



FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



Uniform Traffic Citation Training

Introduction

FDOT'S Traffic Records Coordinating Committee (TRCC) awarded a grant to the **Florida Department of Highway Safety and Motor Vehicles (FLHSMV)** for the 2019/2020 Crash and Uniform Traffic Citation Data Improvement Project.



Introduction

The purpose of this grant is to improve the completeness and accuracy of Crash Report Data and Uniform Traffic Citations (UTC) by facilitating statewide trainings with all Clerk of Court offices. This training focuses on Uniform Traffic Citations (UTC).



Training Objectives

- Identify the administration, issuance, processing, and reporting of UTCs.
- Accurately transmit citation and disposition data through the Traffic Citation & Accounting Transmission System (TCATS).
- Recognize common errors and solutions for accuracy when transmitting UTCs through TCATS.

2019 Data

Police Departments	1,613,003
FHP	614,998
Sheriff's Offices	833,789
All Other Agencies	37,402
	<hr/>
TOTAL	3,099,192

Uniform Traffic Citation Statistics

Uniform Traffic Citation Statistics

Driver License Compact Agreement

Incoming = 206,502

Coded to the Record = 191,280

Driver License Compact is an Agreement between the states which allows us to send and receive dispositions electronically.

322.44, F.S.

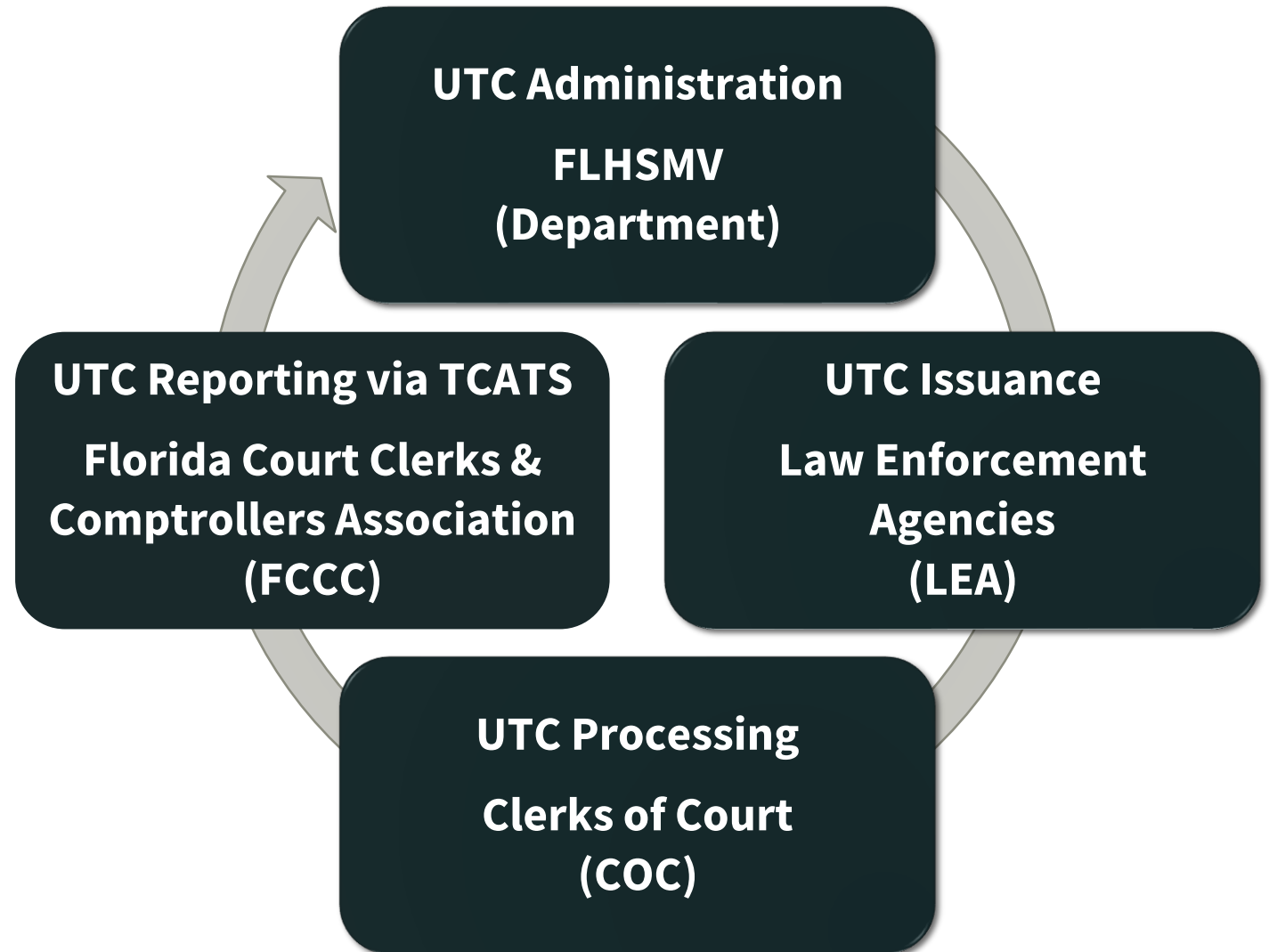


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Uniform Traffic Citation Overview

UTC Process Cycle



Uniform Traffic Citations

**Electronic
or Paper
Formats**

Standard Uniform Traffic Citation (UTC)

- ***Red Light Camera***
- ***Toll***

Driving Under the Influence (DUI) Standard Uniform Traffic Citation

UTC Administration

Statutory Authority

**Florida Highway Safety and Motor Vehicles (FLHSMV)
is responsible for the administration of all
Uniform Traffic Citations**



316.650, F.S.

UTC Administration

Statutory Authority

The Clerk of Court shall report the following to FLHSMV within 10 days:

- Payment of the civil penalty/defendant has admitted to the infraction
- Charge results in a hearing the official certifies the final disposition
- All errors reported must be corrected after the notification of the error

318.14, F.S.

43.41, F.S.

UTC Administration

Statutory Authority

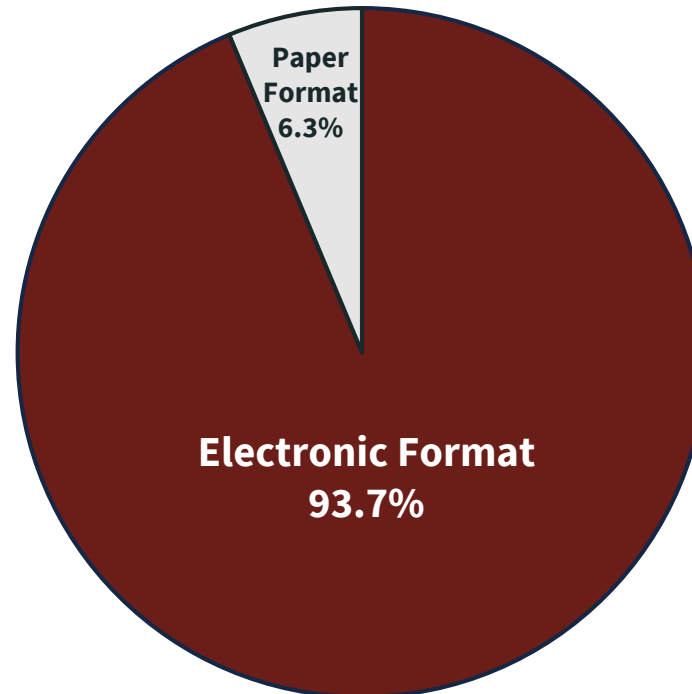
Directs FLHSMV to implement procedures to enable the electronic submission of UTCs through TCATS



322.20, F.S.

UTC Administration

Electronic Uniform Traffic Citations used by Florida Law Enforcement Agencies



UTC Administration

Citation numbers are tracked through the FLHSMV Inventory System

We recommend
all Counties
use Consolas
font to avoid
errors due to
confusion with
letters vs.
numbers

09QPUNE									
FLORIDA UNIFORM TRAFFIC CITATION									
COUNTY OF OKALOOSA				<input checked="" type="checkbox"/> (1) FHP <input type="checkbox"/> (2) P.D. <input type="checkbox"/> (3) S.O. <input type="checkbox"/> (4) OTHER FLORIDA HIGHWAY PATROL					
CITY OF (IF APPLICABLE)				AGENCY					
IN THE COURT DESIGNATED BELOW THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON									
DAY OF WEEK THU		MONTH 11		DAY 10		YEAR 2011		01:02 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	
NAME (PRINT) FIRST JOSEPH		MIDDLE MIDDLE		LAST SAMPLE					
STREET 123 ANY STREET IF DIFFERENT THAN ONE ON DRIVER LICENSE "X" HERE									
CITY ANYWHERE				STATE FL		ZIP CODE 32571			
TELEPHONE NUMBER 8501324567		DATE OF BIRTH		MO 01		DAY 09		YEAR 1990	
				RACE W		SEX M		HGT 605	

Citation numbers consist of 7 alphanumeric Characters

1. 09QPULP - Paper

2. 09QPULE - Electronic

UTC Issuance

FLHSMV issues citations to:

Agencies

- Law Enforcement
- State Attorneys
- COC Clerks
- Tax Collectors
- Red Light Camera
- Toll Authority

Types of Citations

- Standard Uniform Traffic Citation
 - Red Light Camera
 - Toll
- Driving under the influence UTC

Accountability

- All agencies are jointly responsible and play an important part in accounting for all UTCs issued.

Clerk of Courts Shall:

- **Receive and account for citations issued by law enforcement agencies**
- **Dispose citations by collection of fees or normal court process**
- **Notify law enforcement of all UTC errors that requires correction**
- **Notify FLHSMV of failure to comply (FTC)**
- **Submit final disposition of UTC to FLHSMV within 10 days of disposition**
- **Submit UTC corrections via TCATS within 10 days of error notification**

Florida Court Clerks and Comptrollers Shall:

- **Send UTC files to the Department via TCATS**
- **Provide the Interface Control Document(s) (ICD)**
- **Validate data fields based on appropriate rules**
- **Verify UTC numbers have 7 characters**

Arrest- Offense data
Fail to Comply (FTC) (D6)
Disposition- Case outcome

TCATS Interface Control Document

Provides:

Citation Interface Definition

The Citation Interface will be used to transmit citation information electronically from a county to TCATS central site. The format can be fixed width or variable length records with fields separated by "|".

