	3	57	59	O	Only on FHP guilty; dollar amount, no cents
17	Disposition County	N	2	60	61	M	Allow 01-67; see Appendix B
18	Disposition City	N	2	62	63	M	City number where the fine was paid or the case adjudicated. See Appendix A for city numbers
19	Type of Court	N	1	64	64	M	County = 1; Circuit = 2, Magistrate/Hearing Officer = 4
20	Batch Number	A/N	8	65	72	M	Digit 1-5 is Julian Date (YYDDD); Digit 6-8 is group (9) and coder ID (i.e. a batch code number which is given by DHSMV to each county, distinct from the county number).

**UTC Citation Interface Definition**  
**Extracted For DHSMV**

ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
21	Supplemental Code	A/N	1	73	73	O	Supplemental = S. Use 'S' to send a change to a UTC disposition which has already been updated in the DHSMV database. Blank for first-time dispositions.
22	Type of Trial	N	1	74	74	M	No trial = 0; Jury = 1; Non-Jury = 2
23	Reexam	A/N	1	75	75	O	Value "Y" for Reexam, blank otherwise
24	Court Revocation/ Suspension Action	N	1	76	76	C	See Appendix D of ICD: 0=no action, 1=suspension, 2=revocation, 3=revocation, 4=fatality. Must be present for a criminal violation which requires a mandatory license suspension or revocation (usual value is 3 except for violation codes 147, 446, 447, 162; values 1 and 2 are only used to add the statement "SUSP/REV DIRECTED BY THE COURT" to the individual's record); zero for DUI violations (revocation info for DUI is in fields 45, 46); zero for all other criminal violations.
25	Length of License Suspension/ Revocation	N	7	77	83	C	Format yymmddd, e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days. Must be present for a criminal violation which requires a mandatory license suspension or revocation; value is zeros otherwise. Value is zeros if field 24 is '4'. If field 46 is 'X', this field must have a value greater than 179 days. See Appendix D of ICD for full details.
26	Hauling Hazardous Materials Flag	A	1	84	84	O	"Y" indicates hazardous materials were being hauled, blank indicates they were not.
27	Commercial Vehicle Flag	A	1	85	85	O	"Y" indicates commercial vehicle, blank indicates non-commercial.
28	License Received Flag	A/N	1	86	86	O	Enter "Y" if license was received by arresting officer or by the court, blank otherwise.
29	Violator First Name	A	16	87	102	M	
30	Violator Middle Name	A	16	103	118	C	Blank if violator has no middle name, otherwise violator's middle name must be provided.
31	Violator Last Name	A	20	119	138	M	Alphabetic characters, hyphen ("-"), and blanks are allowed within last name.
32	Violator Suffix	A/N	1	139	139	O	Blank indicates violator has no suffix in name; otherwise allow S, J, 2, 3, 4, 5.
33	Sex of Violator	A	1	140	140	C	M or F. Field is required if license number (field 28) is not provided, or if license is from out of state.
34	Date of Birth	N	8	141	148	C	MMDDYYYY. Field is required if license number (field 28) is not provided, or if license is from out of state.
35	Blood Alcohol Level	A/N	3	149	151	C	No decimal point should be present; a blood alcohol level of .080% may be represented as either "080 " with a trailing blank, or "0080". Blank for non-DUI violations, non-alcohol DUI violations, refused blood alcohol test, or if level not provided..
36	Filler	A/N	4	152	155	O	

**UTC Citation Interface Definition**  
**Extracted For DHSMV**

ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
37	Address	A/N	30	156	185	C	Line 1 of violator's address. Field is required if license number (field 28) is not provided, or if license is from out of state. Only characters allowed are A-Z, 0-9, blank, hyphen ("-"), number sign ("#"), and forward slash ("/") (e.g. for half numbers such as "123 1/2 RHONDA LANE"). Use "GENERAL DELIVERY" if unknown
38	City of Residence	A	20	186	205	C	Field is required if license number (field 28) is not provided, or if license is from out of state. Value County Seat where citation was issued may be used if unknown.
39	Serious Bodily Injury	A	1	206	206	O	Value will equal "Y" if serious bodily injury occurred or blank otherwise.
40	Filler	A/N	2	207	207	O	
41	State of Residence	A	2	208	209	C	Field is required if license number (field 28) is not provided, or if license is from out of state.
42	Zip Code	A/N	9	210	218	C	Field is required if license number (field 28) is not provided, or if license is from out of state. Value "00000" may be used if unknown.
43	OOS Driver License Number	A/N	25	219	243	O	Out-of-state license # if known (field 1 must be "OOS"); otherwise blank.
44	OOS Driver License State	A	2	244	245	C	Required if field 1 is "OOS" (out-of-state drivers); otherwise blank. Use value "CD" for Canadian licenses (all provinces). Use Value FF for foreign countries and citations on businesses.
45	SSN	N	9	246	254	M	Social Security Number; "000000000" if unknown
46	Department Court Code	A/N	1	255	255	C	Suspension/revocation by court or departmental action. Allow C (=court) or D (=departmental) or Blank. Must be provided for DUI offenses. If left blank, value 'D' will be assumed and length of suspension will be maximum allowed. See Appendix D of ICD for full details.
47	Court Time	A/N	1	256	256	C	Length of suspension/revocation by court (required for DUI offenses). Allow 1 (1 year), 3 (3 months), 6 (6 months), M (maximum), N (minimum), X (any other time period recommended by the court). Blank for other offenses. Use 'M' if field 46 is 'D'. See Appendix D of ICD for full details.
48	Represented by Counsel	A/N	1	257	257	O	1 = Represented by counsel; 2 = Counsel Waived; " " = Unknown
49	License Type	A/N	1	258	258	M	Specify the class(values 'A', 'B', 'C', 'D', 'E', 'O' or 'U' for unknown).
50	Length of Interlock Restriction	A/N	7	259	265	C	Format yymmddd, e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days. Must be present for a DUI offense which requires an interlock device restriction; value is zeros otherwise.
<b>TRAILER RECORD</b>							
1	End of file label	A	3	1	3	M	Value "EOF"
2	Filler	A/N	10	4	13	M	Blanks
3	Record type	N	2	14	15	M	Value 45
4	Filler	A/N	6	16	21	M	Blanks

**UTC Citation Interface Definition**  
*Extracted For DHSMV*

ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
5	Creation date	N	8	22	29	M	Current date (format MMDDYYYY)
4	Records sent	N	6	30	35	M	Number of records in file (excluding trailer), right-adjusted, zero-filled
5	Records received	N	6	36	41	M	Always "000000"
6	Filler	A/N	119	42	160	M	Blanks

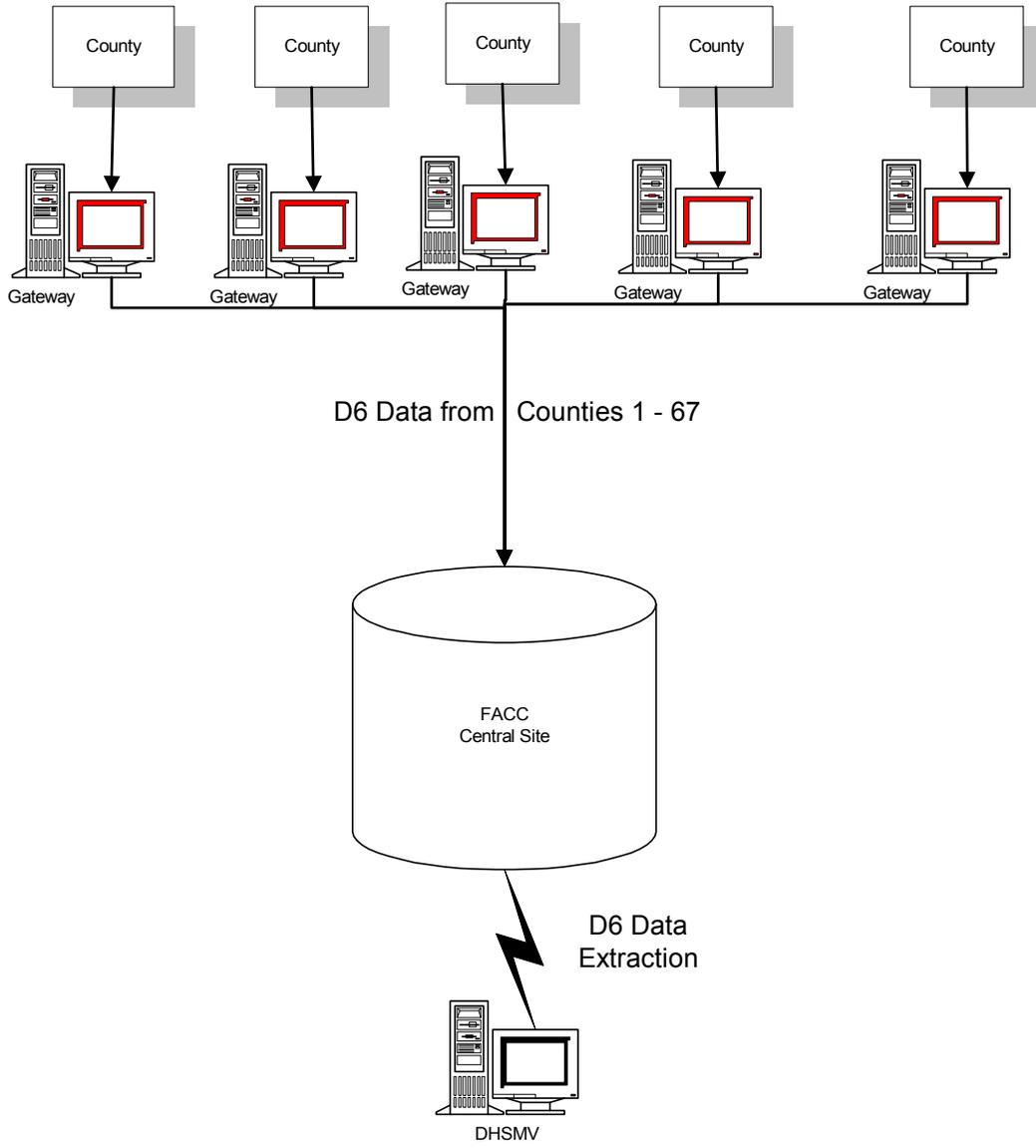
## D6 Data Forwarded to the DHSMV

### DHSMV D6 Data Interface Description

The process of forwarding D6 data to the Central Site (FACC) and transmitting it to DHSMV is as follows:

- To begin the process, the county will put the data into the Fixed Length file format with data fields delineated in the *D6 Interface Definition–Extracted for DHSMV* table.
- This county D6 file will be transmitted to Central Site (FACC), who will combine it with D6 files from other counties to create a single D6 file.
- After this process, the file will be forwarded from the Central Site (FACC) to the DHSMV.
- The county will receive a confirmation file that will have the same filename as the file sent by the county, but with a “.rpt” extension. This file will list the citation numbers along with the Driver’s license number for all of the records that were passed along to DHSMV.
- The County does electronically receive their DHSMV error reports directly from Central Site.

