August 13, 2013

TO: Law Enforcement Agencies

FROM: Maureen Johnson, Chief   *Maureen Johnson*
            Division of Motorist Services
            Bureau of Records

SUBJECT: Crash Report Submission

It is the Traffic Records Coordinating Committee's (TRCC) strategic goal to have all law enforcement agencies electronically submitting crash reports by 2015. The value of receiving timely information cannot be overstated when it comes to the safety of the citizens of Florida. Unfortunately, a substantial number of crash reports are still being printed and mailed to the DHSMV in Tallahassee which takes significantly longer to be included in the aggregate database for analysis. Therefore, the Department is requesting agencies to submit crash reports in the following manner. In order of priority:

1. Electronic Submission: Work with Appriss or another approved E-Crash vendor to either build an interface into your existing Record Management System or implement the *free* FIRES crash software solution to electronically submit crash reports. To request more information contact fires@appriss.com or call 866-495-4206.

2. Scan and submit all crash reports to DHSMV via a secure FTP website: Many agencies are already scanning their crash reports locally. In those cases, this transition should be rather smooth. For the remainder of agencies, Appriss will work to establish the hardware and infrastructure to accommodate a scan and submit solution. Overall, this new submission process will result in multiple benefits to the local agencies, DHSMV and the traffic safety planning community:

   • The agencies will save money on paper, postage and handling

   • The agencies will maximize resources by saving time on prepping, packaging and mailing

   • This will save time, money and resources by not sorting, prepping and scanning the paper crash reports

   • The crash report will reach the repository in a timely fashion which will result in better aggregate data analysis for the purposes of improving traffic safety

3. Paper Submission: For those agencies located in Miami-Dade, Monroe, Broward and Palm Beach Counties, you may utilize the new South Florida Processing Center located in the DHSMV Opa-locka office located at : 12601 NW 42nd Avenue, Opa-locka, 33054 to drop off paper reports or we will arrange for a pick-up of reports. This location will be used to scan and submit reports electronically to our Tallahassee office.   It is also important to emphasize that this as an interim solution that will only be utilized until electronic submission can be fully implemented by the local agencies. The individual agencies will NOT incur the cost of implementing, operating and maintaining this solution.   All other counties should continue to mail paper reports to Tallahassee location – Crash Records, 2900 Apalachee Parkway, MS 28, Tallahassee, 32399.

Requests for information about how to begin this transition should be directed to fires@appriss.com or 866-495-4206. If you need additional information from the Department please contact Nell Owens at 850-617-3413 or nellowens@flhsmv.gov .   To find out more information about the Florida Integrated Report Exchange System (FIRES) and the FiresPortal.com that allows law enforcement to analyze, map and query current and historical crash data, access this link. http://www.flhsmv.gov/courts/latestinfo/ECRASH_2012Jun19.pdf

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