Citation Interface Definition							Comments
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	
1	Update Type	A	1	1	1	M	"A" indicates a new citation addition, "U" identifies an existing citation to be updated within the database, and "D" is typically used to identify a citation that has errored out at DHSMV and needs to be deleted.
2	Citation Number	A/N	20	2	21	M	No hyphens will be accepted. Example: "12345AB" is correct, as opposed to "12345-AB". The citation must have a valid format: it must be 7 characters long. Field has been increased for future TCATS enhancements.
3	Check Digit	A/N	1	22	22	O	The check digit for the citation. It must be either a numeric digit, or the letter "X"; it may be left blank if unknown.
							DHSMV county number where violation occurred (values 01-67, see Appendix B) NUMBER ONLY –

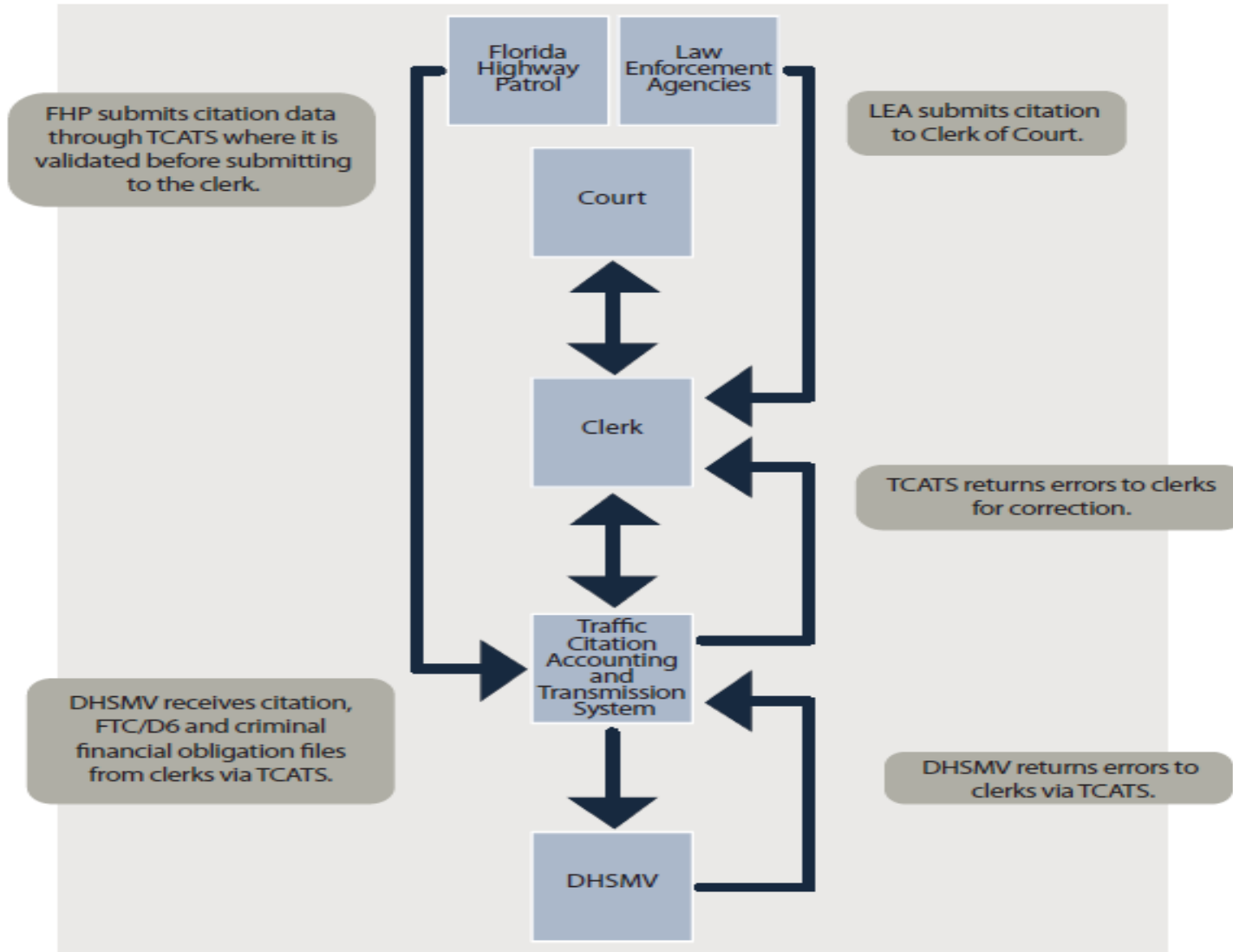
- An ID number to identify columns
- Field Descriptions
- Data Type (Alpha, Num, Alpha/Num, Date)
- Max Field Size
- Start and End position of fields in record
- Conditions of Fields (Mand./Opt./ Cond.)
- Comments
- File Naming Conventions (YYYYMMDD)

TCATS Interface Control Document

- **Conduit between external entities for a seamless transfer of electronic data**
- **Business rules for UTC data fields**
- **Uniform format for electronically transmitting UTC and disposition data**



Traffic Citation Accounting Transmission System (TCATS) Process Flow Diagram



FLHSMV UTC Processing

Files that FAIL Validations

- If the COC's validation checks fail, the clerk will receive a local error in their CMS
- If FCCC's validation checks fail, the clerk will receive a hard CIT or DIS error
- If FLHSMV's validation checks fail, the clerk will receive a hard ARR, UTC, or D6 error

Files that PASS Validations

- Update the citation inventory system
- Disposition will post to the driver's record (should update within 2 days)
- Exceptions: Not guilty, Dismissal, Verdict B, or Nolle Prosequi verdicts are not posted to the record

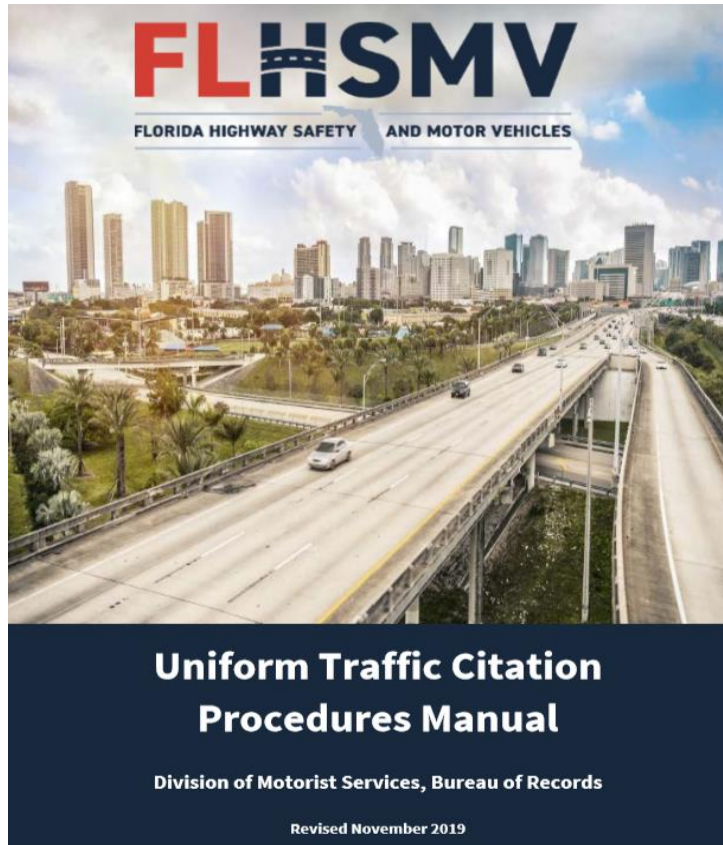


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Uniform Traffic Citation Completion

UTC Procedures Manual



The Uniform Traffic Citation Procedures Manual provides requirements on:

- Ordering UTCs
- Voiding UTCs
- Writing a UTC
- Reporting UTC data

<https://www.flhsmv.gov/pdf/courts/utc/UTCCCombinedManual.pdf>

UTC Voids

When reporting citations for voids the agency must submit a letter on agency letterhead. The letter must include the list of the citations to void and reasons for the voiding. The chief administrative officer or a designated official must sign and date the letter. The agency should report the voids using one of the following options:

➤ Mail To:

Department of Highway Safety and Motor Vehicles
Bureau of Records
2900 Apalachee Parkway, Room A213, MS 89
Tallahassee, Florida 32399-0500

NOTE: The agency must return all copies of the citation(s) and the letter.

OR

➤ Email To:

CourtAssist@flhsmv.gov

NOTE: Email must include the letter and an excel spreadsheet listing all the citations in alphanumeric order in the Consolas font. Once FLHSMV approves the voids the agency can destroy the citations by cross cut shredding or incineration.

UTC Voids cont.

- Applies only to spoiled, mutilated, or otherwise unusable citations
- Does not apply to:
 - Citations already issued to a violator
 - Citations already transmitted to the Clerk of Court
 - Citations transmitted to the Clerk of Court and dismissed

UTC Transmittals

Statutory Authority

The chief administrative officer shall transmit, on a form approved by the department, within 5 days after submission of the original, groups of issued citations and transmittal data to the court. Batches of electronic citations containing a replica of citation data may be transmitted to the court in an electronic fashion, in a format prescribed by the department within 5 days after issuance to the violator



316.650(6), F.S.

27

Appendix C

STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles
APPENDIX "C"
Uniform Traffic Citation Manual

Provides descriptions of :

[illegible]

- **Citable Statutes**
- **Classifications**
- **Charge dispositions**
- **Point assessments**
- **Mandatory Revocation/Suspension**
- **Fine Amounts**
- **Violation Codes**

Note: UTCs written with statutes not listed in Appendix C use violation codes 380 (Non-Criminal) or 383 (Criminal). Inventory will be updated however it will not reflect on the record.

Standard Uniform Traffic Citations

Electronic
or Paper
Formats

Standard Uniform Traffic Citation

The image displays two overlapping copies of the Florida Uniform Traffic Citation form. The top form is partially obscured by the bottom one. The forms are filled out with handwritten information in red ink. The top form shows the header 'FLORIDA 7 UNIFORM TRAFFIC CITATION' and various fields for case details. The bottom form shows the lower sections, including a checklist of violations and a section for the officer's signature and date.