### Forwarded D6 Data for DHSMV Transmittal Process



## D6 Interface Definition–Forwarded to DHSMV

The D6 Interface Definition will have the ability to forward D6 data from the Central Site (FACC) and electronically transfer them to DHSMV. The data created in the county has the same format as the data transmitted from central site to DHSMV.

D6 Interface Definition Forwarded to DHSMV							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
1	Driver License Number	A/N	13	1	13	C	Driver's license number (1 alpha followed by 12 numerics for Florida licenses). Enter "OOS" for out-of-state licenses within the U.S. and Canada, "NDL" for licenses from other countries. Blank if FL license and number is unknown.
2	Item Number	N	2	14	15	M	Value "75"
3	Transaction Type	N	1	16	16	M	Values: "2"=suspend license, "4"=clear suspension. Type 4's may take up to 2 weeks to clear the record.
4	Subrecord Type	N	2	17	18	M	Zeros
5	Subsystem Type	A/N	3	19	21	M	"DBS"
6	Filler	A/N	4	22	25	O	Zeros
7	Date of Failure to Comply	N	8	26	33	M	Format as MMDDYYYY
8	Sequence Number	N	3	34	36	M	Zeros
9	Court Type	N	1	37	37	M	Type of court (1=county, 2=circuit, 3=federal, 4=magistrate/ Hearing Officer)
10	Restore Date	N	8	38	45	C	Format as MMDDYYYY (only on Transaction type "4"). Value should be "00000000" on type "2".
11	Surrender Date	N	8	46	53	M	Zeros
12	Create Date	N	8	54	61	M	Zeros
13	Reissue Date	N	8	62	69	C	Date of reissue of a D6 suspension (when field 22 is "R"). Format as MMDDYYYY. Value should be "00000000" if not a reissue of a suspension.
14	Reason	N	2	70	71	M	Reason for suspension 01=failed to appear, 02=failed to complete court-ordered school, 03=election made when not eligible, 05=failed to pay fine, 08=School Election made and failed to attend. (Must use same reason code when sending a "4" in field 3.)
15	Court Requirement Met	N	2	72	73	C	Value "34" to signify that just the Court Requirement has been met, Zeros otherwise. Also when this field has a value of "34" then, field 10 (Restore Date) should be Zeros.
16	Onfile Code 2	N	2	74	75	M	Zeros
17	County	N	2	76	77	M	DHSMV code for county (see Appendix B)
18	County	N	2	78	79	M	Part 1 (repeat county code in field 17)
19	City Code	N	2	80	81	M	Zeros unless court type "4"; otherwise city code from DHSMV's Appendix A. (Use code for county seat as a default.)

**D6 Interface Definition  
Forwarded to DHSMV**

ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
20	State	A/N	2	82	83	C	State of driver's license: must be provided for out of state, leave blank for Florida licenses. Use value 'CD' for Canadian licenses (all provinces); use 'FF' for other foreign countries.
21	Ticket Number	A/N	7	84	90	M	
22	Reissue Flag	A/N	1	91	91	C	Must use 'R' if reissuing a D6 suspension on a license already cleared (e.g. returned check)
23	Office Number	A/N	3	92	94	O	Blank
24	Batch Number	A/N	8	95	102	M	Format YYJJGxx where YY is the year, JJJ is Julian date, G is group (always 9), and xx is the DHSMV county number.
25	Key Punch Batch	A/N	8	103	110	M	Same as Batch Number.
26	Process D6 Flag	A/N	1	111	111	O	Blank
27	Post Date Flag	A/N	1	112	112	O	Blank
28	Clearance Fee Flag	A/N	1	113	113	O	Blank
29	Out of State D6 Telephone Number	A/N	10	114	123	O	Blank
30	Commercial Vehicle	A/N	1	124	124	O	"Y" indicates commercial vehicle, blank indicates non-commercial.
31	Hazardous Material	A/N	1	125	125	O	"Y" indicates hazardous materials were being hauled, blank indicates they were not.
32	Filler	A/N	29	126	154	O	
33	D6 Violation Offense Date	N	8	155	162	C	For out-of-state licenses: offense date of violation that resulted in D6
34	D6 Violation Reason	A/N	3	163	165	M	3-digit code of violation that resulted in D6
35	OOS License Number	A/N	25	166	190	C	For OOS: out-of-state license number
36	Filler	A/N	8	191	198	O	Blank
37	Driver License First Name	A	16	199	214	M	
38	Driver License Middle Name	A	16	215	230	O	Blank indicates driver has no middle name, otherwise name must be provided.
39	Driver License Last Name	A	20	231	250	M	
40	Driver License Name Suffix	A/N	1	251	251	O	J=Junior, S=Senior, 2=II, 3=III, etc. Blank if no suffix in driver's name.
41	Driver License Sex	A	1	252	252	M	Allow "M" or "F"
42	Driver License Date of Birth	N	8	253	260	M	Format as MMDDYYYY
43	Driver License Mailing Street	A/N	30	261	290	M	The only characters allowed are upper-case alphabetic characters (A-Z), numeric (0-9), blank, and special characters '#', '-', and '/' (number sign, hyphen, and forward slash).
44	Driver License Mailing City	N	20	291	310	M	
45	Driver License Mailing State	A	2	311	312	M	Use 'CD' for Canadian mailing states (all provinces); use 'FF' for other foreign countries and toll citations on businesses.
46	Driver License Mailing Zip	N	5	313	317	M	Part 1 of zip (first 5 digits).
47	Driver License Mailing Zip	N	4	318	321	O	Part 2 of zip + 4 (last 4 digits). Use value "0000" if not known.
48	Filler	A/N	17	322	340	M	

TRAILER RECORD 1						(Used only for file from county to FACC)						
1	End of file label	A	3	1	3	M	Value "EOF"					
2	Separator	A/N	1	4	4	M	Value " " ('pipe' symbol)					
3	Records sent	N	11	5	15	M	Number of records in file, excluding trailer; right-adjusted, blank- or zero-filled					
4	Separators	A/N	2	16	17	M	Value "  " (2 pipe symbols)					
TRAILER RECORD 2						(Used only for file from FACC to DHSMV)						
1	End of file label	A	3	1	3	M	Value "EOF"					
2	Filler	A/N	10	4	13	M	Blanks					
3	Record type	N	2	14	15	M	Value 75					
4	Filler	A/N	6	16	21	M	Blanks					
5	Creation date	N	8	22	29	M	Current date (format MMDDYYYY)					
4	Records sent	N	6	30	35	M	Number of records in file (excluding trailer), right-adjusted, zero-filled					
5	Records received	N	6	36	41	M	Always "000000"					
6	Filler	A/N	119	42	160	M	Blanks					

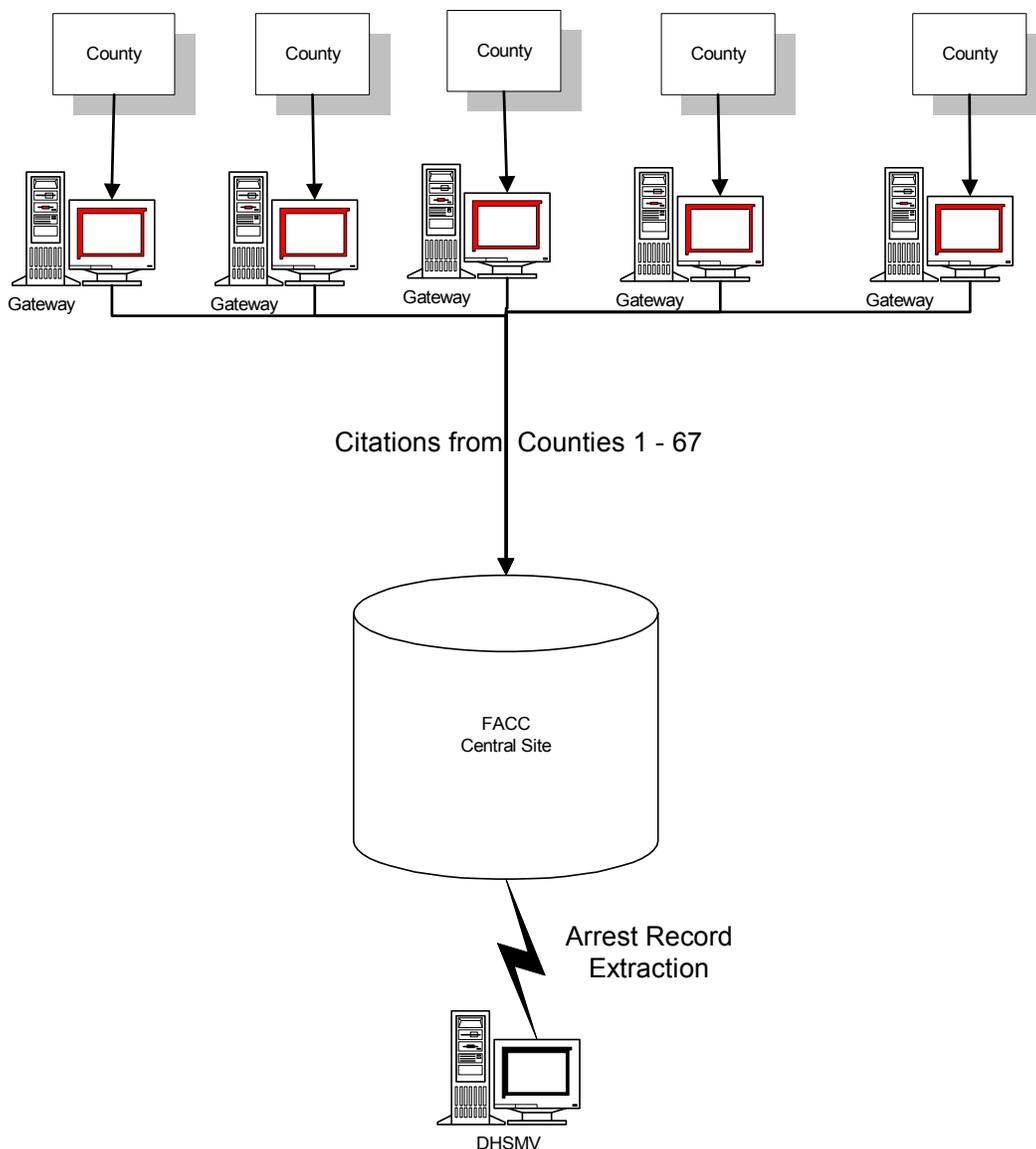
# Arrest Records Extracted for the DHSMV

