



**LAW ENFORCEMENT QUALITY PROCESS INVENTORY (QPI)
SURVEY**

**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
BUREAU OF RECORDS**

DATE

Please list individuals who are responsible for receiving, assigning, processing, voiding or transmitting citations.

AGENCY:

ADDRESS/PHYSICAL:

MAILING ADDRESS:

WEBSITE:

NUMBER OF OFFICERS:

CHIEF ADMINISTRATIVE OFFICER:

TITLE:

NAME OF CONTACT:

NAME OF CONTACT:

TITLE:

TITLE:

PHONE:

PHONE:

FAX:

FAX:

E-MAIL ADDRESS:

E-MAIL ADDRESS:

PLEASE LIST ADDITIONAL CONTACTS ON THE BACK OF THIS FORM.

S1. DOES THE AGENCY HAVE ANY "SATELLITE" LOCATIONS? YES NO

S2. IF YES, PLEASE LIST LOCATIONS, PROVIDING ADDRESS (S), PHONE NUMBER (S) FAX NUMBER AND CONTACT INDIVIDUAL, OR ATTACH A SEPARATE SHEET WITH THIS INFORMATION.

S3. LIST THE ADDRESS OF THE WAREHOUSE WHERE YOUR SUPPLY OF CITATIONS IS LOCATED IF DIFFERENT FROM ABOVE.

S4. IS THE CITATION STORAGE AREA SECURED AT ALL TIMES? YES NO

S5. DOES THIS AGENCY HAVE THE ABILITY TO ISSUE ELECTRONIC CITATIONS? YES NO
IF YES,

WHAT SOFTWARE COMPANY IS BEING USED?

HAS THE SOFTWARE COMPANY BEEN APPROVED BY DHSMV? YES NO

HOW DOES THE AGENCY OBTAIN TICKET NUMBERS FOR THEIR COMPUTER GENERATED TICKETS?

HOW MANY OFFICERS (OR WHAT % OF OFFICERS) USE ELECTRONIC CITATIONS?

ARE THERE ANY PROBLEMS OR CONCERNS REGARDING ELECTRONIC CITATIONS?

CAN THE AGENCY TRANSFER E-CITATION DATA DIRECTLY TO THE COURTS?

YES NO

IF NO,

IS THE AGENCY CONSIDERING THE USE OF ELECTRONIC CITATIONS? YES NO

WHAT IS THE AGENCY'S REASON FOR NOT USING ELECTRONIC CITATIONS?

S6. DO ALL PERSONNEL WHO HANDLE THE CITATION PROCESSES HAVE ACCESS TO THE UNIFORM TRAFFIC CITATION PROCEDURES MANUAL? YES NO

S7. DO ALL PERSONNEL KNOW WHERE TO LOCATE THE UNIFORM TRAFFIC CITATION MANUAL ON THE WORLD WIDE WEB? YES NO

IF NO,

GIVE DATE OF TRAINING SCHEDULED WITH THIS AGENCY.

COURTS, ENFORCEMENT AGENCIES, AND THE DEPARTMENT ARE JOINTLY RESPONSIBLE TO ACCOUNT FOR ALL UNIFORM TRAFFIC CITATIONS IN ACCORDANCE WITH RULES AND PROCEDURES PROMULGATED BY THE DEPARTMENT, PURSUANT TO F.S. 316.650.

PROVIDE A BRIEF DESCRIPTION ON THE PROCESS OF RECEIVING CITATIONS:

PROVIDE A BRIEF DESCRIPTION ON THE PROCESS OF ISSUING CITATIONS TO PERSONNEL:

PROVIDE A BRIEF DESCRIPTION ON THE PROCESS TO BE USED WHEN VOIDING SPOILED CITATIONS:

AGENCY TRAINING OFFICER:

IS THE AGENCY AWARE THAT A DEPARTMENT REPRESENTATIVE IS AVAILABLE TO CONDUCT TRAINING FOR AGENCIES ON UNIFORM TRAFFIC CITATION ISSUES UPON REQUEST? YES NO

PLEASE LIST ANY
COMMENTS/QUESTIONS/RECOMMENDATIONS: