

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 8	SUBJECT: REPORT OF DISPOSITION THROUGH THE TRAFFIC CITATION ACCOUNTING TRANSMITTAL SYSTEM (TCATS)	PAGE: 1 OF 11
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1. DISPOSITION DATA

- a. Once a citation has been paid or disposed, the final disposition should be transmitted to FACC as identified in the TCATS Interface Control Document (ICD).
- b. This information is edited at FACC and errors transmitted back to the clerk's office. Dispositions which pass the edits are then transmitted to DHSMV. See section for "UTC's from counties extracted for DHSMV" in the ICD.
- c. This data is spooled to tapes at DHSMV and processed daily to update the disposition inventory file.
 - (1) Edit checks are done at the beginning of this process. Errors are transmitted back to FACC to forward electronically to the counties.
 - (2) Good data is updated to the citation inventory file. The driver license records are updated on Monday, Wednesday & Friday.
 - (3) A computer generated citation is created for out-of-state drivers and mailed to the other states weekly.

2. DISPOSITION ERROR EDITS- FACC is editing the majority of these errors at the time. They receive the data and return errors at that point. Other items are not edited until they reach D.H.S.M.V.

- a. DRIVER LICENSE IN ERROR
 - (1) The Driver License Number is not found as an existing number on DHSMV's database.
 - (2) The Driver License Number contains invalid characters (for example one of the first three numeric characters is greater than 6).
 - (3) The Driver License Number is a duplicate – only 12 digits were sent and there is more than one person that has those 12 digits for a Driver License Number, therefore, the 13th digit tie breaker is required.
 - (4) No Driver License Number was sent and when the system calculated that number, it was a duplicate (more than one record has those 12 calculated digits), therefore the 13th digit tiebreaker is required. Do a Record Search and send with the Driver License Number including the 13th digit.
 - (5) No Driver License Number was sent and the state in the address was not FL. The DL state is required when the Driver License Number is left blank.
 - (6) Something other than a valid Florida DL Number, OOS, NDL, or left blank was entered.

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 8	SUBJECT: REPORT OF DISPOSITION THROUGH THE TRAFFIC CITATION ACCOUNTING TRANSMITTAL SYSTEM (TCATS)	PAGE: 2 OF 11
----------------------	---	-------------------------

- b. CHECK DIGIT IS IN ERROR
 - (1) Check digit was not entered when required.
 - (2) Check digit and the ticket number do not match. In this case it could be either the check digit that needs to be corrected or the ticket number that needs to be corrected. TICKET NUMBER MAY BE IN ERROR will also show as an error.
 - (3) Something other than 1, 2, 3, 4, 5, 6, 7, 8, 9, or X was entered.

- c. TICKET NUMBER MAY BE IN ERROR
 - (1) Ticket number either contains invalid characters or is not a ticket number that exists in our system. The two most common errors are to put 0 (the number) when it should be O (the letter) or vice versa and to put 8 when it should be B.
 - (2) The check digit and the ticket number do not match. In this case it could be either the check digit that needs to be corrected or the ticket number that needs to be corrected. CHECK DIGIT MAY BE IN ERROR will also show as an error.

- d. AGENCY CODE MAY BE IN ERROR – Agency code has been left blank or something other than 1, 2, 3, or 4 was entered.

- e. ARREST DATE MAY BE IN ERROR
 - (1) Invalid characters in the date.
 - (2) The date is not a valid date (for example 04-31-07 when April only has 30 days or 02-29-07 when 2007 was not a leap year so it only had 28 days).
 - (3) The date is in the future.
 - (4) The arrest date entered is after the disposition date entered which is not possible. DISPOSITION DATE MAY BE IN ERROR will also show as an error. It must be determined which date is incorrect.

- f. VIOLATION CODE MAY BE IN ERROR
 - (1) Violation code does not exist (is not in DHSMV violation code table).