## Arrest Records Interface Description

The process of extracting arrest records from the Central Site (FACC) and transmitting it to DHSMV is as follows:

- To begin the process, the Central Site (FACC) will put the data from all new citations with arresting agencies other than new citations directly transmitted to Central Site (FACC) from FHP into the Fixed Length file format with data fields delineated in the *Arrest Record Interface Definition–Extracted for DHSMV* table.
- After this process, the file will be forwarded from the Central Site (FACC) to the DHSMV.

## Arrest Records Extracted for DHSMV Transmittal Process



## Arrest Record Interface Definition–*Extracted for DHSMV*

The Arrest Record Interface Definition will be used to extract Arrest Record citations from the Central Site (FACC) and electronically transfer them to DHSMV. This is done for all arresting agencies except for the new citations directly transmitted to Central Site (FACC) from FHP.

Arrest Record Interface Definition Forwarded to DHSMV							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
1	Ticket Number	A/N	7	1	7	M	Citation number
2	Arrest Date	N	8	8	15	M	Format as MMDDYYYY
3	County	N	2	16	17	M	DHSMV county number (see Appendix B)
4	City	N	2	18	19	M	City code where violation occurred (see DHSMV Appendix A). If violation occurred outside city limits, use the city code for the county seat.
5	Violation	N	3	20	22	M	Violation Code.
6	Agency	N	1	23	23	M	Agency type (1 = FHP, 2=city police, 3=sheriff's office, 4=other)
7	Batch Number	A/N	8	24	31	M	Format YYDDDDGxx where YY is the year, DDD is the Julian date, G is the group (always 9), and xx is the DHSMV county number.
8	Check Digit	A/N	1	32	32	M	Citation check digit
9	Aggressive Driver Flag	A	1	33	33	M	Value "Y" for aggressive careless driver citation, "N" otherwise.
10	Filler	A/N	47	34	80	M	Blank
<b>TRAILER RECORD</b>							
1	End of file label	A	3	1	3	M	Value "EOF"
2	Filler	A/N	18	4	21	M	Blanks
3	Creation date	N	8	22	29	M	Current date (format MMDDYYYY)
4	Records sent	N	6	30	35	M	Number of records in file (excluding trailer), right-adjusted, zero-filled
5	Records received	N	6	36	41	M	Always "000000"
6	Filler	A/N	119	42	160	M	Blanks

## Appendix A – Jurisdiction Numbers

Agency location code information from the Florida Department of Highway Safety and Motor Vehicles Uniform Traffic Citation Procedures Manual Appendix A revised March 2001. The online version of the document can be found at the following URL:

[http://www.flhsmv.gov/ddl/utc/APPENDIX\\_A.pdf](http://www.flhsmv.gov/ddl/utc/APPENDIX_A.pdf)

### 1. STATE ABBREVIATIONS

<u>Alabama</u>	<u>AL</u>	<u>Montana</u>	<u>MT</u>
<u>Alabama</u>	<u>AL</u>	<u>Nebraska</u>	<u>NE</u>
<u>Arizona</u>	<u>AZ</u>	<u>Montana</u>	<u>MT</u>
<u>Arkansas</u>	<u>AR</u>	<u>Nebraska</u>	<u>NE</u>
<u>California</u>	<u>CA</u>	<u>Nevada</u>	<u>NV</u>
<u>Colorado</u>	<u>CO</u>	<u>New Hampshire</u>	<u>NH</u>
<u>Canada</u>	<u>CD</u>	<u>New Jersey</u>	<u>NJ</u>
<u>Connecticut</u>	<u>CT</u>	<u>New Mexico</u>	<u>NM</u>
<u>Delaware</u>	<u>DE</u>	<u>New York</u>	<u>NY</u>
<u>Dist. of Columbia</u>	<u>DC</u>	<u>North Carolina</u>	<u>NC</u>
<u>Florida</u>	<u>FL</u>	<u>North Dakota</u>	<u>ND</u>
<u>Georgia</u>	<u>GA</u>	<u>Ohio</u>	<u>OH</u>
<u>Hawaii</u>	<u>HI</u>	<u>Oklahoma</u>	<u>OK</u>
<u>Idaho</u>	<u>ID</u>	<u>Oregon</u>	<u>OR</u>
<u>Illinois</u>	<u>IL</u>	<u>Pennsylvania</u>	<u>PA</u>
<u>Iowa</u>	<u>IA</u>	<u>Rhode Island</u>	<u>RI</u>
<u>Kansas</u>	<u>KS</u>	<u>South Carolina</u>	<u>SC</u>
<u>Kentucky</u>	<u>KY</u>	<u>South Dakota</u>	<u>SD</u>
<u>Louisiana</u>	<u>LA</u>	<u>Tennessee</u>	<u>TN</u>
<u>Maine</u>	<u>ME</u>	<u>Texas</u>	<u>TX</u>
<u>Maryland</u>	<u>MD</u>	<u>Utah</u>	<u>UT</u>
<u>Massachusetts</u>	<u>MA</u>	<u>Vermont</u>	<u>VT</u>
<u>Michigan</u>	<u>MI</u>	<u>West Virginia</u>	<u>WV</u>
<u>Minnesota</u>	<u>MN</u>	<u>Washington</u>	<u>WA</u>
<u>Mississippi</u>	<u>MS</u>	<u>Wisconsin</u>	<u>WI</u>
<u>Missouri</u>	<u>MO</u>	<u>Wyoming</u>	<u>WY</u>

**NOTE: All other foreign countries = FF**

<b><u>Alachua</u></b>	
Alachua	30
Gainesville	34
High Springs	38
Santa Fe Community College	31
University of Florida	50
Waldo	60

<b><u>Baker</u></b>	
MacClenny	60

<b><u>Bay</u></b>	
Cedar Grove	32
Florida State University	61
Lynn Haven	34
Mexico Beach	40
Panama City	50
Panama City Airport	60
Panama City Beach	62
Parker	51
Springfield	52

<b><u>Bradford</u></b>	
Brooker	35
Hampton	37
Lawtey	39
Starke	40

<b><u>Brevard</u></b>	
Cocoa	32
Cocoa Beach	34
Indian Harbour Beach	40
Indialantic	38
Kennedy Space Center	64
Melbourne	42
Melbourne Airport Authority	66
Melbourne Beach	44

**Brevard - Continued**

Melbourne Village	65
Palm Bay	46
Rockledge	50
Satellite Beach	52
Titusville	54
West Melbourne	43

**Broward**

Coconut Creek	28
Cooper City	30
Coral Springs	31
Davie	34
Fort Lauderdale	38
Hallandale	40
Hillsboro Beach	42
Hollywood	44
Lauderdale-By-The Sea	48
Lauderhill	52
Lighthouse Point	56
Margate	60
Miramar	62
North Lauderdale	63
Oakland Park	64
Parkland	71
Pembroke Pines	68
Plantation	70
Pompano Beach	72
Sea Ranch Lakes	74
Seminole Indian Tribe	75
Sunrise	76
Wilton Manors	80

**Calhoun**

Altha	30
Blountstown	32

**Charlotte**

Punta Gorda	50
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**Citrus**

Crystal River	40
Inverness	42

<b><u>Clay</u></b>	
Green Cove Springs	40
Orange Park	44
<b><u>Collier</u></b>	
Naples	52
<b><u>Columbia</u></b>	
Lake City	51
<b><u>Dade</u></b>	
Aventura	29
Bal Harbour	30
Bay Harbour Island	32
Biscayne Park	34
Coral Gables	38
Dade County School Board	31
El Portal	44
Florida City	46
Florida Int'l. University	99
Golden Beach	48
Hialeah	54
Hialeah Gardens	56
Homestead	58
Indian Creek Village	60
Key Biscayne	62
Medley	64
Miami	66
Miami Beach	68
Miami Shores	70
Miami Springs	72
Miami Turnpike	67
Miccosukee Indian Reser.	73
North Bay Village	78
North Miami	80
North Miami Beach	82
Opa Locka	84
South Miami	87
Sunny Isle Beach	88
Surfside	89
Sweetwater	90
Village of Pinecrest	35
Virginia Gardens	92
West Miami	93