Standard Uniform Traffic Citation

FLORIDA UNIFORM TRAFFIC CITATION					
COUNTY OF 4		<input type="checkbox"/> (1) F.H.P. <input type="checkbox"/> (2) P.D. <input type="checkbox"/> (3) S.D. <input type="checkbox"/> (4) OTHER 9			
CITY (IF APPLICABLE) 6		AGENCY NAME _____			
		AGENCY # 8 _____			
IN THE COURT DESIGNATED BELOW THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON COMPLAINT (RETAINED BY COURT)					
DAY OF WEEK 10	MONTH 11	DAY 11	YEAR 11	12/13	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

- 4-County of
- 6-City (if Applicable)
- 8-Agency Number
- 9-Agency Name
- 10-Day of Week
- 11-Offense Date-Month, Day, Year
- 12/13-Offense Time

Standard Uniform Traffic Citation

NAME (PRINT) FIRST 14				MIDDLE 15		LAST 16		17
STREET 18								IF DIFFERENT THAN ONE ON DRIVER LICENSE "X" HERE 19
CITY 20					STATE 21		ZIP CODE 22	
TELEPHONE NUMBER 23			DATE OF BIRTH 24	DAY 24	YR 24	RACE 25	SEX 26	HGT 27

- 14-17-Driver Name
- 18-Street Address
- 19-If Different than DL
- 20/21/22-City/State/Zip Code
- 23-Telephone Number
- 24-Date of Birth-Month, Day, Year
- 25-Race
- 26-Sex
- 27-Height

Standard Uniform Traffic Citation

DRIVER LICENSE NUMBER	28											
				STATE 29	CLASS 30	CDL LICENSE 126 <input type="checkbox"/> YES <input type="checkbox"/> NO		YR. LICENSE EXP. 31				
YR. VEHICLE 33	MAKE 34			STYLE 35		COLOR 36						
VEHICLE LICENSE NO. 38				TRAILER TAG NO. 39		STATE 40	YEAR TAG EXPIRES 41					

- 28-Driver License Number
- 29-Issuing State on Driver License
- 30-Driver License Class
- 126-Commercial Driver License
- 31-Year Driver License Expires or Expired
- 33/34/35/36-Vehicle Year/Make/Style/Color
- 38-Vehicle License Number
- 39/40/41-Trailer Tag Number/State /Expiration Date

Standard Uniform Traffic Citation

UPON A PUBLIC STREET OR HIGHWAY, OR OTHER LOCATION, NAMELY 43 43		COMMERCIAL VEHICLE	
		<input type="checkbox"/> YES 32	<input type="checkbox"/> NO
		PLACARDED HAZARDOUS MATERIAL	
		<input type="checkbox"/> YES 37	<input type="checkbox"/> NO
		≥ 16 PASSENGERS	
<input type="checkbox"/> YES 121		<input type="checkbox"/> NO	
MOTORCYCLE		<input type="checkbox"/> YES 120	<input type="checkbox"/> NO
COMPANION CITATION NUMBER(S)		<input type="checkbox"/> YES 42	<input type="checkbox"/> NO
FT. 44	MILES 45	<input type="checkbox"/> N 46	<input type="checkbox"/> S 47
		<input type="checkbox"/> E 48	<input type="checkbox"/> W 49
		OF NODE 50	

- 32-Commercial Vehicle
- 37-Placarded Hazardous Material
- 121-16 Passenger Vehicle
- 120-Motorcycle
- 43-Violation Occurrence Location
- 42-Companion Citation Number(s)
- 44-Feet from Landmark
- 45-Miles from Town
- 46/47/48/49-Direction (N,S,E,W)
- 50-Of Node

Standard Uniform Traffic Citation

DID UNLAWFULLY COMMIT THE FOLLOWING OFFENSE. CHECK ONLY ONE OFFENSE EACH CITATION.		
<input type="checkbox"/> UNLAWFUL SPEED	51	MPH SPEED APPLICABLE 52
(<input type="checkbox"/> INTERSTATE 54 <input type="checkbox"/> SCHOOL ZONE 132 <input type="checkbox"/> CONSTRUCTION WORKERS PRESENT 130)		
SPEED MEASUREMENT DEVICE: 84 136		
55 <input type="checkbox"/> CARELESS DRIVING	60 <input type="checkbox"/> CHILD RESTRAINT	68 <input type="checkbox"/> EXPIRED DRIVER LICENSE SIX (6) MONTHS OR LESS
56 <input type="checkbox"/> VIOLATION OF TRAFFIC CONTROL DEVICES	63 <input type="checkbox"/> SAFETY BELT VIOLATION	
129 <input type="checkbox"/> FAILURE TO STOP AT A TRAFFIC SIGNAL	64 <input type="checkbox"/> IMPROPER OR UNSAFE EQUIPMENT	69 <input type="checkbox"/> EXPIRED DRIVER LICENSE MORE THAN SIX (6) MONTHS
58 <input type="checkbox"/> IMPROPER LANE CHANGE OR COURSE	65 <input type="checkbox"/> EXPIRED TAG SIX (6) MONTHS OR LESS	
67 <input type="checkbox"/> NO PROOF OF INSURANCE	66 <input type="checkbox"/> EXPIRED TAG MORE THAN SIX (6) MONTHS	
57 <input type="checkbox"/> VIOLATION OF RIGHT-OF-WAY	67 <input type="checkbox"/> DRIVING WHILE LICENSE SUSPENDED OR REVOKED	
59 <input type="checkbox"/> IMPROPER PASSING		

- 51-Unlawful Speed
- 52-Speed Applicable
- 54/132/130-Interstate/School Zone/Construction Workers Present
- 84/136-Speed Measurement Device/ID
- 55-129-Violations

Check only one VALID violation per citation.

Standard Uniform Traffic Citation

70 <input type="checkbox"/> NO VALID DRIVER LICENSE	
61 <input type="checkbox"/> DRIVING UNDER THE INFLUENCE	
62 <input type="checkbox"/> Passenger Under 18 Yrs. BAL _____	
OTHER VIOLATIONS OR COMMENTS PERTAINING TO OFFENSE: 72	
122 RE-EXAM <input type="checkbox"/> YES <input type="checkbox"/> NO	
137 DL SEIZED <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> 113 AGGRESSIVE DRIVING	75 IN VIOLATION OF STATE STATUTE SECTION 76 SUB-SECTION 77

- 70-No Valid Driver License
- 61-Driving Under the Influence
- 62-BAL (*Blood Alcohol Level*)
- 72-Other Violations/Comments
- 122-Re-Exam
- 137-Driver License Seize
- 113-Aggressive Driving
- 75/76/77-Statute Violation/Section/Sub Section

Standard Uniform Traffic Citation

78 CRASH <input type="checkbox"/> YES <input type="checkbox"/> NO	PROPERTY DAMAGE 79 80 <input type="checkbox"/> YES \$ _____ <input type="checkbox"/> NO	INJURY TO ANOTHER 81 <input type="checkbox"/> YES <input type="checkbox"/> NO	SERIOUS BODILY INJURY TO ANOTHER 82 <input type="checkbox"/> YES <input type="checkbox"/> NO	FATAL 83 <input type="checkbox"/> YES <input type="checkbox"/> NO
85 <input type="checkbox"/> CRIMINAL VIOLATION. COURT APPEARANCE REQUIRED. AS INDICATED BELOW.				
86 <input type="checkbox"/> INFRACTION. COURT APPEARANCE REQUIRED. AS INDICATED BELOW.				
87 <input type="checkbox"/> INFRACTION WHICH DOES NOT REQUIRE APPEARANCE IN COURT.				
CIVIL PENALTY IS \$ 115 _____				

- 78-Crash
- 79/80-Property Damage/Amount
- 81-Injury to Another
- 82-Serious Bodily Injury to Another Can not have both SBI and Fatality.
- 83-Fatal
- 85-Criminal Violation Court Appearance Required
- 86-Infraction Court Appearance Required
- 87-Infraction Which Does Not Require Court Appearance
- 115-Civil Penalty Amount

Standard Uniform Traffic Citation

COURT INFORMATION	88	89	91
DATE		TIME	
		90	
92	93	94	95
COURT		LOCATION	
ARREST DELIVERED TO		96	DATE 97
I AGREE AND PROMISE TO COMPLY AND ANSWER TO THE CHARGES AND INSTRUCTIONS SPECIFIED IN THIS CITATION. WILLFUL REFUSAL TO ACCEPT AND SIGN THE CITATION MAY RESULT IN ARREST. I UNDERSTAND MY SIGNATURE IS NOT AN ADMISSION OF GUILT OR WAIVER OF RIGHTS. IF YOU NEED REASONABLE FACILITY ACCOMMODATIONS TO COMPLY WITH THIS CITATION, CONTACT THE CLERK OF THE COURT.			
X SIGNATURE OF VIOLATOR (SIGNATURE IS REQUIRED IF INFRACTION REQUIRES APPEARANCE IN COURT)			
98	99	100	101 102 103 104
RANK - NAME OF OFFICER		BADGE NO.	ID. NO. TROOP UNIT
<input type="checkbox"/> I CERTIFY THIS CITATION WAS DELIVERED TO THE PERSON CITED ABOVE AND CERTIFY THE CHARGE ABOVE			
HSMV 75901 (Rev. 07/12) 118			

- 88/89/91-Court Date/Time
- 90/92/93/94/95-Court Name/Location
- 96-Arrest Delivered To
- 97-Arrest Delivered Date
- 98/99/100/101/102/103/104-Rank/ Name of Officer/Badge Number/ID Number/Troop Unit
- 118-Delivery Verification

DUI Uniform Traffic Citations

Electronic or Paper Formats

Driving Under the Influence (DUI) Standard Uniform Traffic Citation

DUI Uniform Traffic Citation

EFFECTIVE IMMEDIATELY, YOUR DRIVING PRIVILEGE IS SUSPENDED/DISQUALIFIED FOR:

105 ☐ DRIVING WITH AN UNLAWFUL BLOOD OR BREATH ALCOHOL LEVEL. THIS SUSPENSION IS FOR A PERIOD OF SIX MONTHS IF THIS IS THE FIRST VIOLATION OR ONE YEAR IF PREVIOUSLY SUSPENDED FOR DRIVING WITH AN UNLAWFUL BLOOD OR BREATH ALCOHOL LEVEL. IF YOU HOLD A CDL OR YOU ARE OPERATING A CMV, YOUR COMMERCIAL DRIVER LICENSE/PRIVILEGE WILL ALSO BE DISQUALIFIED FOR ONE YEAR FOR THE FIRST OFFENSE OR PERMANENTLY DISQUALIFIED FOR A SUBSEQUENT OFFENSE.

106 ☐ REFUSAL TO SUBMIT TO LAWFUL BREATH, BLOOD OR URINE TEST SECTION 322.2615, F. S. THIS SUSPENSION IS FOR A PERIOD OF ONE YEAR IF THIS IS A FIRST REFUSAL OR 18 MONTHS IF PREVIOUSLY SUSPENDED FOR THIS OFFENSE. IF YOU HOLD A CDL OR YOU ARE OPERATING A CMV, YOUR COMMERCIAL DRIVER LICENSE/PRIVILEGE WILL ALSO BE DISQUALIFIED FOR A PERIOD OF ONE YEAR FOR A FIRST REFUSAL OR PERMANENTLY DISQUALIFIED FOR A SUBSEQUENT REFUSAL.

