

# STATE OF FLORIDA

## Department of Highway Safety and Motor Vehicles

<b>SECTION:</b> 3	<b>SUBJECT:</b> UNIFORM TRAFFIC CITATION SUPPLY AND DISTRIBUTION	<b>PAGE:</b> 1 OF 4
----------------------	--	------------------------

### 1. ASSIGNMENT TO AGENCIES

- a. Under the direction of the Bureau of Records, a contractor (successful bidder) is responsible for the printing, warehousing and shipping of uniform traffic citation (UTC) books to all law enforcement agencies. Each agency is shipped an annual supply of citations. Agencies that need additional citations should contact the DHSMV. Emails are preferred and should be sent to [CourtAssist@flhsmv.gov](mailto:CourtAssist@flhsmv.gov).
- b. Each law enforcement agency's shipment includes a UTC invoice and receipt form (refer to the illustration on page four). This invoice and receipt is designed to indicate the UTC series numbers and the total number of books shipped.
  1. Upon receipt of shipment, the receiving officer/clerk shall examine the contents of the shipment immediately and shall contact the Bureau of Records (address and phone number below) to resolve any discrepancy.
  2. Missing numbers should be noted on the invoice and receipt form under "Remarks". Enter the date received and print the name of receiving officer/clerk in the space provided. (See illustration on page four.)
  3. Return form to the address below.

#### **Department of Highway Safety and Motor Vehicles**

#### **Bureau of Records**

**Neil Kirkman Building, Inventory Control, Room # A237, M.S. # 89  
Tallahassee, Florida 32399-0500**

Telephone – (850) 617-2589      Email [CourtAssist@flhsmv.gov](mailto:CourtAssist@flhsmv.gov)

**NOTE: The invoice and receipt form must be mailed or faxed to the Bureau of Records immediately to acknowledge receipt of shipment. Do not hold the invoice receipt form until the agency begins using the books. A copy should be retained by the law enforcement agency.**

- c. Agencies requesting citation numbers for electronic citations, must email the Bureau of Records at [CourtAssist@flhsmv.gov](mailto:CourtAssist@flhsmv.gov). This will serve as an invoice and will be applied to our inventory file.

# STATE OF FLORIDA

## Department of Highway Safety and Motor Vehicles

<b>SECTION:</b> 3	<b>SUBJECT:</b> UNIFORM TRAFFIC CITATION SUPPLY AND DISTRIBUTION	<b>PAGE:</b> 2 OF 4
----------------------	--	------------------------

- d. Any books damaged beyond use during shipment should be listed, from beginning number to ending number, on the invoice form contained in the carton of citations and returned to the Bureau of Records. In the space for “Remarks” on the invoice form, print or type, “Damaged in Shipment”.
- e. If the agency later discovers that citations are missing or mutilated, the Bureau of Records in Tallahassee shall be notified **IMMEDIATELY**, in writing, listing the number and alphabetic series of the missing or mutilated citation(s). These citation(s) will be voided from the agency’s inventory record in Tallahassee. The mutilated citations must be returned to the Bureau of Records in Tallahassee (See page one of this section for shipping address.)

### 2. **AGENCY ASSIGNMENT TO OFFICER**

- a. In addition to the responsibility placed on the DHSMV for keeping accurate records, each law enforcement agency is also responsible for keeping records of all citations supplied to them and all citations expended by them. There are two receipts in the front of each traffic citation book. (See Appendix “E page one). Each agency may develop their own procedures for assigning citations to individual officers and may use these receipts to assist with internal control and record keeping. Upon receipt of each book, the officer shall:

inspect the book to insure that citations are in correct numeric sequence and that each book contains 25 sets of citations, and are the same as those listed on the officer’s receipt.

#### **IMPORTANT NOTE:**

- b. **Under no circumstances is it permissible for one law enforcement agency to transfer citations to another law enforcement agency unless authorized by the Bureau of Records in Tallahassee.** Each citation is recorded in the DHSMV. inventory files to the agency of which it was issued.
- c. Upon resignation or termination, an officer’s citation book(s) shall be surrendered to his/her immediate supervisor. All **FULL & PARTIAL** books shall be **RE-ASSIGNED** to another officer within the same arresting agency.
- d. Electronic citations (e-citations) that are assigned to an officer who is/has retired, resigned or been terminated should be re-assigned to other officers at the same agency or troop.

**STATE OF FLORIDA**  
Department of Highway Safety and Motor Vehicles

<b>SECTION:</b> 3	<b>SUBJECT:</b> UNIFORM TRAFFIC CITATION SUPPLY AND DISTRIBUTION	<b>PAGE:</b> 3 OF 4
----------------------	--	------------------------

- e. Agencies must have complete records to show when an inventory of citations was received, citations in inventory, and the date citations were transmitted to the Clerk of Courts.
- f. If an officer needs to void a citation, **all** copies must be in the officer's possession and marked **VOID** with a brief explanation and the officer's initials. **Only the arresting officer may void the citation.** Forward a copy to DHSMV (Mail Stop 93) for accountability. A citation **CANNOT** be voided once it is issued to an alleged violator. Remember, it is unlawful and official misconduct for an officer to dispose of a citation other than as required by 316.650 Florida Statutes.
- g. Periodic audits will be made by the Bureau of Records' Senior Liaison Officers for accountability purposes pursuant to 316.650 (2) - (8), Florida Statutes. Agencies will be audited every three to four years, unless audits are requested more frequently or the Department suspects additional audits are necessary.

**3. AGENCY ASSIGNMENTS TO CLERK OF COURT AND STATE ATTORNEY**

- a. Pursuant to F.S. 316.650(10), Assistant State Attorneys must issue traffic citations under certain circumstances.
- b. The Bureau of Records will issue traffic citations to the Clerk of Court and Assistant State Attorney when requested. The Clerk's Office and State Attorney's Office shall sign the officer's receipt and be accountable for the citations to the Bureau of Records in the same manner as law enforcement agencies.

**4. INACTIVE LAW ENFORCEMENT AGENCIES**

If a law enforcement agency ceases to function, all unused citation books must be audited and collected by the Bureau of Records' Senior Liaison Officer. (Refer to Appendix "D".)

# STATE OF FLORIDA

## Department of Highway Safety and Motor Vehicles

<b>SECTION:</b> 3	<b>SUBJECT:</b> UNIFORM TRAFFIC CITATION SUPPLY AND DISTRIBUTION	<b>PAGE:</b> 4 OF 4
----------------------	--	------------------------

SHIPPED TO:          CONTACT	FLORIDA UNIFORM TRAFFIC CITATION INVOICE AND RECEIPT	FAX:
		Shipping Date:
		Uniform Traffic Citations
		Agency ORI Number:
		Date Received:
	Receiving Officer/Clerk:	

**NOTE:** Agency complete form, sign and write damaged book number and any missing numbers on this invoice and return with an explanation to the Bureau of Records.

**REMARKS:**

**IMMEDIATELY RETURN INVOICE TO:**

Department of Highway Safety and Motor Vehicles  
Bureau of Records  
Neil Kirkman Building, Inventory Control, Room A237 (M.S. # 89)  
Tallahassee, Florida 32399-0500  
**FAX: (850) 617-5170**