<b><u>Desoto</u></b>	
Arcadia	30
<b><u>Dixie</u></b>	
Cross City	40
Horseshoe Beach	50
<b><u>Duval</u></b>	
Atlantic Beach	30
Baldwin	32
Jacksonville	38
Jacksonville Beach	40
Jacksonville Port Authority	38
Neptune Beach	44
University of North Florida	60
<b><u>Escambia</u></b>	
Pensacola	50
University of West Florida	64
Pensacola Junior College	61
<b><u>Flager</u></b>	
Bunnell	30
Flager Beach	40
<b><u>Franklin</u></b>	
Apalachicola	30
Carrabelle	32
Eastpoint	31
<b><u>Gadsden</u></b>	
Chattahoochee	30
Greensboro	32
Gretna	34
Havana	40
Midway	45
Quincy	50
<b><u>Gilchrist</u></b>	
Trenton	50
<b><u>Glades</u></b>	
Moore Haven	40
<b><u>Gulf</u></b>	
Port St. Joe	40

<b><u>Hamilton</u></b>	
Jasper	40
Jennings	42
White Springs	60
<b><u>Hardee</u></b>	
Bowling Green	40
Wauchula	60
Zolfo Springs	80
<b><u>Hendry</u></b>	
Clewiston	40
LaBelle	50
<b><u>Hernando</u></b>	
Brooksville	30
<b><u>Highlands</u></b>	
Avon Park	30
Lake Placid	40
Sebring	50
<b><u>Hillsborough</u></b>	
Plant City	40
Tampa	50
Tampa Int'l Airport	60
Temple Terrace	52
University of South Florida	54
<b><u>Holmes</u></b>	
Bonifay	30
<b><u>Indian River</u></b>	
Fellsmere	36
Indian River Shores	40
Sebastian	50
Vero Beach	52
<b><u>Jackson</u></b>	
Cottondale	30
Graceville	40
Marianna	50
Sneads	51

<b><u>Jefferson</u></b>		
	Monticello	40
<b><u>Lafayette</u></b>		
	Mayo	40
<b><u>Lake</u></b>		
	Astatula	28
	Clermont	30
	Eustis	32
	Fruitland Park	34
	Groveland	36
	Howey-In-The-Hills	38
	Lady Lake	40
	Leesburg	42
	Mascotte	50
	Minneola	52
	Mount Dora	54
	Tavares	60
	Umatilla	62
<b><u>Lee</u></b>		
	Cape Coral	41
	Florida Gulf Coast Univ.	31
	Fort Myers	40
	Lee County Port Authority	56
	Sanibel	50
	Lee County Toll Authority	32
<b><u>Leon</u></b>		
	Florida A & M University	30
	Florida State University	40
	Tallahassee	50
	Tallahassee Comm. College	45
<b><u>Levy</u></b>		
	Bronson	30
	Cedar Key	32
	Chiefland	34
	Inglis	40
	Williston	60
<b><u>Liberty</u></b>		
	Bristol	30

**Madison**

Greenville	30
Lee	32
Madison	40

**Manatee**

Bradenton	32
Bradenton Beach	34
Holmes Beach	36
Palmetto	42

**Marion**

Belleview	30
Dunnellon	32
Ocala	40

**Martin**

Jupiter Island	42
Sewall's Point	60
Stuart	62

**Monroe**

Key Colony Beach	40
Key West	42
Marathon	45

**Nassau**

Fernandina Beach	40
Hilliard	42
Yulee	60

**Okaloosa**

Crestview	30
Fort Walton Beach	32
Niceville	42
Okaloosa County Airport	33
Shalimar	46
Valparaiso	60

**Okeechobee**

Okeechobee	50
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**Orange**

Apopka	30
Eatonville	34
Edgewood	35
Maitland	40
Oakland	41
Ocoee	42
Orlando	46
Orange/Orl. Exp. Transit	33
Orlando-Turnpike	47
Univ. of Central Florida	55
Windermere	50
Winter Garden	52
Winter Park	54

**Osceola**

Kissimmee	40
St. Cloud	50

**Palm Beach**

Atlantis	28
Belle Glade	30
Boca Raton	32
Boynton Beach	34
Briny Breezes	36
Delray Beach	40
Florida Atlantic University	95
Greenacres City	42
Gulf Stream	44
Highland Beach	48
Juno Beach	52
Jupiter	54
Jupiter Island Inlet	56
Lake Clarke Shores	58
Lake Park	60
Lake Worth	62
Lantana	64
Manalapan	66
Mangonia Park	68
North Palm Beach	70
Ocean Ridge	72
Pahokee	74
Palm Beach	76
Palm Beach Gardens	78
Palm Beach School Board	96
Palm Beach Shores	80

**Palm Beach**

Palm Springs	82
Riviera Beach	84
Royal Palm Beach	86
South Bay	88
South Palm Beach	90
Tequesta	92
West Palm Beach	94

**Pasco**

Dade City	30
Land O' Lakes	35
New Port Richey	40
Port Richey	50
Zephyrhills	70

**Pinellas**

Belleair	30
Belleair Beach	32
Clearwater	36
Gulfport	40
Indian Shores	74
Kenneth City	44
Largo	46
Madeira Beach	48
Pinellas County Campus	78
Pinellas Park	54
Redington Beach	56
St. Petersburg	64
St. Petersburg Beach	66
St. Pete-Clearwater Airport	65
Tarpon Springs	68
Treasure Island	70

**Polk**

Auburndale	30
Bartow	32
Davenport	34
Dundee	36
Eagle Lake	38
Fort Meade	44
Frostproof	42
Haines City	46
Lake Alfred	48
Lake Hamilton	50
Lakeland	52
Lake Wales	54

**Polk - Continued**

Mulberry	56
Polk City	60
Winter Haven	62

**Putnam**

Crescent City	30
Interlachen	35
Palatka	40
Pomona Park	42
Welaka	60

**St. Johns**

St. Augustine	50
St. Augustine Beach	52
Fla. Sch. For Deaf & Blind	51

**St. Lucie**

Fort Pierce	40
Port St. Lucie	50

**Santa Rosa**

Gulf Breeze	40
Milton	50

**Sarasota**

Long Boat Key	40
North Port	48
Sarasota	50
Sarasota- Manatee Airport	51
Univ. of South Florida	50
Venice	60

**Seminole**

Altamonte Springs	30
Casselberry	32
Lake Mary	38
Longwood	40
Oviedo	44
Sanford	60
Winter Springs	70

<b><u>Sumter</u></b>	
Bushnell	30
Center Hill	32
Coleman	34
Webster	60
Wildwood	62
<b><u>Suwannee</u></b>	
Live Oak	41
<b><u>Taylor</u></b>	
Perry	50
<b><u>Union</u></b>	
Lake Butler	40
<b><u>Volusia</u></b>	
Daytona Beach	30
Daytona Beach Regional Airport	33
Daytona Beach Shores	32
Deland	36
Edgewater	38
Holly Hill	40
Lake Helen	42
New Smyrna Beach	44
Oak Hill	46
Orange County	48
Ormond Beach	50
Ponce Inlet	54
Port Orange	56
South Daytona	60
<b><u>Wakulla</u></b>	
Crawfordville	30
<b><u>Walton</u></b>	
Defuniak Springs	40
Paxton	60
<b><u>Washington</u></b>	
Chipley	30

## Appendix B – DHSMV County Codes

<u>Code</u>	<u>County</u>
11	ALACHUA
52	BAKER
23	BAY
45	BRADFORD
19	BREVARD
10	BROWARD
58	CALHOUN
53	CHARLOTTE
47	CITRUS
48	CLAY
64	COLLIER
29	COLUMBIA
01	DADE
34	DESOTA
54	DIXIE
02	DUVAL
09	ESCAMBIA
61	FLAGLER
59	FRANKLIN
21	GADSDEN
55	GILCHRIST
60	GLADES
66	GULF
56	HAMILTON
30	HARDEE
49	HENRY
40	HERNANDO
27	HIGHLANDS
03	HILLSBOROUGH
51	HOLMES
32	INDIAN RIVER
25	JACKSON
46	JEFFERSON
62	LAFAYETTE
12	LAKE
18	LEE
13	LEON
39	LEVY
67	LIBERTY
35	MADISON
15	MANATEE
14	MARION

**Code County**

42 MARTIN  
38 MONROE  
41 NASSAU  
43 OKALOOSA  
57 OKEECHOBEE  
07 ORANGE  
26 OSCEOLA  
06 PALM BEACH  
28 PASCO  
04 PINELLAS  
05 POLK  
22 PUTNAM  
20 ST. JOHNS  
24 ST. LUCIE  
33 SANTA ROSA  
16 SARASOTA  
17 SEMINOLE  
44 SUMTER  
31 SUWANNEE  
37 TAYLOR  
63 UNION  
08 VOLUSIA  
65 WAKULLA  
36 WALTON  
50 WASHINGTON

## Appendix C – TCATS Central Site Validation Errors

The following is a list of possible errors that can occur when TCATS central site validates county data for loading into the TCATS database. These errors will be listed in the error report files (file extension .rpt) sent to the county; the records will not be loaded into the central site database, nor sent to DHSMV. When the error is corrected, a new input record should be provided to TCATS central site.

### *place holder for new Citation andDisposition Error Guide.*

CITATION ERRORS	
Error Message	Solution
COULD NOT ADD RECORD X CITATION # EXISTS AT CENTRAL SITE.	First time citation record already exists at central site. This typically happens when a citation has been transferred from one court to another and TCATS has received a first time record from both cases. No correction is needed. Just resend an updated citation and a supplemental disposition, if one exists, to TCATS. For non-CCM counties resend from the case where the disposition is or will be.
INVALID BIRTH DATE: MM/DD/YYYY	Birth date (ICD Field 24) must be a valid Month, Day, and Year and must be in MM/DD/YYYY format. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID CHARACTER IN STATUTE SECTION:	Statute Section (ICD Field 78) must be numeric only. The first 3 positions should be the chapter; the next 3 positions should be the section. i.e. 316193. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID CHARACTER IN STATUTE SUB-SECTION:	Statute Sub Section (ICD Field 79) must be alpha-numeric only. No periods, dashes or parentheses are allowed. Letters must be in lowercase. i.e. 3c1. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID CHECK DIGIT	Check digit (ICD Field 3) must be a value of 0 - 9, 'X'. Once you correct your local case with the new check digit resend an updated citation and a supplemental disposition, if one exists, to TCATS. You will need to put this INVALID CHECK DIGIT record on an error removal list for FACC to remove manually.
INVALID CHECK DIGIT FOR CITATION	Check digit (ICD Field 3) must be a value of 0 - 9, 'X'. Once you correct your local case with the new check digit resend an updated citation and a supplemental disposition, if one exists, to TCATS. You will need to put this INVALID CHECK DIGIT record on an error removal list for FACC to remove manually.
INVALID CITATION NUMBER	Correct local case citation number (ICD Field 2) Resend an updated citation and a supplemental disposition, if one exists, to TCATS. You will need to put this INVALID CITATION NUMBER record on an error removal list for FACC to remove manually.