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 8	SUBJECT: REPORT OF DISPOSITION THROUGH THE TRAFFIC CITATION ACCOUNTING TRANSMITTAL SYSTEM (TCATS)	PAGE: 3 OF 11
----------------------	---	-------------------------

- 2) A non-DUI violation code was entered with Court Time. Court Time is only for DUI violation codes. COURT TIME MAY BE IN ERROR will also show as an error.
- (3) A DUI violation code was entered but Court Time was not entered. Court Time is required for all DUI violation codes. COURT TIME MAY BE IN ERROR will also show as an error.
- (4) A violation code that starts with an 8, violation codes 483, 625, and 433 are only used to indicate when driving a commercial vehicle so the flag showing the person was in a commercial vehicle must also be keyed. COMMERCIAL VEHICLE FLAG MAY BE IN ERROR will also show as an error. Either the commercial vehicle flag will have to be added or the violation code cannot be one that begins with an 8, or violation codes 483, 625, and 433. It must be determined which is incorrect.
- (5) The violation code is one that requires speeds and the speeds were left blank OR it is a violation code for which speeds are not to be entered and speeds were entered. Either the violation code or the speed codes will have to be corrected. ACTUAL AND/OR POSTED SPEED MAY BE IN ERROR will also show as errors. Also, zeros cannot be entered as speeds when it should be left blank.
- (6) The violation code entered cannot be used with the verdict entered (for example a verdict 7 can only be used with a violation code of 613 and verdict D can only be used with just a few violation codes). VERDICT MAY BE IN ERROR will also show as an error. It would be violation code 129 after 10-01-96.
- (7) Violation code 130 is not valid after 10-01-96. DISPOSITION DATE MAY BE IN ERROR will also show as an error. It would be violation code 129 after 10-01-96.
- (8) Violation Codes 147, 160, 161, 162, 247, 319, 446, and 447 cannot be used unless the court directs suspension or revocation. If a Court Suspension Code is not filled in, these codes will error and COURT SUSPENSION CODE MAY BE IN ERROR will also show as an error. (For some of these codes, SUSPENSION PERIOD MAY BE IN ERROR will also show as an error). When the court does not direct suspension or revocation, the violation code for these should be sent as 383.

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 8	SUBJECT: REPORT OF DISPOSITION THROUGH THE TRAFFIC CITATION ACCOUNTING TRANSMITTAL SYSTEM (TCATS)	PAGE: 4 OF 11
----------------------	---	-------------------------

- (9) Violation code 482 is only used for persons over age 14. VIOLATOR NOT OVER 14 YRS will also show as an error. If 14 years old or younger, the violation code is 382 for bicycle violations.
 - (10) Violation codes 809 and 816 (F.S. 322.62) cannot be verdict C [(see F.S. 318.14(9)]. VERDICT MAY BE IN ERROR will also show as an error.
 - (11) For violation code 250 (vehicular homicide), an accident code is required. ACCIDENT CODE MAY BE IN ERROR will also show as an error.
- g. ACCIDENT CODE MAY BE IN ERROR
- (1) Something other than a 1 or 0 was entered.
 - (2) An Accident Code is required when the Court Suspension Code is 4 (fatality). COURT SUSPENSION CODE MAY BE IN ERROR will also show as an error.
 - (3) An Accident Code is required when the violation code is 250 (vehicular Homicide). VIOLATION CODE MAY BE IN ERROR will also show as an error.
- h. ACTUAL SPEED MAY BE IN ERROR
- (1) Speeds were left blank when the violation code entered requires speeds OR speeds were entered when the violation code is one for which speeds cannot be entered. Either the speed codes or the violation code will have to be corrected. VIOLATION CODE MAY BE IN ERROR will also show as an error. Also, zeros cannot be entered as speeds when it should be left blank.
 - (2) Actual speed not entered as 3 numeric characters.
 - (3) Actual speed is less than the posted speed sent. POSTED SPEED MAY BE IN ERROR will also show as an error since we cannot determine which speed needs to be corrected.
 - (4) Speed is too high to be valid (cannot be greater than 180).
- i. POSTED SPEEDS MAY BE IN ERROR
- (1) Speeds were left blank when the violation code entered requires speeds OR speeds were entered when the violation code is one for which speeds cannot be entered. Either the speed codes or the violation code will have to be corrected. VIOLATION CODE MAY BE IN ERROR will also show as an error. Also, zeros cannot be entered as speeds when it should be left blank.
 - (2) Posted speed not entered as 2 numeric characters.