LICENSE SURRENDERED? **107** ☐ YES ☐ NO REASON **108**

ELIGIBLE FOR PERMIT? **109** ☐ YES ☐ NO REASON **110**

111 UNLESS INELIGIBLE, THIS CITATION SHALL SERVE AS A TEMPORARY DRIVER LICENSE AND WILL EXPIRE AT MIDNIGHT ON THE 10TH DAY FOLLOWING THE DATE OF SUSPENSION.

AT THE _____ BUREAU OF ADMINISTRATIVE REVIEWS OFFICE, YOU MAY REQUEST, WITHIN 10 DAYS AFTER THE DATE OF SUSPENSION, A REVIEW OF SUSPENSION BY THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES OR A REVIEW TO DETERMINE ELIGIBILITY FOR A RESTRICTED LICENSE IF THIS IS YOUR FIRST DUI RELATED OFFENSE. SEE REVERSE SIDE.

RANK - SIGNATURE OF OFFICER _____ BADGE NO. _____ ID. NO. _____ TROOP UNIT _____

HSMV 75904 (Rev. 10/14)

- 105-Driving with an Unlawful Level
- 106-Refusal to Submit
- 107-License Surrendered
- 108-State the Reason
- 109-Eligible for Permit
- 110-State the Reason
- 111-Review Hearing Location

BAL should not be present with a refusal.

CDL holders will also be disqualified no matter what they are driving.

When a ticket is issued for BAL or Refusal it also serves as a notice of suspension



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Uniform Traffic Citation Completeness and Accuracy

UTC COMPLETENESS BASELINE – 10/2018 – 09/2019

Offenses Received	Hard Citation Error Count	Total Citations Processed	%error	%pass
<u>3,103,782</u>	<u>67,722</u>	<u>3,171,504</u>	<u>2.14%</u>	<u>97.86%</u>
Dispositions Received	Hard Disposition Error Count	Total Dispositions Processed	%error	%pass
<u>3,004,520</u>	<u>67,571</u>	<u>3,072,091</u>	<u>2.20%</u>	<u>97.80%</u>

Uniform Traffic Citation Baseline

UTC ACCURACY BASELINE – 10/2018 - 09/2019

Offenses Received	Soft Citation Error Count	%error	%pass
<u>2,719,641</u>	<u>7,831</u>	<u>0.29%</u>	<u>99.71%</u>
Dispositions Received	Soft Disposition Error Count	%error	%pass
<u>2,636,810</u>	<u>67,382</u>	<u>2.56%</u>	<u>97.44%</u>

Uniform Traffic Citation Baseline

2019-2020 Crash and Uniform Traffic Citation Data Improvement Project

- **Expanded edit rules to reduce the amount of errors**
- **Better incorporation of the Appendix C**
- **Better implementation of ICD revisions/updates to avoid work arounds**

Vendor Reviews

	Odyssey	Creative DS	In-House Systems	Showcase
Citation Volume				
Error Volume				
Respect to State Average				
Knowledge Level				
In House IT				
Willingness				
Data				

- **How can FLHSMV assist the COC more?**
- **How is the Appendix C incorporated?**
- **Is the system user friendly?**
- **How can errors be reduced?**
 - **Are there front line edits in place?**
 - **Is IT on site?**
 - **How is data collected?**

Uniform Traffic Citation (UTC) - Citation Related Validations

CITATION RELATED VALIDATIONS			
Code#	Code Title	Validation #	Business Rules
2	The Citation Indications:	C01	Citation Number (ID 2) must be seven characters. Last digit must be an alpha character. Zero must have slash.
		C02	If Citation Number (ID 2) has A as first digit, then seventh digit must be E (electronic) or P (paper).
		C03	If Driver License Class (ID 30) is D, then Offense Date (ID 11) must be before 07/01/2005 (If building on record of violator already in system, be sure
	Number, Class, Delivery, Aggressive Driving, and Re-exam	C04	If Citation is written, Officer Delivery Verification (ID 118) is mandatory for the officer and must be accurately indicated in the data file by
		C05	If Citation is written, Aggressive Driver Flag (ID 113) is mandatory for the officer and must be accurately indicated in the data file by COC
		C06	If Citation is written, Officer Re-exam Flag (ID 122) is mandatory for the officer and must be accurately indicated in the data file by COC
3	Soundex Validations	C07	If there is no Driver License Number (ID 28), then Driver - First Name (ID 14), Driver - Middle Name (ID 15) (leave blank if no middle name or initial), Driver - Last Name (ID 16), Birth Date (ID 24), Sex (ID 26), and Street Address (ID 18), City (ID 20), State of Driver's Address (ID 21), Zip Code (ID 23) are REQUIRED.
		C08	If Driver License Number (ID 28) present (and is FL), then first digit of DL# must match first character of last name.
		C09	If FL Driver License Number (ID 28) is given, then it must be 13 characters, one alpha followed by 12 numeric characters
		C10	If Sex (ID 26) is entered, then must be F or M. Do not use N for Business.
		C11	If NO Driver License Number (ID 28) is given, then do not enter None, Not Carried, NO DL, etc. (Leave blank)
		C12	If Driver License State (ID 29) is not FL, then Sex (ID 26) and Birth Date (ID 24) are required.
		C13	If Birth Date (ID 24) is entered, then must be an within reasonable life span (approx. 100 years)
4	Address Requirements (Appendix A Usage)	C14	If State of Driver's Address (ID 21) is not Florida and No DL, then Driver License State (ID 29) is REQUIRED – use state from address as
		C15	If Driver License State (ID 29) is Canada, then use CD as state (not the province such as ON for Ontario).
		C16	If Out of Country Driver and not Canada (CD) or Mexico (MX), then use FF as Driver License State (ID 29) and State of Driver's Address (ID 21) (for example cannot use PR for Puerto Rico).
		C17	{SPECIAL NOTE - Not for adding comments to ICD: Problem - ICD and Appendix A of ICD say FF when OOS and not CD or MX. But, DHSMV Appendix A lists others such as Puerto Rico.}
5	Commercial Vehicles	C18	If State of Driver's Address (ID 21) is Florida, then a valid Zip Code (ID 23) that starts with 320,321,322,323,324, MUST BE provided.
		C19	If Citation is written, then Commercial Vehicle Code (ID 32) must be
		C20	If Citation is written, then Hazardous Material (ID 37) must be indicated.
		C21	If Citation is written, then 16 Passenger Vehicle (ID 121) must be
		C22	If Commercial Vehicle Code (ID 32) is N, then Violation - Code (ID 73) between 800 – 850 or 483 cannot be used.
		C23	If Commercial Vehicle Code (ID 32) is N, then Hazardous Materials (ID 37) is cannot be Y.
		C24	If 16 Passenger Vehicle (ID 121) is Y, then Commercial Vehicle Code
6	Tags	C25	If no Vehicle Tag Number (ID 38) to enter, do not enter words NO TAG.
		C26	If Vehicle Tag Number (ID 38)/ Vehicle Trailer Tag Number (ID 39) is entered, then it cannot contain hyphen or space.
		C27	If Permanent Registration (ID 134) is Y, then Vehicle Tag Expiration Year (ID 41) MUST BE blank.
7	Driver Name	C28	If Driver - First Name (ID 14), then no more than one space allowed in name (also no leading space). If Driver - Last Name (ID 16), then no more than one space allowed in name (also no leading space).
		C29	If Driver - Middle Name (ID 15), then no more than one space allowed in name (also no leading space).

Recommended Software Edits

Recommended Software Edits

What are the Benefits?

Agencies

- Less Created Errors
- Less Supplementary Work
- Increased Enforcement
- Safer Communities

Clerk of Courts

- Less Received Errors
- Less Created Errors
- Less Additional Work
- More Accurate Records
- Potentially More Fees Collected

LEA/CMS Vendors

- Higher Quality Product
- Increased Contracts
- Happier Clients

Stakeholders and UTC Accuracy Goals

UTC accuracy is verified by stakeholders
Law Enforcement Agencies (342)
Clerks of Court (67)
Florida Court Clerks and Comptrollers
FLHSMV



Stakeholders recommend training to improve:

- 1) Timely submission of UTCs
- 2) Transmitting files completely and correctly
- 3) Accuracy of descriptions and/or statutes



Common Errors

Examples of Soft Errors

7		AARK2RE		7	
FLORIDA UNIFORM TRAFFIC CITATION					
COUNTY OF PALM BEACH	<input checked="" type="checkbox"/> (1) F.P. <input type="checkbox"/> (2) P.D. <input type="checkbox"/> (3) S.O. <input type="checkbox"/> (4) OTHER				
CITY OF (IF APPLICABLE) PALM BEACH GARDENS					
IN THE COURT DESIGNATED BELOW THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON					DEFENDANT COPY
DAY OF WEEK WED	MONTH 01	DAY 16	YEAR 2019	TIME 04:47	<input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.

7		AARK2RE		7	
FLORIDA UNIFORM TRAFFIC CITATION					
COUNTY OF PALM BEACH	<input checked="" type="checkbox"/> (1) F.P. <input type="checkbox"/> (2) P.D. <input type="checkbox"/> (3) S.O. <input type="checkbox"/> (4) OTHER				
CITY OF (IF APPLICABLE) PALM BEACH GARDENS					
IN THE COURT DESIGNATED BELOW THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON					COMPLAINT (REMAINED BY COURT)
DAY OF WEEK THU	MONTH 01	DAY 17	YEAR 2019	TIME 07:55	<input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.

Examples of Soft Errors

Record Type:	Arrest
Error Date:	9/10/2018
Error Messages:	OFFENSE AGENCY DOESNT MATCH ASSIGND AGCY

<input checked="" type="checkbox"/>	Citation Number:	4185XBC
	Citation Assignment:	04-46-2 - LARGO P.D.

Field	New Offense
Citation Number	4185XBC
Agency	11-42-3-
County	11 - ALACHUA
Jurisdiction City	42 - NEWBERRY
Type	3 - Sheriff's Office
Arrest Date	9/6/2018
Disposition Code	647-DRIVING UNDER THE INFLUENCE

DUI Reduced to Reckless

Use Violation Code 457 not 431:

Record Entries:

431 = RECKLESS DRIVING

457 = RECKLESS-DRIVING



Note: We track this information to determine how many DUIs get reduced to reckless, please use the correct violation code.

Invalid Citation Number

Citation Number must be 7 alphanumeric characters long and end in an alpha character.