INVALID COMMERCIAL DRIVER LICENSE CLASS:	Driver License Class (ICD Field 30) Only values allowed for TCATS 5.6 are 'A','B','C'or 'N' for not commercial and for TCATS 5.7 'A','B','C', 'D','E','O' or 'U' for unknown. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID COUNTY NUMBER	County number (ICD Field 4) is null, not numeric or does not match county number in filename. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID DRIVER LICENSE CLASS:	Driver License Class (ICD Field 30) Only allowed values are 'A','B','C','D','E','O' or 'U'. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID DRIVER SUFFIX	Driver Suffix (ICD Field 17) Only allowed values are '2','3','4','5','6','7','8','9','J' or 'S'. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID FINE AMOUNT	Fine Amount (ICD Field 123) Must be numeric and in dollar amount format or zero. MMMMM.MM. May not contain blanks, Alpha characters. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID FL LICENSE #	Drivers License Number (ICD Field 28) may not contain embedded spaces; must be 12 or 13 characters long; first character must be upper-case alpha character 2-4 position must be numeric and no higher than 6; a zero in character 2 or 3 must be followed by another zero; characters 5-13 must be numeric. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID FL LICENSE # FOR NAME/SEX/BIRTHDATE	Drivers License Number (ICD Field 28) does not match DHSMV Soundex criteria for Name/ Sex/Date of Birth. Recheck all three of these values. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. If all county information matches what DHSMV has then set the FL DL Edit Override flag to 'Y' to bypass Central Site edits and pass the record on to DHSMV.
INVALID FLAG(S):	Valid Flags are 'Y', 'N' or blank and used in various fields: Aggressive Driving (ICD Field 121) , Hazardous Materials (ICD Field 37) , Commercial Vehicle (ICD Field 32) , Crash (ICD Field 80 and 81) , Injury (ICD Field 85 & 86), Property Damage (ICD Field 82 and 83), Serious Injury (ICD Field 87 and 88), Fatality (ICD Field 89 and 90). Correct the appropriate flag and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID JURISDICTION NUMBER	Jurisdiction Number (ICD Field 5) Non-numeric or invalid number entered. See TCATS

	Appendix 'A' for valid city/county jurisdiction and count seat numbers. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID OFFENSE DATE: MM/DD/YYYY	Offense Date (ICD Field 11) must be a valid month, day and year. May not be null or a future date. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID OOS LICENSE #	Drivers License Number (ICD Field 28) May not send "OOS", "None", "N/A", "NOT CARRIED" in the DL Number when DL state code (ICD Field 29) is "FL", blank or null. Leave this field blank when DL number is not known. For OOS addresses match DL state code to address state code. This is also required to process an OOS D6. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID SEX:	Sex (ICD Field 26) Allowed values are 'M', 'F' or blank if not known. 'M' or 'F' is required when the DL number is null or if the DL number is from out of state. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID STATE OR DL STATE:	Driver License State (ICD Field 29) or State of Drivers Address (ICD Field 21) must be one of the valid 50 US states (per USPS codes) "CD" (Canada), "FF" (other foreign country). Must be provided when DL number is entered. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
INVALID VIOLATION CODE	Violation Code (ICD Field 75) must be numeric and match violation code in DHSMV Appendix C. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS
MAY NOT DELETE: ARREST & UTC DISP. SENT TO DHSMV & NO ERROR HAS BEEN RECEIVED	May not delete (ICD Field 1 Type = 'D') citation if no ARR error has been received by DHSMV for that citation. To correct, resend an 'U' updated citation and a supplemental disposition to TCATS.
MISSING ACTUAL OR POSTED SPEED FOR SPEEDING VIOLATION	Actual or Posted Speeds (ICD Fields 51 and 52) may not be null for speeding violations. Speeds must be provided for violation codes 574, 575, 586 and 589 only. Enter speeds and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
MISSING AGENCY NAME FOR AGENCY TYPE	Agency Name (ICD Field 9) is required for Agency Type "2" (Police) or Agency Type "4" (Other) i.e. DOT, FWC etc. Correct agency type or agency name and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
MISSING AGENCY TYPE	Agency Type (ICD Field 7) may not be null or blank and must have value between 1 and 4. 1 = FHP 2 = Police Department 3 = Sheriff and 4 = All 'Other' agencies.

MISSING COMMERCIAL DRIVER LICENSE CLASS	Driver's License Class (ICD Field 30) may not be null or blank. Values to use for TCATS 5.6 are ' <b>A</b> ',' <b>B</b> ',' <b>C</b> ' or ' <b>N</b> ' for not commercial and for TCATS 5.7 ' <b>A</b> ',' <b>B</b> ',' <b>C</b> ', ' <b>D</b> ',' <b>E</b> ',' <b>O</b> ' or ' <b>U</b> ' for <b>unknown</b> . Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
MISSING DRIVER FIRST NAME	Driver's first name (ICD Field 14) may not be blank or null. Add first name and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
MISSING DRIVER LAST NAME	Driver's last name (ICD Field 16) may not be blank or null. Add last name and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
MISSING DRIVER LICENSE CLASS	Driver's License Class (ICD Field 30) may not be null or blank. Values to use for TCATS 5.6 are ' <b>A</b> ',' <b>B</b> ',' <b>C</b> ' or ' <b>N</b> ' for not commercial and for TCATS 5.7 ' <b>A</b> ',' <b>B</b> ',' <b>C</b> ', ' <b>D</b> ',' <b>E</b> ',' <b>O</b> ' or ' <b>U</b> ' for <b>unknown</b> . Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
MISSING DRIVER LICENSE STATE FOR NON-FL RESIDENT	Driver's License State (ICD Field 29) must be provided when driver's address state is not " <b>FL</b> ". Set DL State to Address State. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
MISSING FL LICENSE # FOR NON-FL RESIDENT	Driver's License number (ICD Field 28) must be provided when driver's address state is not " <b>FL</b> " and driver's DL state is ' <b>FL</b> '. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
MISSING JURISDICTION NUMBER	Jurisdiction number (ICD Field 5) may not be blank or null. Enter Jurisdiction number and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
MISSING SEX OR DATE OF BIRTH FOR BLANK LICENSE	Sex (ICD Field 26) or Date of Birth (ICD Field 24) may not be null when the Florida DL number is blank or null. Add Sex and Birth date. If DOB is not known, the default of 01/01/1900 may be used. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
MISSING SEX OR DATE OF BIRTH FOR OOS LICENSE	Sex (ICD Field 26) or Date of Birth (ICD Field 24) may not be null when the Out of State DL number is blank or null. Add Sex and Birth date. If DOB is not known, the default of 01/01/1900 may be used. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
MISSING STATUTE SECTION	Statute Section (ICD Field 78) not be blank or null. The first 3 positions should be the chapter; the next 3 positions should be the section. i.e. 316193. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
MISSING VIOLATION CODE	Violation Code (ICD Field 75) may not be blank or null. Add violation code and resend an

	updated citation and a supplemental disposition, if one exists, to TCATS. For statute number and violation code combination see DHSMV's Appendix C located at <a href="http://www.flhsmv.gov/dcl/utc/APPENDIX_C.pdf">http://www.flhsmv.gov/dcl/utc/APPENDIX_C.pdf</a>
NON-ALPHABETIC CHARACTER IN [CITY,STATE]	City & State (ICD Field 20 and ICD Field 21) must be upper-case alphabetic. Remove invalid character and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
NON-ALPHABETIC CHARACTER IN [FIRST NAME, MIDDLE NAME, LAST NAME]	Names (ICD Fields 14, 15, 16) must be alphabetic, upper-case (hyphen, apostrophe, blank allowed). Remove invalid character and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
NON-ALPHANUMERIC CHARACTER IN STREET ADDRESS	Street Address (ICD Field 18) must be UPPER-CASE alpha-numeric; hyphen, '#', '&', <b>blank</b> , and '/' (as in '906 1/2 CANAL ST') are allowed. Remove invalid character and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
NON-ALPHANUMERIC CHARACTER IN [TRAILER TAG, VEHICLE TAG]	Tag Numbers (ICD Field 39 & 38) must be upper-case alpha-numeric. Remove invalid character and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
OFFENSE DATE PRIOR TO BIRTH DATE: MM/DD/YYYY	Offense Date (ICD Field 11) must be after the Date of Birth. Correct and resend an updated citation and supplemental disposition, if one exists, to TCATS.
VIOLATION XXX SHOULD NOT HAVE ACTUAL OR POSTED SPEED	Actual and Posted speeds (ICD Fields 51 & 52) are only allowed for violation codes 574,575,586 and 589. Remove speeds if violation code is not one of these 4 codes and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
VIOLATION 574 REQUIRES ACTUAL SPEED LESS THAN POSTED SPEED	Actual Speed (ICD Field 51) must be LESS than posted speed for violation code 574. Check your actual speed or that the violation code is supposed to be 574. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.
VIOLATION CODE XXX ONLY APPLIES TO COMMERCIAL VEHICLES	Violation Codes (ICD Field 75) between 800 and 850 can only be used when the Commercial Vehicle flag (ICD Field 32) is set to 'Y', which means the defendant was in a CMV. If they were not in a CMV then another violation would need to be sent to TCATS. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS.

