

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 2020/2021 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).







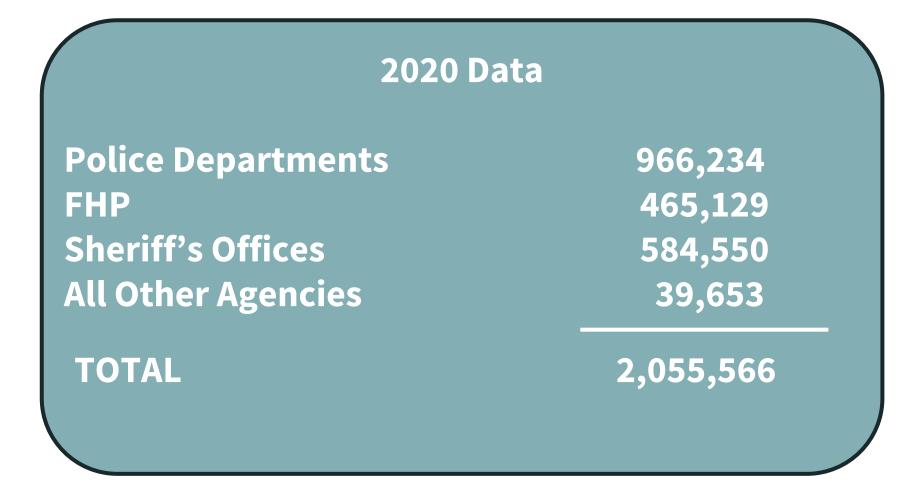
Training Objectives

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.