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 8	SUBJECT: REPORT OF DISPOSITION THROUGH THE TRAFFIC CITATION ACCOUNTING TRANSMITTAL SYSTEM (TCATS)	PAGE: 5 OF 11
----------------------	---	-------------------------

(3) Posted speed is not a valid posted speed. Valid posted speeds are 05, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, and 70 (cannot be greater than 70).

(4) Posted speed is greater than the actual speed entered. ACTUAL SPEED MAY BE IN ERROR will also show as an error since we cannot determine which speed needs to be corrected.

j. DISPOSITION DATE MAY BE IN ERROR

- (1) Invalid characters appear in the date.
- (2) The date is not a valid date (for example 04-31-07 when April only has 30 days or 02-29-07 when 2007 was not a leap year so it only had 28 days).
- (3) The date is in the future.
- (4) The disposition date entered is before the arrest date, which is not possible. It must be determined which date is incorrect. ARREST DATE MAY BE IN ERROR will also show as an error.

k. VERDICT MAY BE IN ERROR

- (1) Verdict entered is something other than 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, or D.
- (2) Verdict is 1, which requires a sentence be filled in but no sentence was entered. SENTENCE CODE MAY BE IN ERROR will also show as an error.
- (3) Verdict other than 1 was entered and a sentence was entered when it should not be entered. Only a verdict of 1 has a sentence entered. SENTENCE CODE MAY BE IN ERROR will also show as an error.
- (4) Verdict entered cannot apply to the violation code entered. (For example, verdict D can only be used with certain violation codes). VIOLATION CODE MAY BE IN ERROR will also show as an error.
- (5) Verdict C is not valid with violation codes 809 and 816 (F.S. 322.62). [See F.S. 318.14(9)]. VIOLATION CODE MAY BE IN ERROR will also show as an error.

l. VERDICT A NOT VALID IF VIOLATION CODE 613 MUST BE VERDICT 7

- (1) Adjudication Withheld by Judge with violation code 613 must be entered as verdict 7. Do not enter verdict A.

m. SENTENCE CODE MAY BE IN ERROR

- (1) Sentence entered is something other than 1, 2, 3, 4, 5, 6, 7, or 9.
- (2) A sentence was not entered with a verdict 1, which requires a sentence. VERDICT MAY BE IN ERROR will also show as an error.
- (3) A sentence was entered and the verdict is something other than 1. sentence is only entered when verdict is 1. VERDICT MAY BE IN ERROR will also show as an error.

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 8	SUBJECT: REPORT OF DISPOSITION THROUGH THE TRAFFIC CITATION ACCOUNTING TRANSMITTAL SYSTEM (TCATS)	PAGE: 6 OF 11
----------------------	---	-------------------------

- n. COUNTY CODE MAY BE IN ERROR
 - (1) Something other than 01 through 67 was entered which would not be a valid county code.
 - (2) County code and city code do not match, the city code does not exist in that county. It will have to be determined which is in error, the county code or the city code. CITY CODE MAY BE IN ERROR will also show as an error.
- o. CITY CODE MAY BE IN ERROR
 - (1) Blank or something other than two numeric characters was entered.
 - (2) County code and city code do not match, the city code does not exist in that county. It will have to be determined which is in error, the county code or the city code. COUNTY CODE MAY BE IN ERROR will also show as an error.
- p. COURT TYPE IS IN ERROR – Left blank or something other than 1, 2, or 4 was entered.
- q. BATCH NUMBER MAY BE IN ERROR – Left blank or something other than eight numeric characters was entered.
- r. SUPPLEMENTAL CODE MAY BE IN ERROR – Something other than a blank or S was entered.
- s. JURY TRIAL FLAG MAY BE IN ERROR – Something other than 0, 1, or 2 was entered.
- t. COURT SUSPENSION CODE MAY BE IN ERROR
 - (1) Something other than blank, 0, 1, 2, 3, or 4 has been entered for Court Revocation/Suspension. **(NOTE: If the violation code is a DUI code, this should always be 0).**
 - (2) The Court Suspension Code shows a 1 or 2 with no Suspension Period filled in. The 1 or 2 requires a Suspension Period to be filled in. SUSPENSION PERIOD MAY BE IN ERROR will also show as an error.
 - (3) The Court Suspension Code is not 1 or 2 and a Suspension period is filled in (which requires a 1 or 2) (non-DUI). SUSPENSION PERIOD MAY BE IN ERROR will also show as an error.
 - (4) A court suspension code is required for violation codes 147, 160, 161, 162, 247, 319, 446 and 447. VIOLATION CODE MAY BE IN ERROR will also show as an error. When the court does not direct suspension or revocation, the violation code for these should be 383.