<b>DISPOSITION ERRORS</b>	
<b>Error Message</b>	<b>Solution</b>
CITATION # XXXXXXXX STILL SHOWING AS ACTIVE	This disposition error happens when the citation part of the record came up with a 'Status' (Citation ICD field 120) field of an 'A' Active. This value is only sent with a first time citation record. When the disposition is sent then the corresponding citation record should have this 'Status' field sent with an 'I' Inactive value. This status field is typically set in your program logic. Resend an updated citation and a supplemental disposition to TCATS.
CITATION # XXXX FOR RECORD # XX HAS PREVIOUSLY BEEN DELETED	TCATS central site cannot process a disposition for a deleted citation. Check that the citation number is correct and that there are no other errors. Resend an updated citation and a supplemental disposition to TCATS.
COULD NOT ADD FIRST-TIME DISPOSITION, SUPPLEMENTAL EXISTS FOR CITATION XXXXXXXX	TCATS central site cannot process a 0001 disposition type record if a 0002 supplemental disposition already exists. This Disposition Type (ICD Field 5) is usually set in your program logic. Resend an updated citation and a supplemental disposition to TCATS.
COULD NOT ADD, DISPOSITION 0001 EXISTS FOR CITATION XXXXXXXX	TCATS central site cannot process a 0001 disposition type record if a 0002 supplemental disposition already exists. This 'Disposition Type' (ICD Field 5) is usually set in your program logic. Resend an updated citation and a supplemental disposition to TCATS.
COULD NOT DELETE, NO DISPOSITION XXXX FOR CITATION XXXXXXXX	No disposition exists at TCATS central site. Verify the citation number is correct and resend an updated citation and a supplemental disposition to TCATS.
COULD NOT FIND CITATION # XXXXXXXX FOR RECORD # XXX	This error will happen when a first time citation record comes up with a first time disposition and the citation record errors for some reason. The disposition can't be applied unless the citation passes Central Site edits. Correct and resend an updated citation and a supplemental disposition to TCATS.
COULD NOT UPDATE, NO DISPOSITION # XXXX FOUND FOR CITATION XXXXXXXX	Disposition Update Type (ICD Field 1) of a 'U' was sent and this field should always be an 'A' Add record for both a first time disposition and a supplemental. Resend an updated citation and a supplemental disposition to TCATS.
COURT REVOCATION/SUSP '4' MAY ONLY BE USED WHEN CITATION INDICATES A CRASH	Court Revocation/Suspension (ICD field 34) of a 4 (Fatality) must also have the citation 'Crash' (Citation ICD Field 80) flag set to "Y". Update crash flag and resend an updated citation and a supplemental disposition to TCATS.
DISPOSITION DATE IS PRIOR TO OFFENSE DATE MM/DD/YYYY	Check both Disposition Date (ICD Field 6) and Offense Date (Citation ICD Field = 11) for accuracy. Correct and resend an updated citation and a supplemental disposition to TCATS.

DUI VIOLATION SHOULD NOT HAVE COURT REVOCATION/SUSPENSION (1, 2 or NULL)	This error is usually accompanied by another disposition error for MISSING DEPARTMENT/COURT CODE FOR DUI VIOLATION. The court revocation/suspension code (ICD field 34) 3 should be used for DUI convictions and Department Court Code (ICD field 26) 'C' or 'D' are required for DUI convictions. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID ACTUAL FINE	Actual Fine (ICD Field 19) amount must be numeric only and in dollar format (9999.99). Special characters such as '*', '(' Parenthesis or '-'negative values are not allowed in the dollar amount fields. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID CITATION NUMBER XXXX	The citation number (ICD Field 2) is incorrect. Once the local system case is corrected with the new citation number then the INVALID CITATION NUMBER record will need to go on an error removal list and sent to FACC to be removed manually. Resend the new citation as an updated citation and supplemental disposition to TCATS.
INVALID COUNTY NUMBER	County number (ICD Field 15) is blank, null, non-numeric or is not between 1 and 67. Correct county number and resend an updated citation and a supplemental disposition to TCATS.
INVALID COURT REVOCATION/SUSPENSION:	Court Revocation/ Suspension (ICD Field 34) must be numeric and a value between 1 and 4. 1=Court Ordered Suspension 2=Court Ordered Revocation 3=Criminal Mandatory Revocation (i.e. DUI's Fleeing & Eluding) 4-Fatality. Correct Revocation/Suspension field and resend an updated citation and a supplemental disposition to TCATS.
INVALID COURT TIME WHEN NO COURT REVOCATION FOR DUI VIOLATION	Court Time (ICD Field 27) is required for a DUI conviction. The length of suspension/revocation values (Court Time) are "M"(Maximum) "N" (Minimum), 1 (1 year), 6 (6 months) or "X" for any other length of time the court has ordered. Verify the Court Time and Department Court Code (ICD field 26) are correct and resend an updated citation and a supplemental disposition to TCATS. On some systems this value is done in programming based on other values entered in the case. See Appendix D for full details on Criminal Mandatory and Discretionary Suspension/Revocations.
INVALID COURT TIME:	Court Time (ICD Field 27) For non-DUI criminal mandatory offenses or other offenses this field should be Blank. This value may be done in programming based on other values entered in the case. Correct and resend an updated citation and a supplemental disposition to TCATS. See Appendix D for full details on Criminal Mandatory and Discretionary

	Suspension/Revocations.
INVALID DEPARTMENT/COURT CODE:	Department/Court Code(ICD Field 26) must be non blank for DUI offenses, otherwise leave this field blank. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID DISPOSITION CITY:	Disposition City (ICD field 24) must be numeric. See Appendix 'A' for correct value to send for your city codes. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID DISPOSITION DATE: MM/DD/YYYY	Disposition date (ICD Field 6) cannot be null and must be a valid date. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID DISPOSITION TYPE XXXX FOR FIRST-TIME DISPOSITION (MUST BE 0001)	If sending a first-time disposition and the disposition type (ICD Field 5) is "0001" then the Supplemental Code (ICD Field 31) should be blank. If sending up a supplemental disposition then the disposition type must be "0002" and the supplemental code must be "S". This value is usually done in programming. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID FORMAT FOR LENGTH OF INTERLOCK RESTRICTION:	Interlock length (ICD field 159) must have 7 numeric digits, in format YYMMDDD; DDD cannot be greater than 365; MM cannot be greater than 12. Values cannot be 0000997, 0000998, 0000999. The IID (Ignition Interlock Device) information is only accepted electronically for DUI violations. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID LENGTH OF REVOCATION:	Revocation length (ICD field 35) must have 7 numeric digits, in format YYMMDDD; DDD cannot be greater than 365; MM cannot be greater than 12 (except for special values 0000997-Sent when there is incarceration ordered at disposition and defaults to indefinite at DHSMV , 0000998 Sent when court ordered lifetime/permanent suspension/revocation , and 0000999-Sent when court ordered an indefinite suspension/revocation); Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID PAYMENT AMOUNT:	Payment Amount (ICD Field 10) must be numeric only and in dollar format (9999.99). Special characters such as '*', '(') Parenthesis or '-'negative values are not allowed in the dollar amount fields. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID SENTENCE:	Court Sentence (ICD field 30) must be numeric only and is required for a Guilty disposition/verdict. The sentence field can contain a value of <b>0=no-sentence, 1=served time, 2=sentence withheld or suspended, 3=probation, 4=traffic school, 5=Fine and/or Court Costs, 6=license action only, 7=other,</b>

	<b>9=incarceration.</b> This value is sometimes set in programming and based on case information. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID SSN:	SSN (ICD Field 21) must be numeric and hyphens or special characters should not be used. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID SUPPLEMENTAL CODE	Supplemental code (ICD field 31) must be either <b>"S"</b> blank or null. This value is usually set in programming. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID TRIAL TYPE:	Trial Type (ICD field 32) must be either <b>0 = No Trial, 1=Jury or 2=No-Jury.</b> Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID UPDATE TYPE	Update Type (ICD field 1) must be sent with a value of <b>"A"</b> . This value is usually set in programming. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID VALUE FOR REPRESENTED BY COUNSEL:	Represented by Counsel (ICD Field 28) must be either <b>1= Represented, 2=Counsel Waived</b> blank or null. Correct and resend an updated citation and a supplemental disposition to TCATS.
INVALID VIOLATION CODE XXX	Violation Code (ICD Field 22) must be numeric and a valid value found in DHSMV Appendix 'C' located on the web at <a href="http://www.flhsmv.gov/ddl/utc/APPENDIX_C.pdf">http://www.flhsmv.gov/ddl/utc/APPENDIX_C.pdf</a> . Correct and resend an updated citation and a supplemental disposition to TCATS.
LENGTH OF REVOCATION MUST BE AT LEAST 180 DAYS FOR DUI:	Revocation Length (ICD Field 35) must be 7 numeric digits, in format YYMMDDD; and be at least 180 days (6 months) for a DUI conviction or some other value. I.e. 1000000=10 years or 0006000 =6 months. This field cannot be null for a DUI conviction. Correct revocation length and resend an updated citation and a supplemental disposition to TCATS. See Appendix 'D' for full details
LENGTH OF REVOCATION SHOULD BE ZERO WHEN COURT TIME IS NOT 'X'	Revocation Length (ICD Field 35) should be 0 when Court Time (ICD Field 27) is 'X' This value is usually set in programming and is based on case information. Correct revocation length and resend an updated citation and a supplemental disposition to TCATS. See Appendix 'D' for full details
MISSING COURT TIME WHEN COURT REVOCATION FOR DUI VIOLATION	Court Time (ICD Field 27) This field is required for a DUI conviction; otherwise this field should be blank. The valid Court Time values for DUI's are <b>"M"</b> (Maximum) <b>"N"</b> (Minimum), <b>1</b> (1 year), <b>6</b> (6 months) or <b>"X"</b> for any other length of time the court has ordered. Verify the court time and Department Court Code (ICD field 26) are correct and resend an updated citation and a supplemental disposition to TCATS. See TCATS Appendix 'D' for full details. On some