09QPUNE									
FLORIDA UNIFORM TRAFFIC CITATION									
COUNTY OF OKALOOSA				<input checked="" type="checkbox"/> (1) FHP <input type="checkbox"/> (2) P.D. <input type="checkbox"/> (3) S.O. <input type="checkbox"/> (4) OTHER FLORIDA HIGHWAY PATROL					
CITY OF (IF APPLICABLE)				AGENCY					
IN THE COURT DESIGNATED BELOW THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON									
DEFENDANT COPY									
DAY OF WEEK THU	MONTH 11	DAY 10	YEAR 2011	01:02		<input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.			
NAME (PRINT) FIRST JOSEPH			MIDDLE MIDDLE			LAST SAMPLE			
STREET 123 ANY STREET									
IF DIFFERENT THAN ONE ON DRIVER LICENSE "X" HERE									
CITY ANYWHERE				STATE FL		ZIP CODE 32571			
TELEPHONE NUMBER 8501324567		DATE OF BIRTH	MO 01	DAY 09	YEAR 1990	RACE W	SEX M	HGT 605	

NOTE: Citations will end in a P (paper) or E (electronic) under the current algorithm.

Invalid Citation Number

Examples of invalid citation numbers resulting in errors

-	-	431	130002017063011cit	cit	INVALID CITATION NUMBER
05282A	-	457	130002008112401cit	cit	INVALID CITATION NUMBER 05282A
05282A	-	457	130002008112401dis	dis	INVALID CITATION NUMBER 05282A
DESERRO	-	613	030002019030601cit	cit	INVALID CITATION NUMBER DESERRO
V469758	-	380	030002019030601cit	cit	INVALID CITATION NUMBER V469758

Fatal Injury And Serious Injury Cannot Both Be Y

If Fatal Injury Is Y Then Serious Injury Cannot Be Y.

If Serious Injury Is Y Then Fatal Injury Cannot Be Y.

Citation Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
82	Serious Injury – Y/N	A/N	1	730	730	M	'Y' for Serious Injury. 'N' otherwise
83	Fatal Injury – Y/N	A/N	1	731	731	M	'Y' for Fatal. 'N' otherwise

Property Damage/Crash Mismatch

If Property Damage = Y **Then** Crash Must = Y.

Citation Interface Definition (Variable length records with fields separated by " ") From FHP/LEA To Counties					
ID	Field Description	Data Type	Max Field Size	M/O/C	Comments
78	Crash – Y/N	A/N	1	M	'Y' for crash, 'N' for no crash
79	Property Damage – Y/N	A/N	1	M	'Y' for property damage, 'N' for no property damage.

NE: Name Error

If the FL DL field is blank but a DL record exists in FLHSMV's database **Then** The value in Name Fields must be an exact match in FLHSMV's database.

Citation Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
14	Driver – First Name	A	80	90	169	M	In addition to upper-case alphabetic characters (A-Z), hyphen ("-"), apostrophe " ' " are allowed.
15	Driver – Middle Name	A	80	170	249	C	Blank if driver has no middle name, otherwise provide value.
16	Driver – Last Name	A	80	250	329	M	In addition to upper-case alphabetic characters (A-Z), hyphen ("-"), apostrophe " ' " are allowed.

Missing Driver License State For Non-FL Resident

If the Driver Resides Out of the Country except for Canada (CD) or Mexico (MX) Then Use FF as Driver License State and State of Driver's Address.

Citation Interface Definition (Variable length records with fields separated by " ") From FHP/LEA To Counties					
ID	Field Description	Data Type	Max Field Size	M/O/C	Comments
21	State of Driver's Address	A/N	2	C	Driver's address state code (See Appendix A). Field is required if license number (field 28) is not provided, or if license is from out of state. Use value 'CD' for Canadian addresses and use MX for Mexico (all provinces) ;use 'FF' for other foreign countries.
29	Driver License State	A/N	2	C	Must be provided if field 28 is not null; may be provided even if field 28 is null (to indicate state of license even if license # is unknown). Blank or null will default to "FL". Use value 'CD' for Canadian licenses (all provinces); use MX for Mexico;use 'FF' for other foreign countries. See Appendix A.

Invalid FL DL Number

If DL State Code is FL **Then** DL number must be 13 characters long found in FLHSMV's database.

STATE FL	CLASS	CDL LICENSE <input type="checkbox"/> YES <input type="checkbox"/> NO		YR. LICENSE EXP.
-------------	-------	---	--	------------------

DRIVER LICENSE NUMBER	J	5	2	5	4	2	0	0	0	0	0	0	1	0		
				STATE	CLASS	CDL LICENSE <input type="checkbox"/> YES <input type="checkbox"/> NO		YR. LICENSE EXP.		COMMERCIAL VEHICLE <input type="checkbox"/> YES <input type="checkbox"/> NO						

Missing Sex Or Date Of Birth For Blank License

If there is No Driver License Number Then These fields are REQUIRED:

Citation Interface Definition							Comments
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	
14	Driver – First Name	A	80	90	169	M	In addition to upper-case alphabetic characters (A-Z), hyphen ("-"), apostrophe " ' " are allowed.
15	Driver – Middle Name	A	80	170	249	C	Blank if driver has no middle name, otherwise provide value.
16	Driver – Last Name	A	80	250	329	M	In addition to upper-case alphabetic characters (A-Z), hyphen ("-"), apostrophe " ' " are allowed.
18	Street Address	A/N	30	331	360	C	Driver's street address. Field is required if license number (field 28) is not provided, or if license is from out of state. Only characters allowed are A-Z, 0-9, "#", (number sign), "-" (hyphen), "/" (forward slash, needed for half-numbers in address), and blank. Use "GENERAL DELIVERY" if unknown.
20	City	A/N	20	362	381	C	Driver's address (city). Field is required if license number (field 28) is not provided, or if license is from out of state. Use County Seat where citation was issued if not known.
21	State of Driver's Address	A/N	2	382	383	C	Driver's address state code (See Appendix A). Field is required if license number (field 28) is not provided, or if license is from out of state. Use value 'CD' for Canadian addresses and 'MX' for Mexico (all provinces); use 'FF' for other foreign countries.
22	Zip Code	A/N	9	384	392	C	Driver's address (zip code). Field is required if license number (field 28) is not provided, or if license is from out of state. Value "00000" may be used if zip is unknown.
24	Birth Date	DATE	10	403	412	C	Format: MM/DD/YYYY Ex. 07/07/2001; Field is required if license number (field 28) is not provided, or if license is from out of state, if unknown use default Date of Birth of '01/01/1900'.
26	Sex	A/N	1	414	414	C	M or F; blank if unknown. Field is required if license number (field 28) is not provided, or if license is from out of state.

➤ First, Middle, and Last Name

➤ Birth Date

➤ Sex

➤ Street Address

➤ City

➤ State of Driver's Address

➤ Zip Code

Missing Sentence For Guilty Verdict

If Disposition Verdict is Guilty **Then** Court Sentence Field must have a value.

Disposition Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
29	Disposition Verdict	A/N	1	197	197	M	This field triggers the sending of a UTC disposition record to DHSMV. 1=guilty, 2=not guilty, 3=dismissed, 4=paid fine or civil penalty, 6=estreated or forfeited bond, 7=adjudication withheld on all criminal FS 322.34 only, 8=nolle prosequi, 9=adjudged delinquent (juvenile), A=adjudication withheld by judge, B=Other, C=adjudication withheld by clerk (school election), D=adjudication withheld by clerk (plea Nolo Contendere and proof of compliance). E= Set Aside/Vacated by courts
30	Court Sentence	N	1	198	198	C	Only enter a value if field 29 is "1". 1=served time, 2=sentence withheld or suspended, 3=probation, 5=fine and/or costs, 6=license action only, 7=other, 9=Incarceration. Send actual suspension length in "Post Incarceration Length of Revocation field". 0=no sentence or null for any other value in field 29.

Missing Actual Or Posted Speed For Speeding Violation

If Violation Code Is:

- **Unlawful Speed – Less Than Posted Minimum (574)**
- **Is Exceeding Posted Speed In Work Zone (586)**
- **School Zone (586)**
- **Unlawful Speed – Exceeding The Posted Speed (575)**

Then

**Actual Speed and Posted Speed
are REQUIRED.**

If Violation Code Is:

- **Special Hazard (437)**
- **Failed To Use Due Care (587)**
- **Too Fast For Conditions (572 Or 580)**
- **Impeding Traffic (585)**

Then

**Actual Speed and Posted Speed
are NOT entered.**

Violation X Should Not Have Department/Court Code (Not DUI)

If Violation Code is not a DUI violation (647, 648, 649, 657, 658, 659) **Then** Department/Court field must be blank.

Disposition Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
22	Violation Code	N	3	186	188	M	DHSMV violation code derived from statute according to DHSMV's Appendix C list.
26	Department Court Code	A/N	1	194	194	C	Suspension/revocation by court or departmental action. Allow C (=court) or D (=departmental) or Blank. Must be provided for DUI offenses. Otherwise leave blank. See Appendix D of ICD for full details.

Violation Code May Be In Error

The Violation Code must be an approved and valid violation code found in FLHSMV's Appendix C and must not conflict with the charge/statute.

Citation Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
73	Violation – Code	N	3	694	696	M	The DHSMV violation code for the offense (see DHSMV's Appendix C).

Missing Or Invalid DUI Refuse Indicator

If DUI Refuse is Y **Then** The BAL .08 or Above must be blank.

Citation Interface Definition (Variable length records with fields separated by " ") From FHP/LEA To Counties					
ID	Field Description	Data Type	Max Field Size	M/O/C	Comments
105	BAL .08 or Above	A/N	1	C	'Y' for yes, or leave field blank
106	DUI Refuse	A/N	1	C	'Y' for yes, or leave field blank

Length Of Revocation Must Be At Least 180 Days For DUI

If Violation Code is a DUI violation (647, 648, 649, 657, 658, 659) **Then** License Revocation and (if ordered, Post incarceration) Length of Revocation must be at least 180 days.

Disposition Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
22	Violation Code	N	3	186	188	M	DHSMV violation code derived from statute according to DHSMV's Appendix C list.
35	Length of License Revocation	N	7	203	209	C	Format yymmddd, e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days. Must be present for a criminal violation which requires a mandatory license suspension or revocation; value is zeros otherwise. Value is zeros if field 34 is '4'. If field 27 is 'X', this field must have a value greater than 179 days. Fill with "0000000" if court wants DHSMV to suspend or revoke as mandatory. See Appendix D of ICD for full details.
161	Post Incarceration Length of Revocation	N	7	1051	1057	C	Court directed revocation length to be applied after incarceration. Format YYMMDDD (e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days) Must be present if applying 0000997 (court directed susp/rev with incarceration) in field 35. Otherwise blank or 0000000; See Appendix D

Missing Post-Incarceration Length Of Revocation When Field 35 is 997

If incarceration is ordered after disposition **Then** Post Incarceration length of Revocation is required

Disposition Interface Definition							
ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Comments
35	Length of License Revocation	N	7	203	209	C	Format yymmddd, e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days. Must be present for a criminal violation which requires a mandatory license suspension or revocation; value is zeros otherwise. Value is zeros if field 34 is '4'. If field 27 is 'X', this field must have a value greater than 179 days. Fill with "0000000" if court wants DHSMV to suspend or revoke as mandatory. See Appendix D of ICD for full details.
161	Post Incarceration Length of Revocation	N	7	1051	1057	C	Court directed revocation length to be applied after incarceration. Format YYMMDDD (e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days) Must be present if applying 0000997 (court directed susp/rev with incarceration) in field 35. Otherwise blank or 0000000; See Appendix D

Post-Incarceration Length of Revocation Cont.