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 8	SUBJECT: REPORT OF DISPOSITION THROUGH THE TRAFFIC CITATION ACCOUNTING TRANSMITTAL SYSTEM (TCATS)	PAGE: 7 OF 11
----------------------	---	-------------------------

- u. SUSPENSION PERIOD MAY BE IN ERROR –
 - (1) Suspension Period **MUST** consist of 7 numeric characters. Any field that does not apply should have zeros.
 - (2) Third and fourth numeric characters exceed 12. Third and fourth numeric characters are for the number of months and cannot exceed 12.
 - (3) Fifth, sixth and seventh characters cannot exceed 365. These are for the number of days and cannot be greater than 365 (except permanent which is 0000998, indefinite which is 0000999 and incarceration indefinite which is 0000997).
 - (4) A Suspension Period is not filled in and the Court Suspension Code is 1 or 2, which requires a Suspension Period to be filled in. COURT SUSPENSION CODE MAY BE IN ERROR will also show as an error.
 - (5) A Suspension Period is filled in but the Suspension Code is not 1 or 2 (non-DUI). COURT SUSPENSION CODE MAY BE IN ERROR will also show as an error.
 - (6) For DUI's, Suspension Period is not filled in and Court Time is X. Court Time of X requires a Suspension Period (other than zeros) be entered. COURT TIME MAY BE IN ERROR will also show as an error.
 - (7) For DUI's, Suspension Period (other than zeros) is entered but Court Time is something other than X. COURT TIME MAY BE IN ERROR will also show as an error.
 - (8) For DUI's, neither the Suspension Period nor the Court Time is filled in. COURT TIME MAY BE IN ERROR will also show as an error.
 - (9) For DUI's, suspension period must be zeros (not blank), if court time is other than X. COURT TIME MAY BE IN ERROR will also show as an error.

- v. HAZARDOUS MATERIAL FLAG MAY BE IN ERROR – Something other than Y or a blank has been entered.

- w. COMMERCIAL VEHICLE FLAG MAY BE IN ERROR
 - (1) Entered something other than Y or blank.

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 8	SUBJECT: REPORT OF DISPOSITION THROUGH THE TRAFFIC CITATION ACCOUNTING TRANSMITTAL SYSTEM (TCATS)	PAGE: 8 OF 11
----------------------	---	-------------------------

- (2) Any violation code that begins with an 8, violation codes 483, 625, and 433 are only used to indicate when driving a commercial vehicle so the flag showing the person was in a commercial vehicle must also be entered. Either the commercial vehicle flag will have to be added or the violation code cannot be one that begins with an 8 or be violation codes 483, 625, and 433. It must be determined which is correct. VIOLATION CODE MAY BE IN ERROR will also show as an error.
- x. LICENSE RECEIVED FLAG MAY BE IN ERROR – Something other than blank or Y has been entered.
- y. BLOOD ALCOHOL LEVEL MAY BE IN ERROR
- (1) Something other than three numeric characters was entered. Do not enter the decimal point, decimal point is not a valid character.
- (2) The number given is too low to be valid. (Example: put 009 instead of 090 for .09). Cannot be lower than 010 (which equals .01 or .010).
- z. OUT OF STATE DL NUMBER MAY BE IN ERROR – Something other than numeric or alpha characters was entered (for example, dashes -).
- aa. OUT OF STATE DL STATE MAY BE IN ERROR –
- (1) Not a valid state code (the only valid state codes which are not U.S. states are DC for Washington D.C. and CD for Canada. FF is used for out of country).
- (2) State code left blank when OOS is indicated in the Driver License Number.
- bb. DEPARTMENT/COURT CODE MAY BE IN ERROR
- (1) Entered something other than C, D, or blank.
- (2) Left blank with a DUI violation code. C or D is required with DUI violation codes. Do not enter when violation code is not a DUI.
- cc. COURT TIME MAY BE IN ERROR
- (1) Entered something other than a blank, 1, 6, M, N, or X.
- (2) Left blank with a DUI violation Code. Required for all DUI violation codes. VIOLATION CODE MAY BE IN ERROR will also show as an error.
- (3) Entered a Court Time when the violation code is not a DUI violation code. Can only be entered with DUI violation codes. VIOLATION CODE MAY BE IN ERROR will also show as an error.
- (4) For DUI's, Court Time is X and no Suspension Period was entered. X requires a Suspension Period (other than zeros) to be entered. SUSPENSION PERIOD MAY BE N ERROR will also show as an error.