	systems this value is done in programming based on other values entered in the case.
MISSING DEPARTMENT/COURT CODE FOR DUI VIOLATION	Department Court Code (ICD field 26) must be provided for DUI convictions and be either 'C'=Court or 'D' = Department. This indicates who is taking action on the DUI conviction suspension/revocation. If the court does not impose the revocation then DHSMV will take action. For any other violations leave this field blank. Correct and resend an updated citation and a supplemental disposition to TCATS. See Appendix 'D' for full details
MISSING DISPOSITION COUNTY OR CITY	Disposition County (ICD field 23) or Disposition City (ICD field 24) must be provided. See Appendix 'B' for valid County numbers and Appendix 'A' for valid City numbers. Correct and resend an updated citation and a supplemental disposition to TCATS.
MISSING LENGTH OF INTERLOCK RESTRICTION	Length of Interlock Restriction (ICD field 159) cannot be null or blank, is only for DUI violations. For non-DUI offenses this field should be populated with 0000000. This value is usually set in programming and is based on case information. Correct and resend an updated citation and a supplemental disposition to TCATS.
MISSING LENGTH OF REVOCATION FOR COURT REV/SUSP ACTION	Revocation Length (ICD field 35) cannot be blank, null or 0000000 when Court Revocation/Suspension (ICD field 34) has a value of 1, 2 or 3. Correct length and resend an updated citation and a supplemental disposition to TCATS.
MISSING OR INVALID COURT TYPE:	Court Type (ICD Field 25) must be provided and either be 1 = County, 2 = Circuit, 3 = Federal or 4 = Magistrate. This value is usually set in programming and based on case type information. Correct and resend an updated citation and a supplemental disposition to TCATS.
MISSING OR INVALID VERDICT:	Disposition Verdict (ICD field 29) must be provided. Valid values are 1 = Guilty, 2 = Not Guilty, 3 = Dismissed, 4 = Paid Fine, 6 = Estreated or forfeited bond, 7 = Adjudication Withheld on all criminal 322.34, 8 = Nolle Prosequi, 9 = Adjudication Delinquent (Juvenile), B = Other, C = Adjudicated withheld by clerk or D = Adjudicated withheld by clerk (plea Nolo Contendere and proof of compliance) Correct and resend an updated citation and a supplemental disposition to TCATS.
MISSING REPRESENTATION BY COUNSEL FOR DUI VIOLATION	Represented by Counsel (ICD Field 28) <b>This field is no longer required for DUI offenses.</b> This is an old error and no correction is needed. Resend an updated citation and a supplemental disposition to TCATS.
MISSING SENTENCE FOR GUILTY VERDICT	Court Sentence (ICD field 30) May not be null, blank or 0 where Disposition Verdict = 1(Guilty). Verify verdict and sentence values, Correct and resend an updated citation and a supplemental

	disposition to TCATS.
MISSING TRIAL TYPE	Trial Type (ICD field 32) must be provided and is either 0 = No Trial, 1 = Jury or 2=Non-Jury. Correct and resend an updated citation and a supplemental disposition to TCATS.
MISSING VIOLATION CODE	Violation Code (ICD Field 22) must be provided and a valid value from DHSMV Appendix 'C' located on the web at <a href="http://www.flhsmv.gov/ddl/utc/APPENDIX_C.pdf">http://www.flhsmv.gov/ddl/utc/APPENDIX_C.pdf</a> . Add violation code and resend an updated citation and a supplemental disposition to TCATS.
NON-ALPHANUMERIC CHARACTER IN SUBSECTION:	Subsection (ICD Field 17) must be Alpha-numeric characters and cannot contain hyphens, periods or parentheses. Correct and resend an updated citation and a supplemental disposition to TCATS.
NON-ZERO SENTENCE FOR VERDICT OTHER THAN GUILTY	Court Sentence (ICD field 30) should not be entered where Disposition Verdict is not 1(Guilty). <b>This field is being re-addressed for other acceptable values.</b> Correct and resend an updated citation and a supplemental disposition to TCATS.
TCATS CAN ONLY ACCEPT 1 DISPOSITION PER CITATION PER DAY: CITATION	Cannot send multiple dispositions for a single citation record on the same day. Resend an updated citation and a supplemental disposition to TCATS.
VERDICT [2,3,8,B] ON DUI SHOULD NOT HAVE LENGTH OF REVOCATION	Disposition Verdict (ICD field 29) for DUI violations codes should not have a length of revocation entered when the verdict is <b>2=Not Guilty, 3=Dismissed, 8= Nolle Prosequi, or B=Other</b> . Verify Violation Code, Verdict and Length of Revocation. Correct and resend an updated citation and a supplemental disposition to TCATS.
VIOLATION XXX SHOULD NOT HAVE COURT TIME (NOT DUI)	Court Time (ICD Field 27) should be blank for non-DUI offenses. Correct and resend an updated citation and a supplemental disposition to TCATS.
VIOLATION XXX SHOULD NOT HAVE DEPARTMENT/COURT CODE (NOT DUI)	Court Code (ICD Field 26) should be blank for non-DUI offenses. Correct and resend an updated citation and a supplemental disposition to TCATS.
VIOLATION CODE XXX ONLY APPLIES TO COMMERCIAL VEHICLES	Violation Code (ICD Field 22) that between 800 and 850 only apply when the person is in a Commercial Vehicle. The Commercial Vehicle Flag (Citation ICD field 32) for the Citation should have a value of "Y". Verify Violation Code and Commercial Vehicle Flag. Correct and resend an updated citation and a supplemental disposition to TCATS.

## Appendix D – DUI and Criminal Mandatory Convictions

[http://www.flhsmv.gov/ddl/utc/APPENDIX\\_C.pdf](http://www.flhsmv.gov/ddl/utc/APPENDIX_C.pdf)

### DUI Offenses – Mandatory Revocation:

DUI offenses include all convictions based on FS 316.193 and are defined by the Department of Highway Safety and Motor Vehicles (DHSMV) using violation codes **647, 648, 649, 657, 658** and **659**. Offenses reporting with these violation codes **must** provide DL action using a specific combination of ICD Disposition fields as follows (excluding verdicts of Dismissed – 3, Not Guilty – 2, Nolle Pros – 8, Other – B):

	ICD 26	ICD 27	ICD 34	ICD 35	Comments
1	C	1	0	0000000	Court directed 1 year revocation
2	C	6	0	0000000	Court directed 6 month revocation
3	C	M	0	0000000	Court directed maximum revocation
4	C	N	0	0000000	Court directed minimum revocation
5	C	X	0	YYMMDDD	Court directed specified Length revocation; must be greater than 179 days <sup>1</sup>
6	C	X	0	00000997	Court directed with incarceration after disposition; defaults to indefinite revocation at DHSMV <sup>2</sup>
7	C	X	0	0000998	Court directed lifetime (permanent) revocation
8	C	X	0	0000999	Court directed indefinite revocation
9	D	M	0	0000000	Departmental action for maximum revocation <sup>3</sup>

### Criminal Mandatory Offenses – Mandatory Suspension/Revocation:

Convictions for which the Department of Highway Safety and Motor Vehicles (DHSMV) is mandated by law to take suspension or revocation action even when not directed to do so by the Court. These violations are defined by DHSMV using violation codes **171, 172, 248, 249, 250, 251, 252, 253, 254, 255, 257, 311, 314, 315** <sup>6</sup>, **349, 374, 401, 445, 571 and 821** <sup>4</sup>. Offenses reporting with these violation codes **must** provide DL action using a specific combination of ICD Disposition fields as follows:

	ICD 26 and 27	ICD 34	ICD 35	Comments
1	Blank	0	0000000	Departmental action for suspension/revocation length <sup>5</sup>
2	Blank	3	YYMMDDD	Court directed specified Length <sup>1</sup>
3	Blank	3	0000997	Court directed with incarceration after disposition for violations of Chapter 316 and 782; defaults to indefinite suspension/revocation at DHSMV <sup>2</sup>
4	Blank	3	0000998	Court directed lifetime (permanent) suspension/revocation

5	Blank	3	0000999	Court directed indefinite suspension/revocation
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**FS 316.1935 – Fleeing and Attempting to Elude:**

Effective July 1, 2004, pursuant to Florida statute 316.1935, all offenses committed on or after this date require a mandatory revocation of the offender’s driving privilege. DHSMV is authorized by Florida Statutes 322.26(3) and 322.28(1) to take departmental action for these offenses even when not directed to do so by the Court. This includes any offenses reported using violation codes **314** and **315**. Offenses for violation codes **314** and **315** should be reported as follows:

Statute/Description	Viol	ICD 26 and 27	ICD 34	ICD 35	Comments
316.1935(1), (2), (3) or (4)	314	Blank	3	YYMMDDD	Court shall revoke for a period not less than 1 year nor exceeding 5 years
316.1935 (3b) or (4b); serious bodily injury or death	315	Blank	3	0000997	Court shall direct revoke for a period not less than 1 year nor exceeding 5 years; court shall impose 3 years minimum incarceration <sup>6</sup>
316.1935(1), (2), (3) or (4)	314/315	Blank	3	YYMMDDD	DHSMV will revoke according to the direction of the court when the Court directs susp/rev for a period less than 1 year or exceeding 5 years
316.1935(1), (2), (3) or (4)	314/315	Blank	0	0000000	Departmental action for revocation length <sup>5</sup>

**Other Offenses – Discretionary Court Directed Suspension/Revocation:**

Florida Statutes 316.655(2) and 322.26(8) allow the court to suspend/revoke an offender’s driving privilege for any convictions of Florida Statute chapters **316**, **320** or **322** and/or other offenses as allowed by statute and specifically referenced in Appendix “C”.