Uniform Traffic Citation Statistics



Uniform Traffic Citation Statistics **Driver License Compact Agreement**

Incoming= 181,890Coded to the Record= 198,135

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

<u>322.44, F.S.</u>

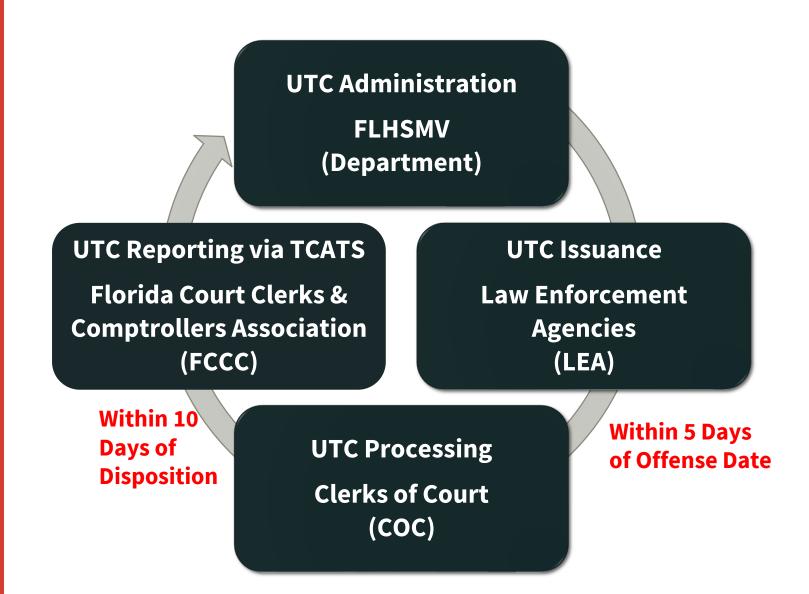




Uniform Traffic Citation Overview

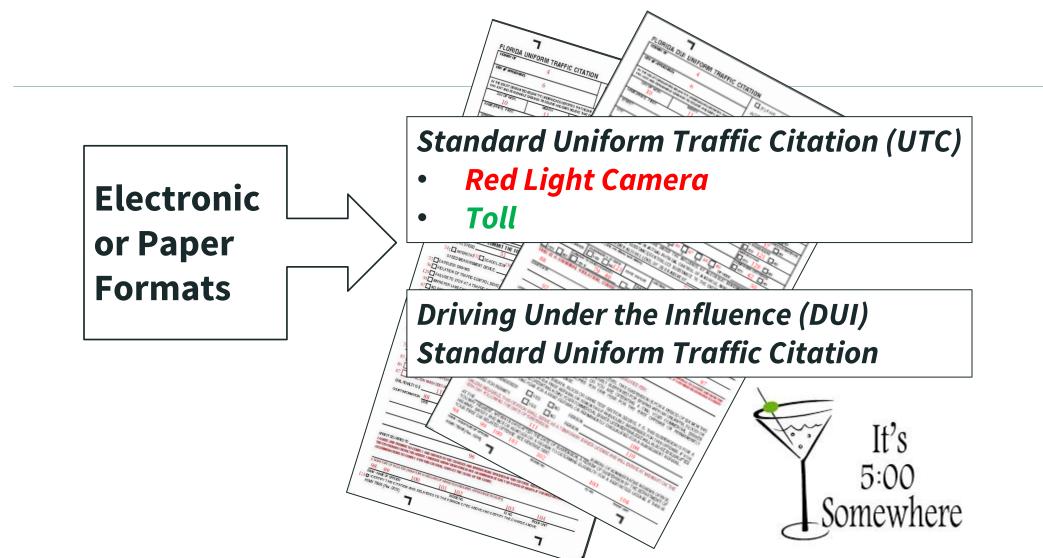


UTC Process Cycle





Uniform Traffic Citations





Statutory Authority

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



316.650, F.S.



Statutory Authority

The Clerk of Court shall report the following to FLHSMV within <u>10 days</u>:
Payment of the civil penalty/defendant has admitted to the infraction
The charge results in a hearing in which the official certifies the final disposition
All errors reported must be corrected after the notification of the error

<u>318.14, F.S.</u>





Statutory Authority

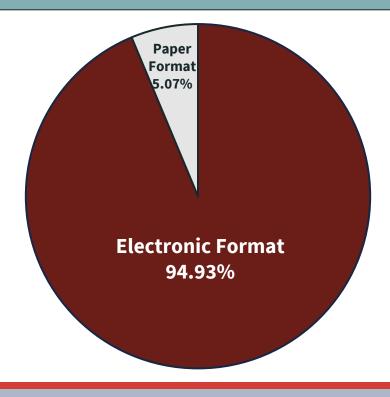
Directs FLHSMV to implement procedures to enable the electronic submission of UTCs through TCATS



<u>322.20, F.S.</u>



Electronic Uniform Traffic Citations used by Florida Law Enforcement Agencies





Citation numbers are tracked through the FLHSMV Inventory System

					09	9QPL	JNE '	7	
	FLORIDA UNIF	ORM TRAFFI	C CIT	TATION					
We recommend	COUNTY OF OKALOOSA		×F) (2) P.D. IGHWA	(3) S.O. Y PATRO	(4) OTHE	R	
all Counties	CITY OF (IF APPLICABLE)				А	GENCY			
use Consolas	IN THE COURT DESIGNATE HAS JUST AND REASONAB					DEFEND	DANT CO	۶Y	
font to avoid	DAY OF WEEK THU	молтн 11		DAY 10		EAR 011	01:02	A A	А.М. Р.М.
errors due to	NAME (PRINT) FIRST		-			F	•		
confusion with	STREET 123 ANY STREE		-	IF DIFF			ER LICENSE "X" I	HERE	
letters vs. numbers					STATE FL	ZIP CO 325		,	
	TELEPHONE NUMBER 8501324567	DATE OF BIRTH	мо 01	DAY 09	YEAR 1990	RACE SEX	с нат 605		

Citation numbers consist of <u>7</u> alphanumeric Characters

1. 09QPUL<u>P</u> - Paper

2.09QPULE - Electronic



UTC Issuance

FLHSMV issues citations to:

Agencies

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

 \triangleright

> 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 require 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 witdth or variable length records with fields separated by "|".

ID	Field Description	Data Type	Max Field Size	Start	End	M/ 0/ C	Comments
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.
	Citation Number	A/N	20	2			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	0	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)