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 8	SUBJECT: REPORT OF DISPOSITION THROUGH THE TRAFFIC CITATION ACCOUNTING TRANSMITTAL SYSTEM (TCATS)	PAGE: 9 OF 11
----------------------	---	-------------------------

- (5) For DUI's, Court Time is not X and a Period of Suspension was entered (other than zeros). Period of Suspension cannot be entered (other than zeros) with a DUI unless Court Time is X. Court Time other than X requires zeros in the suspension period. It cannot be left blank. SUSPENSION PERIOD MAY BE IN ERROR will also show as an error.
- (6) For DUI's, neither Court Time nor Suspension Period have been filled in. SUSPENSION PERIOD MAY BE IN ERROR will also show as an error.
- dd. REP BY COUNSEL MAY BE IN ERROR – Entered something other than a Blank, 1 or 2.
- ee. LENGTH OF INTERLOCK RESTRICT IS IN ERROR
- (1) Entered something other than 7 numeric characters.
 - (2) Third and fourth numeric characters exceed 12. Third and fourth numeric characters are for the number of months and cannot exceed 12.
 - (3) Fifth, sixth and seventh characters cannot exceed 365. These are for the Number of days and cannot be greater than 365.
- ff. VIOLATION/INTERLOCK COMBO IS IN ERROR – Violation code is not a DUI and a length of interlock restriction is given. The violation code must be a DUI violation code for a length of interlock restriction to be given.
- hh. VIOLATOR NOT OVER 14 YRS – Code 482 was used and the violator was not over age 14. Violation code 482 is only used for bicycle violations where the violator is over 14. VIOLATION CODE MAY BE IN ERROR will also show as an error. If 14 or younger, violation code 382 is used for bicycle violations.
- ii. VIOLATOR NOT UNDER 18 YRS – Violation code for a youthful offender was used and person was not under 18 when the ticket was issued. These violation codes are 160, 161, and 162. VIOLATION CODE MAY BE IN ERROR will also show as an error.
- jj. VIOLATOR NOT UNDER 21 YRS – Violation code 446 or 447 was entered and the violator was not under age 21 when the ticket was issued. VIOLATION CODE MAY BE IN ERROR will also show as an error.

STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

SECTION: 8	SUBJECT: REPORT OF DISPOSITION THROUGH THE TRAFFIC CITATION ACCOUNTING TRANSMITTAL SYSTEM (TCATS)	PAGE: 10 OF 11
----------------------	---	--------------------------

kk. OOS CDL DATE OF BIRTH IS IN ERROR – Person’s date of birth makes this person less than 16 years old on the date the ticket was issued.

3. All convictions should be transmitted with a citation number as required under sections 316.650, 322.25(6) or offenses under 322.26 in compliance to Florida Statutes. A court order should be mailed to DHSMV for convictions that do not require a citation. We have a court order form that may be used. **(See example on next page).**

NOTE: The department is given authority by section 316.14(7)(b) F.S. to modify a suspension or revocation if the conviction generating such action was not submitted timely by the clerk of court.

STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

SECTION: 8	SUBJECT: REPORT OF DISPOSITION THROUGH THE TRAFFIC CITATION ACCOUNTING TRANSMITTAL SYSTEM (TCATS)	PAGE: 11 OF 11
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