The following values must be supplied to report a court directed suspension/revocation:

	ICD 26 and 27	ICD 34	ICD 35	Comments
1	Blank	1 or 2	YYMMDDD	Used to add the statement "Susp/Rev Directed By Court" to offender's driving record with length of suspension <sup>1</sup>
2	Blank	1 or 2	0000997	Court directed with incarceration after disposition for violations of Chapter 316 and 782; defaults to indefinite suspension/revocation at DHSMV <sup>2</sup>
3	Blank	1 or 2	0000998	Court directed lifetime (permanent) suspension/revocation
4	Blank	1 or 2	0000999	Court directed indefinite suspension/revocation

The court **must** suspend/revoke for any offense reporting with violation codes **147, 160, 161, 162, 247, 446, 447, 607, 608**. In the event that the court does not direct suspension/revocation for these offenses, courts must submit dispositions using violation code **383**. DHSMV is **not** authorized by Florida Statutes to take departmental action for these offenses; a suspension/revocation period will not be applied to the offender's driving privilege by the department. Entries will **not** appear on an offender's driver's record for offenses specified below without the imposition of a driver's license action.

Statute	Description	Class	Disp	Pts	Mand	Fine	Viol
893.13	Possession of Controlled Substance excluding offenses which are in violation of FS 893.13, Viol Code 257 (reference Appendix "C")	C	c	0	R		147
790.22(3)	Unlawful Possession Firearm by Minor U/18	C	c	0	R		160
790.22(9)	Committing Offense/Use/Possession Firearm by Minor U/18	C	c	0	R		161
806.13	Criminal Mischief U/18	C	c	0	R		162
812.014	Petit Theft (subsections including 2(e), 3(a) and 3(b))	C	c	0	R/S		247
569.11(1)	Possession of tobacco product by minor	N	C	0	S		607
569.11(2)	Misrepresentation of age to obtain tobacco	N	c	0	S		608
562.11(2)	Possession Alcoholic Beverage by Minor	C	c	0	R/S		447
562.111(1)	Misrepresentation of age to obtain alcohol	C	c	0	R/S		446

## Reporting Fatalities:

Any offense involving a fatality requires a suspension be applied to the offender's driving privilege. In the event that the court declines to impose the suspension OR imposes a suspension period less than six months, DHSMV will take departmental action and suspend the offender's driving privilege for six months. When reporting a disposition for an offense with fatality the following values must be provided <sup>7</sup>:

	<b>CIT ICD 89</b>	<b>DIS ICD 34</b>	<b>DIS 35 ICD</b>	<b>Comments</b>
1	Y	4	000000	Any offense with fatality where the court has <b>not</b> directed a suspension/revocation period; DHSMV will take administrative action suspending the offender's driving privilege for 6 months
2	Y	4	YYMMDDD	Any offense with fatality where the court has directed a suspension period equal to or greater than 6 months

<sup>1</sup> **YYMMDDD** – Number of years (YY) 1 year = 01, etc; number of months (MM) 1 month = 01, 12 months = 12, cannot exceed 12 months; number of days 1 = 001, etc, cannot exceed 365

<sup>2</sup> Values **0000997** incarceration suspension/revocation will initially be set to indefinite suspensions on the offender's driver's license record; DHSMV will correct the time period for the DL action once the offender is released from incarceration; per Florida statutes the effective date of the DL action must coincide with the offender's date of release from incarceration. Any Offense submitting disposition values of "0000997" in DIS ICD FIELD 35 **must** also supply the value of "9" **incarceration** in DIS ICD **FIELD 30**.

<sup>3</sup> Values **D/M** representing Department Maximum **must** be supplied for all DUI offenses where the court has not directed a suspension/revocation period; these values allow DHSMV to take administrative action per Florida statutes

<sup>4</sup> Violation code **821** should be used only for citations issued to drivers of commercial motor vehicles in violation of Florida Statute 316.80(1) Unlawful Conveyance of Fuel (see also FS 322.26(3)).

These records **must** also provide the value of "Y" in CIT ICD **FIELD 32** whenever violation code 821 is used.

<sup>5</sup> Values for departmental actions **must** be supplied for all Criminal Mandatory offenses where the court has not directed a suspension/revocation period; this allows DHSMV to take administrative action per Florida Statutes

<sup>6</sup> Any offenses reporting with violation code **315** **must** also supply the value "9" **incarceration** in DIS ICD **FIELD 30**

<sup>7</sup> Offenses with violation codes listed above as Criminal Mandatory Offenses should **not** report values listed in this section; refer above referenced section for reporting requirements

## Appendix E – Supplemental Dispositions

### 1. Definition

A supplemental disposition will be defined as a record in the disposition file which is sent by a county to TCATS central site with the value “S” in the supplemental code (field 31). This supplemental code is then included in the UTC disposition file sent from TCATS central site to DHSMV.

Typically, this is used to correct the data after an original disposition for this citation has been sent by the county to TCATS central site, has successfully loaded at central site, has been forwarded to DHSMV in the UTC disposition file, and has been successfully loaded into DHSMV’s database. If a disposition has not been successfully loaded at TCATS Central Site the disposition can be resent as an ‘original’ disposition (and any necessary data in the citation file should be resent at the same time). If the disposition has been loaded at TCATS Central Site and DHSMV then a ‘supplemental’ disposition must be sent. However, DHSMV will process a supplemental disposition even if no first-time disposition has been received. (Their processing will reject the ‘original’ disposition if it is received after the supplemental one, so care should be taken to send the most up-to-date information in the supplemental disposition.)

Several supplemental dispositions may be sent for the same citation, if it is required to correct the data several times; however, these should only be sent on separate dates (multiple supplementals in the same input file will lead to unpredictable results).

If an original disposition for a citation has been successfully loaded into DHSMV’s database, then any further dispositions for this same citation must be sent as supplementals, with value “S” in the supplemental code field. A second “original” disposition will not be updated at DHSMV.

### 2. Data

#### (a) Disposition data in UTC file (sent to DHSMV)

A supplemental disposition will be identified by the value “S” in the supplemental code (field 31 in the ICD for the disposition file). Additionally, the disposition type (field 5) must have a value of 0002 or higher (value 0001 is reserved for the original disposition).

A supplemental disposition must be sent if any of the following data sent in the original disposition has been changed:

- Disposition date (field 6 in the ICD for the disposition file)
- Violation code (field 22)
- Disposition verdict (field 29)
- Court sentence (field 30)
- Disposition county (field 23)
- Court type (field 25)
- Department/Court code (field 26)
- Court time (field 27)

- Court revocation/suspension (field 34)
- Length of license revocation (field 35)

The remaining disposition fields sent to DHSMV may be amended using a supplemental disposition if desired:

- Disposition amount (field 7)
- Actual fine (field 19)
- SSN (field 21)
- Disposition city (field 24)
- Represented by counsel (field 28)
- Type of trial (field 32)

If a disposition has been sent with an incorrect citation number, then this requires the sending of a disposition Add with the new citation number (and of course the new citation needs to be sent as an Add in the citation file). The supplemental process is not used to change the citation number. Moreover, DHSMV must be notified to remove the incorrect citation number from their records in this situation.

**(b) Citation data in UTC file (sent to DHSMV)**

Several fields in the UTC disposition file sent to DHSMV by TCATS are taken from the **citation** file sent by the county (not the disposition file). In order to trigger a new supplemental disposition for DHSMV for this situation, the county should send to TCATS central site an Update to the citation record, and a “dummy” supplemental disposition Add (all the information in the actual disposition record would be the same as in the original disposition, except for the value “S” in the supplemental flag and 0002 in the disposition type).

Changes to the following fields in the citation record require the sending of a supplemental disposition to DHSMV:

- Date of offense (field 11 in citation file) (field 6 in UTC file)
- Accident flag (fields 80, 81) (field 9)
- Hazardous materials flag (field 37 in citation file) (field 26 in UTC file)
- Commercial vehicle flag (field 32) (field 27)
- Actual speed (field 51) (field 10)
- Posted speed (field 52) (field 11)
- Blood alcohol level (field 62) (field 35)
- License received flag (field 113) (field 28)

The following field may be amended using a supplemental disposition if desired:

- License type (field 30) (field 48)

Changes to fields which would affect the identity of the violator cannot be sent using a supplemental disposition form if the violator has a FL driver’s license; these changes need to be handled manually at DHSMV, and therefore need to be communicated by phone or paper. These fields are:

- Driver license number (field 28 in citation ICD) (field 1 in UTC file)
- Violator name (fields 14-17) (fields 29-32)
- Date of birth (field 24) (field 34)
- Address of violator (fields 18, 20-22) (fields 37-38, 40-41)
- Sex of violator (field 26) (field 33)

The above fields can, however, be changed in a supplemental disposition for violators with out-of-state licenses, as well as:

- OOS license number (field 28) (field 42)
- Driver license state (field 29) (field 43)

An example of the need for a supplemental is: if the original UTC disposition sent to DHSMV had identified that an accident occurred (accident code = 1), then it is possible to correct this field using the supplemental process.

### **3. Load process**

Supplemental dispositions will be in the input disposition file from the county. They do not need to be in a separate file. The data elements will be validated using the same logic as a first-time disposition (e.g. presence of mandatory fields). Supplemental dispositions should always be sent as “Add” type records, since only new records will be sent to DHSMV.

### **4. Extract process for DHSMV**

The extract process that creates the UTC disposition file for DHSMV will pick up any new supplemental dispositions. Fields `utc_disp_hist.dh_dhsmv_sent` and `dh_dhsmv_utc_file` will be used to detect this (they will be NULL if the disposition has never been sent). When a supplemental disposition is extracted to the UTC file, these fields in the database record will be populated with the date and the file name.

### **5. DHSMV errors on supplemental dispositions**

If a supplemental disposition sent to DHSMV in the UTC disposition file gives an error and cannot be loaded, it will be possible for the county to correct the data and cause a new supplemental disposition to be sent to DHSMV. This will simply be done by sending a new supplemental disposition (Add type), which will then be extracted and sent to DHSMV.

The process described above allows TCATS central site to load and process supplemental dispositions from the counties, and to pass them on to DHSMV in the UTC disposition file.