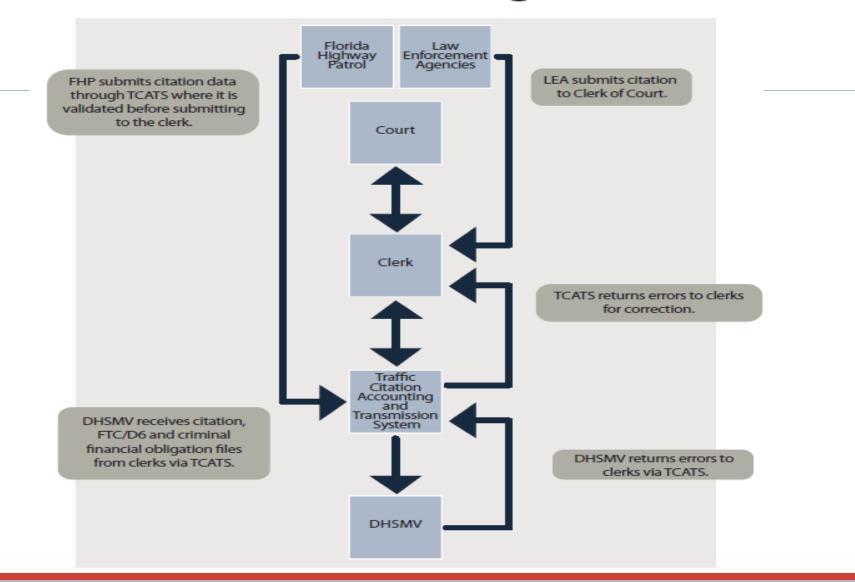
TCATS Interface Control Document

- 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



Uniform Traffic Citation Completion



UTC Procedures Manual



Uniform Traffic Citation Procedures Manual

Division of Motorist Services, Bureau of Records

Revised November 2019

The Uniform Traffic Citation Procedures Manual provides requirements on:

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

<u>https://www.flhsmv.gov/pdf/courts/utc/UTCCombinedManu</u> <u>al.pdf</u>



UTC Voids



When reporting citations for voids the agency must submit a letter on agency letterhead. <u>The letter must include the list of the citations to void and reasons</u> 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 <u>unusable</u> 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



<u>316.650(6), F.S.</u>



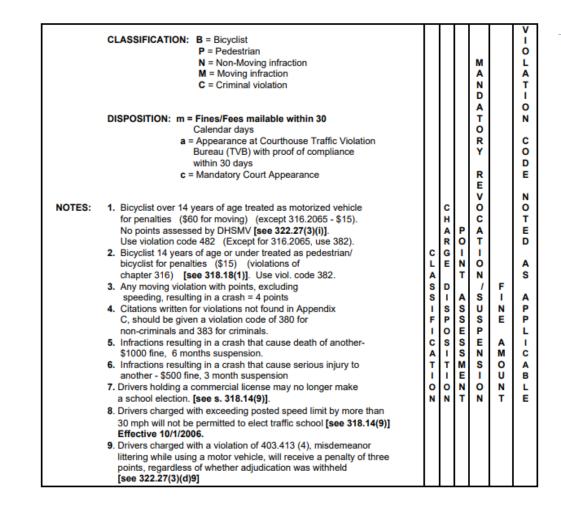
UTC Transmittals

Transmitted to:	CLERK OF 1	THE CO	OURT -		Oth	rson Enfo	prcement A	gency	r <u>:</u>	
The below listed (complaint and a	bstract o	copies			der arks)	Date:		xourt a	ction as required by 316.650(3)
CITATION NUMBER	DATE ISSUED		Copies ched	REMARKS			DATE ISSUED		Copies ched	REMARKS
		Yes	No					Yes	No	1
								Ц		
		╋╧						\vdash		
		╉─┼	\vdash					\vdash	┝─	1
		╉═┽	\vdash					\vdash	╟──	
		╊═┽						\vdash	┢──	
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	TED CITATION	COPIES	ARE	Received By:		ON			•	Date:
AS PROVIDED IN Prepared By:	BUREAU OF U	JNIFOR	M TRA	IC CITATIONS / I SAFETY AND MO				Page		of



