

## FOREWORD

A mandate for the collection and storing of information regarding traffic enforcement, traffic case adjudication and related subjects has been set down by the Florida Legislature under chapters 316, 318, and 322 of the Florida Statutes. Additionally, the Department of Highway Safety and Motor Vehicles is held responsible by these statutes for the administration of uniform reporting requirements.

The collection and storage of this information is made possible by the cooperation of Law Enforcement Agencies, Courts, and Court Clerks. The driver history records and related statistical information used by the Division of Driver Licenses, often-times returned in summary form to these agencies, are only as accurate and complete as the original reporting.

The Department of Highway Safety and Motor Vehicles, Division of Driver Licenses, receives and processes millions of documents from Law Enforcement Agencies and Court Clerks annually. This activity is made possible only through cooperative efforts to provide reliable reports.

The dynamics of this venture preclude a perfect product; therefore we will continue to provide changes to this manual when necessary. We welcome your suggestions for changes in the manual or in policy guidelines when conditions or problems merit such actions.

This manual is to serve as a guideline in reporting requirements, and as a training aid for all agencies and courts to orient new employees to the Uniform Traffic Citation Program in conjunction with the Traffic Citation Accounting Transmission System (TCATS) manual. \* **Contact the Senior Liaison Officer assigned to your county (refer to Appendix “D”) for training or questions on this manual.**