Appendix D – DUI and Criminal Mandatory Convictions

The current Appendix C is located at <http://www.flhsmv.gov/courts/utc/>

DUI Offenses – Mandatory Revocation:

DUI offenses include all convictions based on FS 316.193 and are defined by the Department of Highway Safety and Motor Vehicles (DHSMV) using violation codes 647 (DUI), 648 (DUI – Property Damage/Personal Injury), 649 (DUI-SBI), 657 (DUI – Bicycle), 658 (DUI – Bicycle w/ Property Damage/Personal Injury) and 659 (DUI – Bicycle with SBI). Offenses reporting with these violation codes must provide DL action using a specific combination of ICD Disposition fields as follows (excluding verdicts of Dismissed – 3, Not Guilty – 2, Nolle Pros – 8, Other – B):

	ICD 26	ICD 27	ICD 34	ICD 35	ICD 161	Comments
1	C	1	0	0000000	0000000	Court directed 1 year revocation
2	C	6	0	0000000	0000000	Court directed 6 month revocation
3	C	M	0	0000000	0000000	Court directed maximum revocation
4	C	N	0	0000000	0000000	Court directed minimum revocation
5	C	X	0	YYMMDDD	0000000	Court directed specified Length revocation; must be greater than 179 days ¹
6	C	X	0	0000997	YYMMDDD	Court directed with incarceration after disposition; defaults to indefinite revocation at DHSMV Post incarceration length of revocation must be entered in field 161 ² (0100000, 0060000, 0009000, etc.) 0000998 (lifetime) 0000999 (indefinite)
7	C	X	0	0000998	0000000	Court directed lifetime (permanent) revocation without incarceration.
8	C	X	0	0000999	0000000	Court directed indefinite revocation without incarceration.
9	D	M	0	0000000	0000000	Departmental action for maximum revocation ³
10	C	M	0	0000997	0000000	Court directed maximum revocation after incarceration.
11	C	N	0	0000997	0000000	Court directed minimum revocation after incarceration.
12	D	M	0	0000997	0000000	Departmental action for maximum revocation ³ after incarceration.

Appendix D of the ICD provides instructions on submitting DUI and Criminal convictions with mandatory or court ordered revocation and if ordered, incarceration:

- When ordered incarceration and revocation as a result of a criminal traffic offense, *Section 322.283(1), Florida Statutes* requires the period of revocation commence upon a defendant's release from incarceration
- The value '0000997' in ICD field 35 places an indefinite revocation on the driver's record
- Upon release from incarceration, *section 322.238(2), Florida Statutes* requires the releasing agency to notify FLHSMV of the defendant's release using form HSMV #72077 Release From Incarceration Form
- Once submitted, the indefinite revocation will be updated with the length of revocation and the release date will serve as the revocation effective date

No Citation Present

If a citation has not made it through TCATS to FLHSMV

or

An ARR/Cit error exists

CITATION	CHECK DIGIT	VIOLATION CODE	FILE NAME	FILE TYPE	ERROR MESSAGE
A8CRRQE	-	null	030002017110701d6	d6	FTC OFFENSE DATE MISMATCH
A8CRRQE	-	null	030002017110701d6	d6	NO CITATION PRESENT

CITATION	CHECK DIGIT	VIOLATION CODE	FILE NAME	FILE TYPE	ERROR MESSAGE
A3C3WJP	-	null	190002018121201d6	d6	FTC OFFENSE DATE MISMATCH
A3C3WJP	-	null	190002018121201d6	d6	NO CITATION PRESENT
A3C3WJP	-	609	201812120831arr	arr	NE: [REDACTED]

Then

The D6 suspension will error.

Note: FLHSMV can not suspend if the Cit/Arr file is not in inventory.

Reason Code/D6 Reason Mismatch

322.03(1)	NO DRIVER LICENSE - never had one issued (If valid at time citation was issued, a dismissal fee up to \$10 can be paid, when proof submitted to Clerk of Court)	C	c	0			623

Reason: FAILED TO PAY FINE (5)

Restore date: 00000000

Reissue flag: -

D6 Violation reason: 623

City code: -

Reason Code/D6 Reason Mismatch

If D6 Violation Reason is criminal

Then

The Reason must be criminal

If D6 Violation Reason is non-criminal

Then

The Reason must be non-criminal

D6 Interface Definition Forwarded to DHSMV							
ID	Field Description	Data Type	Max Field Size	Start	End	M / O / C	Comments
14	Reason	N	2	70	71	M	Reason for suspension 01=failed to appear, 02=failed to complete court-ordered school, 03=election made when not eligible, 05=failed to pay fine, 06=criminal failed to pay, 07=criminal failed to appear, 08=School Election made and failed to attend. (Must use same reason code as suspension when sending a "4" in field 3.)
34	D6 Violation Reason	A/N	3	176	178	M	3-digit code of violation that resulted in D6

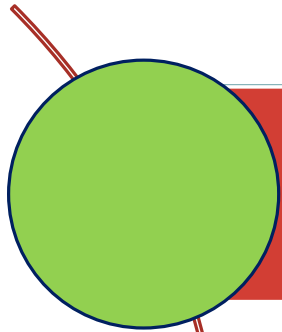
Invalid Reissue Date

If Reissue Date is entered **Then** It must be a date after the Date of Failure To Comply.

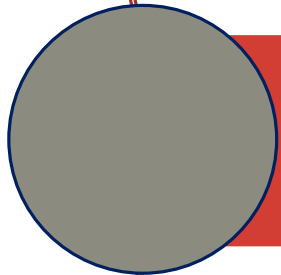
D6 Interface Definition Forwarded to DHSMV							
ID	Field Description	Data Type	Max Field Size	Start	End	M / O / C	Comments
7	Date of Failure to Comply	N	8	26	33	M	Format as MMDDYYYY
13	Reissue Date	N	8	62	69	C	Date of reissue of a D6 suspension (when field 22 is "R"). Format as MMDDYYYY. Value should be "00000000" if not a reissue of a suspension. Must have reissue date and a Reissue Flag of 'R' to reissue a suspension.

Note: When reissuing a FTC the flag should be R not Y

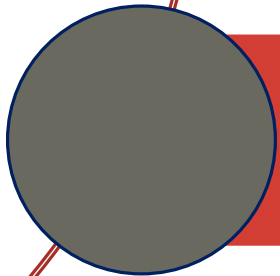
Most Common Errors



Invalid Florida Driver License Number



**Invalid Florida Driver License Number for
Name/Sex/Birthdate**



Citation # Still Showing as Active



FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



Test Your Knowledge

Scenario 1: Invalid FL DL Number

4290GJF	.	455	201409120917arr	arr	INVALID FL DL NUMBER
---------	---	-----	-----------------	-----	--------------------------------------

Citation Number: 4290GJF	Check Digit: 8	Status: Deleted
County: HARDEE (30)	Agency Type: 2	Agency: WPD (02)
City: WAUCHULA (60)	Offense Date: FRI 05/02/2014 -	
Name: Abnormal License		
Address:		
Phone:	Date Of Birth: 10/01/1990	Diff than DL:
Driver License: L252-000-90-001-2		Race: W Sex: M Height: 601
State: FL	Class: E	DL Edit Override?:
Vehicle Make: CHEV	Style:	Yr. License Exp.:
Vehicle License: H5632X	Trailer Tag:	Color: GRAY Year: 2007
Violation Code: 455 - CARELESS DRIVING		State: FL Yr. Expire: 2014
State Statute: Y	Section: 3161925	Sub Section: 1

ABONMAL LICENSE	DL/ID: L252-000-00-001-2	SSN:
	Class: Non-Licensed	
	Previous DUI: 0 ?	Previous DWLS: 0 ?
<div>Driver History Documents Photo & Signature Emergenc</div>		
Address: 50223	Date of Birth: 01/01/1900	Gender: MALE

Solution: Using the available resources, search the provided name to locate the correct DL. After correcting the DL and DOB resend through TCATS.

Scenario 2: Invalid Citation Number


AA3AROK	-	609	070002018120601cit	cit	<u>INVALID CITATION NUMBER AA3AROKP</u>
---------	---	-----	--------------------	-----	---

0000	-	622	350002017022701dis	dis	<u>INVALID CITATION NUMBER 0000</u>
------	---	-----	--------------------	-----	-------------------------------------

Scenario 2: Invalid Citation Number

AA3AROK	.	609	070002018120601cit	cit	<u>INVALID CITATION NUMBER AA3AROKP</u>
---------	---	-----	--------------------	-----	---

12/5/2018 4:00 PM FILED IN THE OFFICE OF TIFFANY MOORE RUSSELL, CLERK OF COURT, ORANGE COUNTY, FL



FLORIDA UNIFORM TRAFFIC CITATION **A3AROKP**

COUNTY OF orange ☐ (1) F.H.P. ☐ (2) P.D. ☒ (3) S.O. ☐ (4) OTHER

CITY (IF APPLICABLE) _____ AGENCY NAME ocpd

AGENCY # 07

IN THE COURT DESIGNATED BELOW THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS JUSTLY AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON

COMPLAINT
(RETAINED BY COURT)

DAY OF WEEK thurs MONTH 11 DAY 29 YEAR 18 TIME 826 PM

Solution: The citation transmitted through TCATS has the incorrect format due to clerk error. The COC should correct the citation number and re-transmit. Email FCCC to remove the error message.

