

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 9	SUBJECT: SUPPLEMENTAL REPORT OF DISPOSITION	PAGE: 1 OF 3
----------------------	--	------------------------

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 (ICD 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 or update 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 been successfully loaded at central site, but not loaded into DHSMV's database, the disposition must be resent as a "supplemental" disposition. 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 or supplementals sent too close together will lead to unpredictable results). Do not send the same supplemental a second time. Supplementals take 3 to 4 weeks to update (Allow 1 week in-between transmissions).

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 in TCATS and sent to DHSMV.

It will error at central site.

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:

- | | ICD Field: |
|-----------------------|------------|
| - Disposition date | (field 6) |
| - Violation code | (field 22) |
| - Disposition verdict | (field 29) |
| - Court sentence | (field 30) |
| - Disposition county | (field 23) |

STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

SECTION: 9	SUBJECT: SUPPLEMENTAL REPORT OF DISPOSITION	PAGE: 2 OF 3
----------------------	--	------------------------

- Court type (field 25)
- Department/Court code (field 26)
- Court time (field 27)
- Court revocation/suspension (field 34)
- Length of license revocation (field 35)
- Reexam (field 33)

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). A supplemental request to FACC to remove the incorrect citation number from their file should also be made. Do not send a delete as a delete is only allowed when there is an error message from DHSMV. 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 disposition 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). Or send a new citation record along with the supplemental disposition. It is preferable to always send a new citation record whenever you send a disposition record including supplemental dispositions.

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

- Date of offense (field 11)
- Accident flag (fields 80, 81)
- Hazardous materials flag (field 37)
- Commercial vehicle flag (field 32)

STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

SECTION: 9	SUBJECT: SUPPLEMENTAL REPORT OF DISPOSITION	PAGE: 3 OF 3
----------------------	--	------------------------

- Actual speed (field 51)
- Posted speed (field 52)
- Blood alcohol level (field 62)
- License received flag (field 113)

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

- License type (field 30)

Changes to fields, which would affect the identity of the violator cannot be sent as a supplemental disposition 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 file)

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)
- Driver license state (field 29)

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; the only purpose of an "Update" disposition record would be to update the TCATS central site database.