Appendix C

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

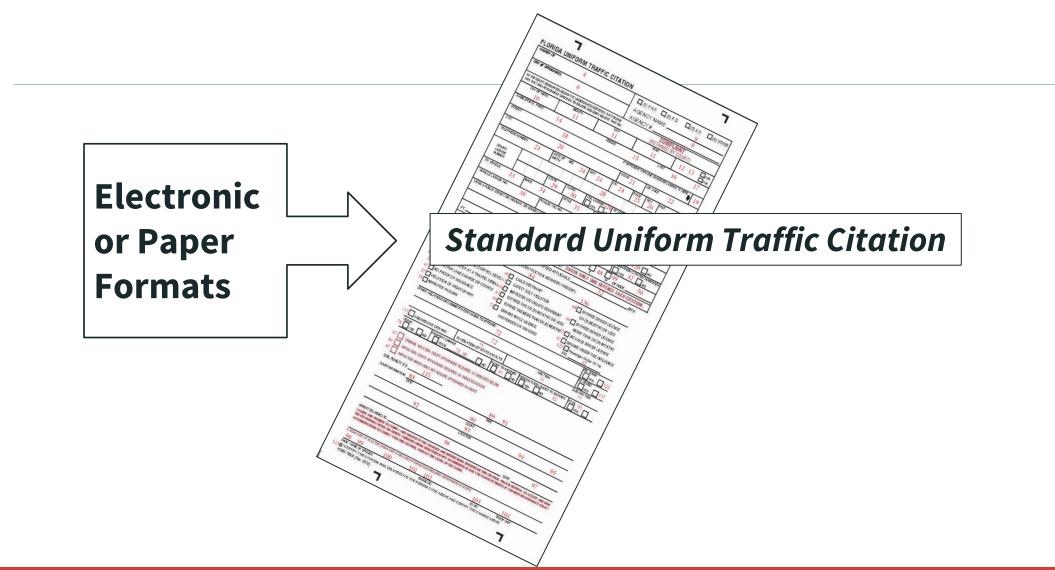


Provides descriptions of :

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.







LORIDA UNIFO	RM TRAFFIC CIT	ATION				
COUNTY OF 4			🔲 (1) F.I	H.P. 🗖 (2) P.D. 🖕 🕻	🗔 (3) S.D. 🛛 🔲	(4) other —
CITY (F APPLICABLE)	6		AGENC AGENC	Y NAME 8		
	Edwithe Undersigned Certifi Rounds to Believe and Does I	-		COMPLI (RETAINED BY	AINT 7 COUPIT)	
DAY OF WEEK 10	молтн 11	DAY 11		YEAR 11	12/13	Дам. Дрм.

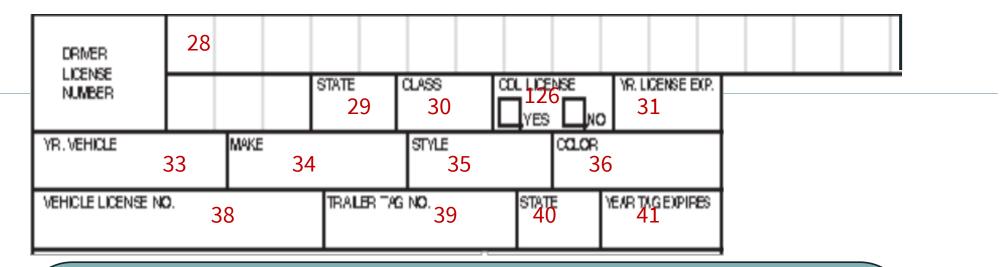
- 4-County of
- 6-City (if Applicable)
- 8-Agency Number
- 9-Agency Name
- 10-Day of Week
- 11-Offense Date-Month, Day, Year
- 12/13-Offense Time



NAME (PRINT) FIRST	14			MCCLE 1	5	L/ST	16		17
STREET	18				IF DIFFERENT TH	NONE ON DR	RYERLIC	ævise"	19 x HEFE
СПҮ	20)			STATE 21	ZPC	^{00E} 2	2	
TELEPHONE NUMBER	23	date of Brith	^{MO} 24	DAY 24	^{YR} 24	RACE SI	εx 26	HGT	27

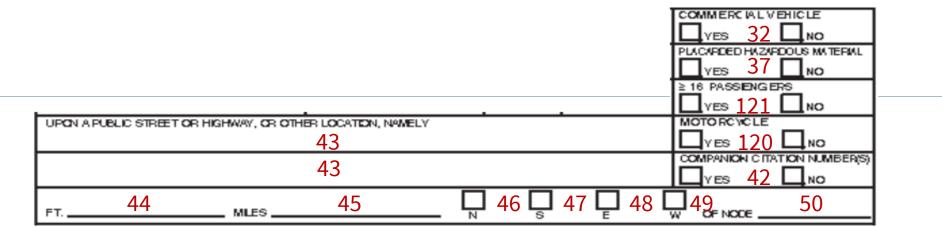
- 14-17-Driver Name
- 18-Street Address
- 19-If Different than DL
- 20/21/22-City/State/Zip Code
- 23-Telephone Number
- 24-Date of Birth-Month, Day, Year
- **25-Race**
- **26-Sex**
- 27-Height