Scenario 2: Invalid Citation Number

0000	-	622	350002017022701dis	dis	<u>INVALID CITATION NUMBER 0000</u>
------	---	-----	--------------------	-----	-------------------------------------

FLORIDA UNIFORM TRAFFIC CITATION		0000-		CHECK OUT X	
COUNTY OF 1111/35		<input type="checkbox"/> (1) F.H.P. <input checked="" type="checkbox"/> (2) P.D. <input type="checkbox"/> (3) S.D. <input type="checkbox"/> (4) OTHER			
NAME OF JURISDICTION MADISON		AGENCY NAME <u>MADISON POLICE I</u>			
		AGENCY # <u>35402</u>			
IN THE COURT COMPAINTED BELOW THE UNDERSIGNED CERTIFIES THAT THERE HAS BEEN AIT AND PERSONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON					
DAY OF WEEK THUR	MONTH 02	DAY 16	YEAR 2017	0429	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM

Solution: The citation has the incorrect format due to LEA/Vendor error. The COC should contact the LEA and have the citation rewritten. Once the citation number is corrected re-transmit using the correct citation number. Email FCCC to remove the error message.

Scenario 3: Name Error (NE)

4751BLQ	-	575	201510281053arr	arr	NE: [REDACTED]
---------	---	-----	-----------------	-----	----------------

[[Dispositions](#) | [D6](#) | [Errors](#)]

Citation Number: 4751BLQ
County: PALM BEACH (6)
City: (94)
Name: **AORMAL B LICENSE**
Address: [REDACTED]
Phone: [REDACTED]
Driver License: [REDACTED]
State: FL

Check Digit:
Agency Type: 2
Offense Date: 05/02/2002 -
Date Of Birth: **01/01/1900**
Class: U

ABONMAL LICENSE

DL/ID: L252-000-00-001-2 SSN:
Class: Non-Licensed
Previous DUI: 0 ? Previous DWLS: 0 ?

[Driver History](#) [Documents](#) [Photo & Signature](#) [Emergency Cont](#)

Address: 50223	Date of Birth: 01/01/1900	Gender: MALE
--------------------------	-------------------------------------	------------------------

Solution: When the FL DL is blank TCATS calculates a DL number based on the name, sex, and DOB provided. If a record is found but the name provided is not an exact match, a name error is produced. Using available resources, search the provided name to locate the correct record. Make corrections and resubmit.



FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



Commercial Driver Licenses

CDL Learners' Permit – New Issuance



- Must have licensed driver 21 years or older, with a CDL equivalent to, or higher than, the type of vehicle indicated on the permit
- May only be issued by the state of domicile – [49 CFR §383.212]
- Must self-certify and, if required, provide a current Medical Examiner's Certificate – [49 CFR383.71(2)(ix)]
- Ages 18, 19 and 20 must be restricted to "Intrastate Only" (Restriction 2).
- May not obtain a Hazmat Endorsement

Violations Requiring a UTC

It has come to FLHSMV's attention that UTCs have not been written to CDL/CLP holders and drivers of CMVs for serious and major traffic offenses when it was warranted. Therefore, sanction actions against drivers have not occurred which is against state and federal laws. We are asking for your help in insuring that this does not continue. LEAs should issue UTCs when such violations occur. SAOs should either direct LEAs to issue UTCs or should issue UTCs themselves when the LEA does not. Convictions of 2 or 3 Serious Violations within a 3-year period will generate a sanction action against the driver and convictions of a major violation will generate a sanction when our department receives the disposition information. Serious and major violations include but are not limited to:

- Reckless Driving
- Improper Lane Change
- Following Too Closely
- Driving a CMV without Proper Class of CDL or CDL Permit/Endorsement
- Driving Under the Influence
- Driving a CMV in Possession of a Controlled Substance
- Using a Motor Vehicle in Connection with a Felony
- Driving a CMV While the CDL is Suspended/Revoked/Cancelled or Disqualified

Convictions for Serious Violations 2019

Reckless Driving – 187

Reckless Driving SBI – 2

Reckless-Driving – 230

Improper Lane Changing – 1,175

Following Too Closely – 723

Driving Under the Influence – 511

DUI-Property Damage/Per. Inj. – 100

DUI Manslaughter - 4

DUI Serious Bodily Injury – 8

Drive CMV While Alchl. Con. .04 to .79 – 8

Drive CMV in Poss. Of Contr. Sub. – 6

Operating CMV Not Properly Insured – 19

Using CMV in Connection With Felony – 6

Operating With DL/Improper DL - 357

Reporting Convictions

Statutory Authority

Within 10 days after final judicial disposition of each traffic violation, including parking on a roadway outside the limits of a municipality, or other offense reported on the uniform traffic citation, as prescribed by s. 316.650, the clerk of the court in which the case was tried shall report the judicial disposition of such case to the Department of Highway Safety and Motor Vehicles on a copy of the uniform traffic citation, which form shall be consistent with the Florida Traffic Court rules.



43.41, F.S.

Reporting Convictions

Statutory Authority

- Requires the licensing entity of the State where the conviction occurs to notify the licensing entity in the State where the driver is licensed within 10 days of the conviction.
- Requires the licensing entity of the State where the conviction occurs to report convictions to the Federal Convictions and Withdrawal Database within 10 days of the conviction.



[49 CFR § 384.209(c)]

Masking Convictions

Statutory Authority

The State must not mask, defer imposition of judgment, or allow an individual to enter into a diversion program that would prevent a CLP or CDL holder's conviction for any violation, in any type of motor vehicle, of a State or local traffic control law (other than parking, vehicle weight, or vehicle defect violations) from appearing on the CDLIS driver record, whether the driver was convicted for an offense committed in the State where the driver is licensed or another State.



[49 CFR § 384.226]

Convictions Defined

Statutory Authority

An unvacated adjudication of guilt, or a determination that a person has violated or failed to comply with the law in a court of original jurisdiction or by an authorized administrative tribunal, an unvacated forfeiture of bail or collateral deposited to secure the person's appearance in court, a plea of guilty or nolo contendere accepted by the court, the payment of a fine or court cost, or violation of a condition of release without bail, regardless of whether or not the penalty is rebated, suspended, or probated.



[49 CFR § 383.5]

Convictions Cont.

Convictions in which the judge withheld adjudication will appear on the Florida Driver Record as:

➤ “ADJ WITHHELD BY JUDGE with
CONV-FED Purposes Only”

School Election

- School election in §318.14(9) is not available to CLP, CDL holders or CMV operators.
- If the Department receives a school election the disposition will be changed to guilty and posted to the driver history and transcript accordingly.
- Also applies to wireless course.

Hardship Licenses

Statutory Authority

- A State may not issue a hardship license to operate a CMV when a CDL holder's CMV or non-CMV driving privilege has been suspended, revoked or cancelled.
- A State may not issue a hardship license to operate a CMV when the CDL holder's CMV driving privilege is disqualified.



[49 CFR § 384.210]

References

Florida Statutes

Title 49 - Code of Federal Regulations

➤ §382-385, 390-397

Florida Department of Transportation Policy 4-10



Resources

UTC Administration Useful Resources

Florida Court and Law Enforcement Agency-Information

<http://www.flhsmv.gov/courts/>

- Interface Control Document (ICD)
- Uniform Traffic Citation Manual
- FLHSMV Appendix C

**Contact Court Assist Directly @
CourtAssist@flhsmv.gov or (850) 617-2589**

Emailing Court Assist

- Include the DL and citation number for the case number in question. If there's no DL number, include the name and date of birth, or social.
- Allow 3-5 business days for supplemental dispositions tied to a sanction sent via TCATS to update before emailing Court Assist.

Incompetent to Operate a Motor Vehicle

- Include the driver's full name, date of birth, last 4 digits of social and a DL number (if applicable). Also include if they were found "totally incompetent" or "limited".
 - If they are limited and their "rights to have a driver license" were NOT taken, DO NOT add to incompetent list.
 - Please attach court orders.

Juvenile Orders

- Include the driver's full name, date of birth, address, and gender for the driver record.
 - Please differentiate between the first and last name so an accurate record can be created.
- All orders need to indicate the revocation or suspension length recommended by the judge.

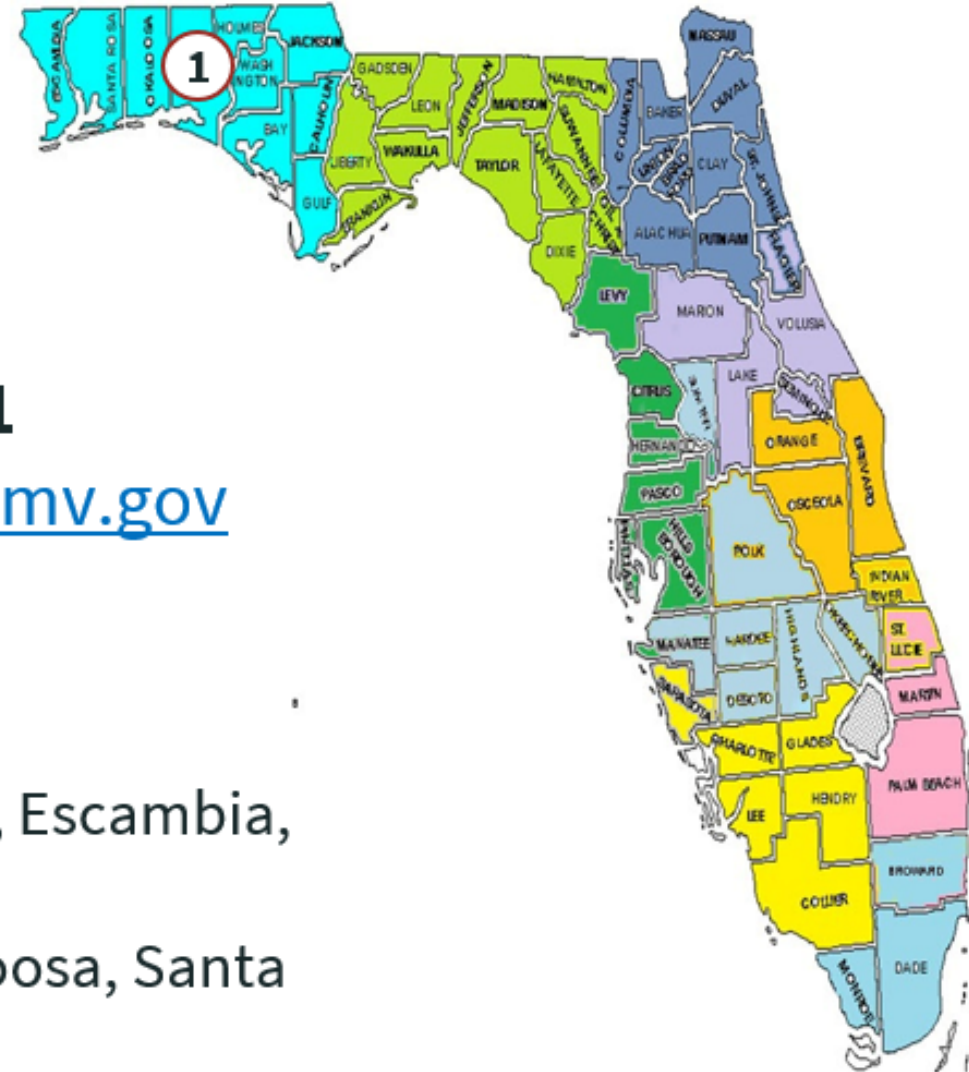
FLHSMV Senior Liaison Officer

REGION 1

Steven Bowman
Panama City, FL

Cell: (850) 814-7511
SteveBowman@flhsmv.gov

Counties: Bay, Calhoun, Escambia,
Gulf,
Holmes, Jackson, Okaloosa, Santa
Rosa,
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Seminole, Volusia



FLHSMV Senior Liaison Officer

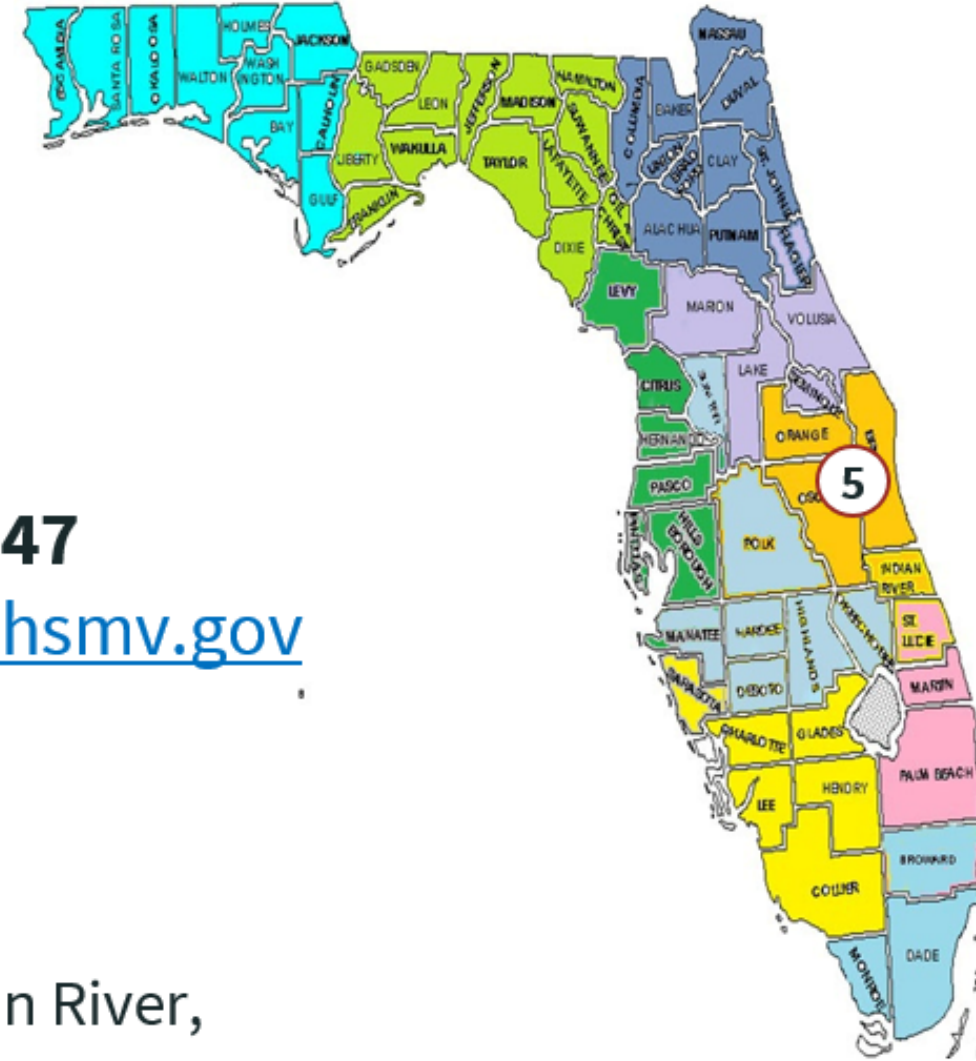
REGION 5

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LaTishaHarris@flhsmv.gov

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Okeechobee, Sumter



FLHSMV Senior Liaison Officer

REGION 8

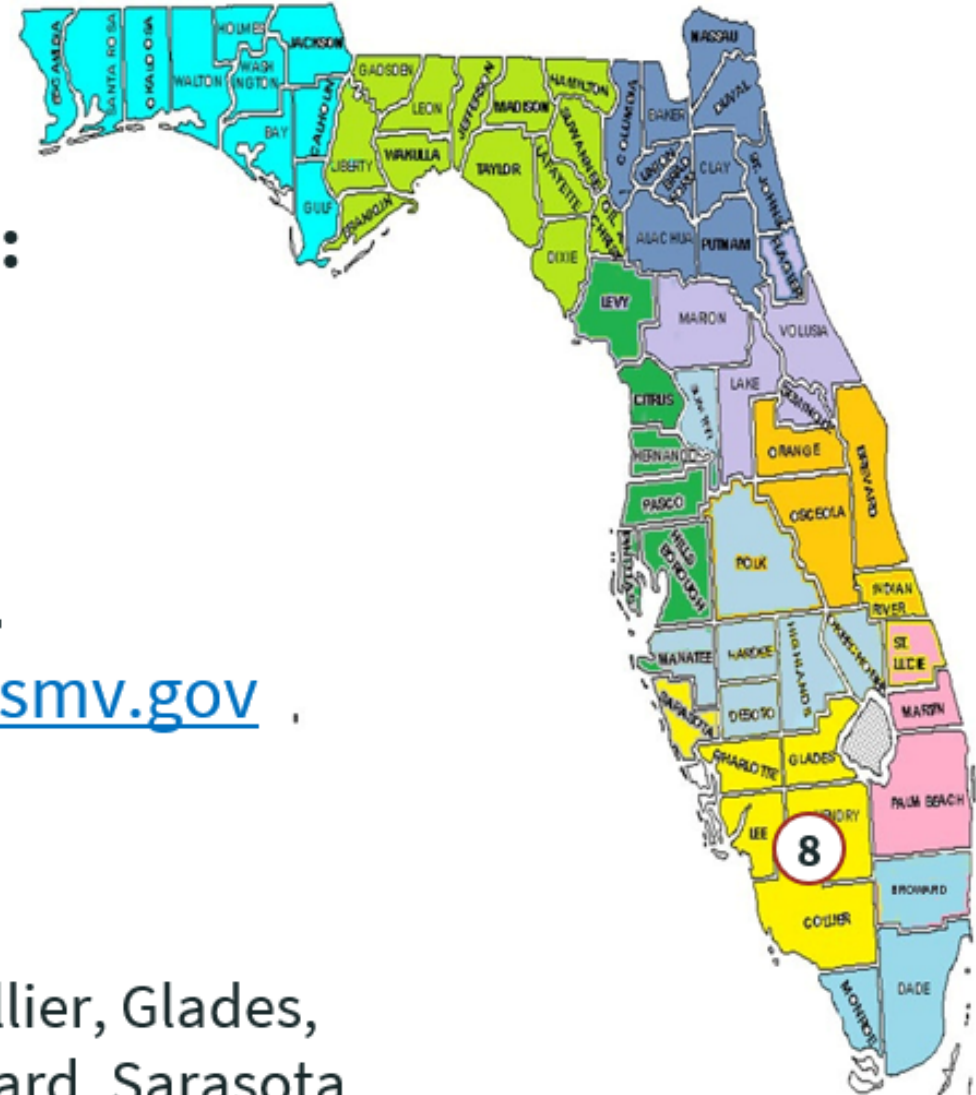
Temporary Contact:

Steven Bowman

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Hendry, Lee, West Broward, Sarasota



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REGION 9

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REGION 10

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Monroe



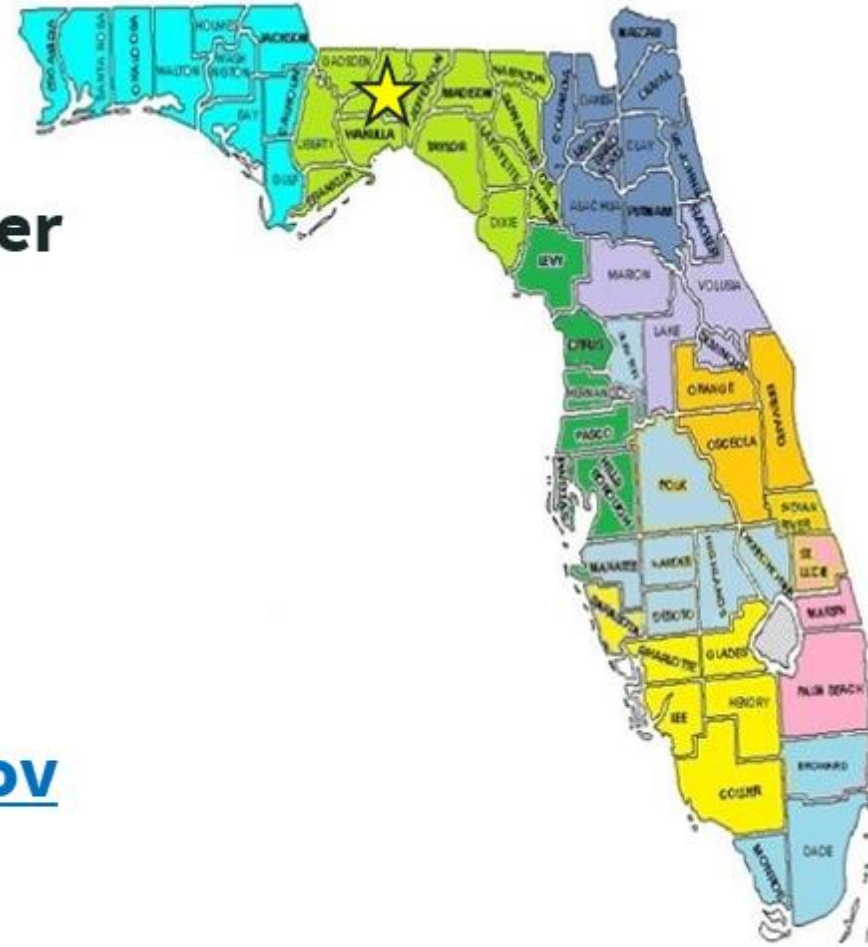
FLHSMV Statewide Field Manager

Statewide Field Manager

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FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



Thank you for participating in this Training.
For more information visit www.flhsmv.gov/courts



We value your feedback!
Please send us your comments, questions, concerns, or any
input you wish to provide to: Courtassist@flhsmv.gov

STAY SAFE!