- **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





- 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**

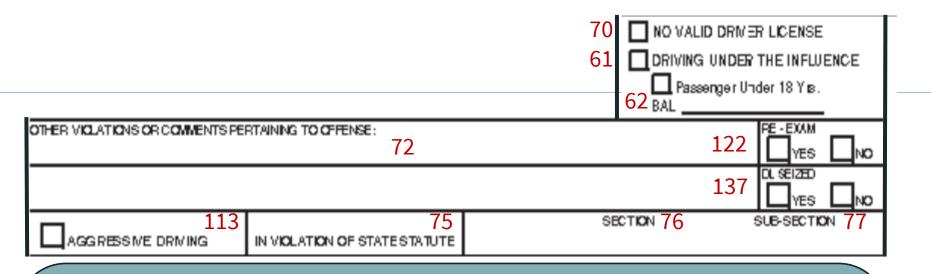


UNLAWFUL SPEED <u>51</u>	MPH SPEED APPLICABLE 52	МРН
		136
55 CARELESS DRIVING 60	CHILD RESTRAINT	58 🗖 EXPIRED DRIVER LICENSE
56 VIOLATION OF TRAFFIC CONTROL DEVICE	SAFETY BELT VIOLATION	SIX (6) MONTHS OR LESS
29 FAILURE TO STOP AT A TRAFFIC SIGNAL	MPROPER OR UNSAFE EQUIPMENT	
58 IMPROPER LANE CHANGE OR COURSE 65	EXPIRED TAG SIX (6) MONTHS OR LES	MORE THAN SIX (6) MONTHS
67 NO PROOF OF INSURANCE 66	EXPIRED TAG MORE THAN SIX (6) MONTH	3
57 VIOLATION OF RIGHT-OF-WAY 67		
59 IMPROPER PASSING	SUSPENDED OR REVOKED	

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

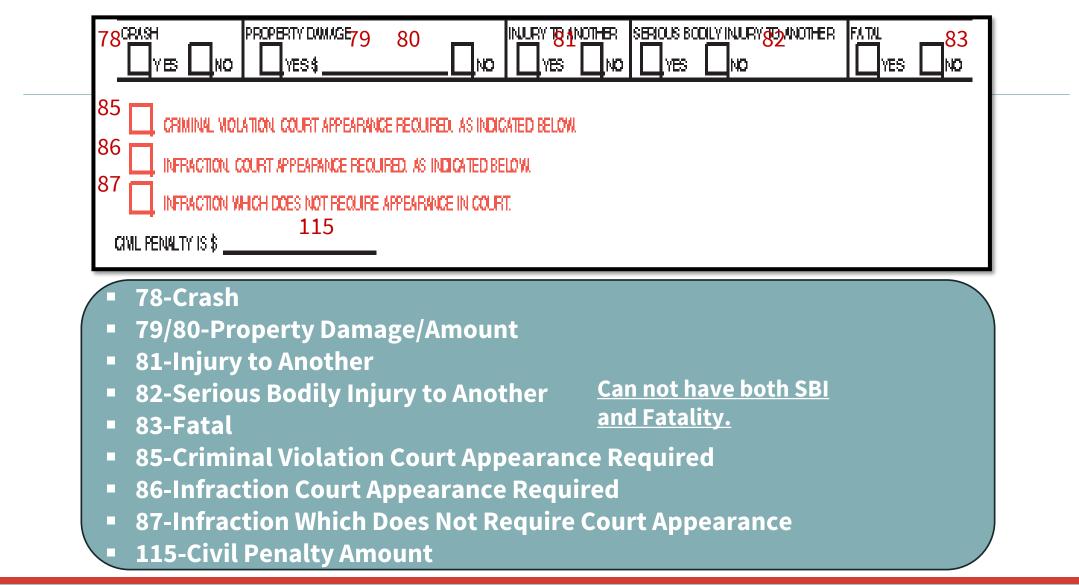
Check only one <u>VALID</u> violation per citation.





- 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





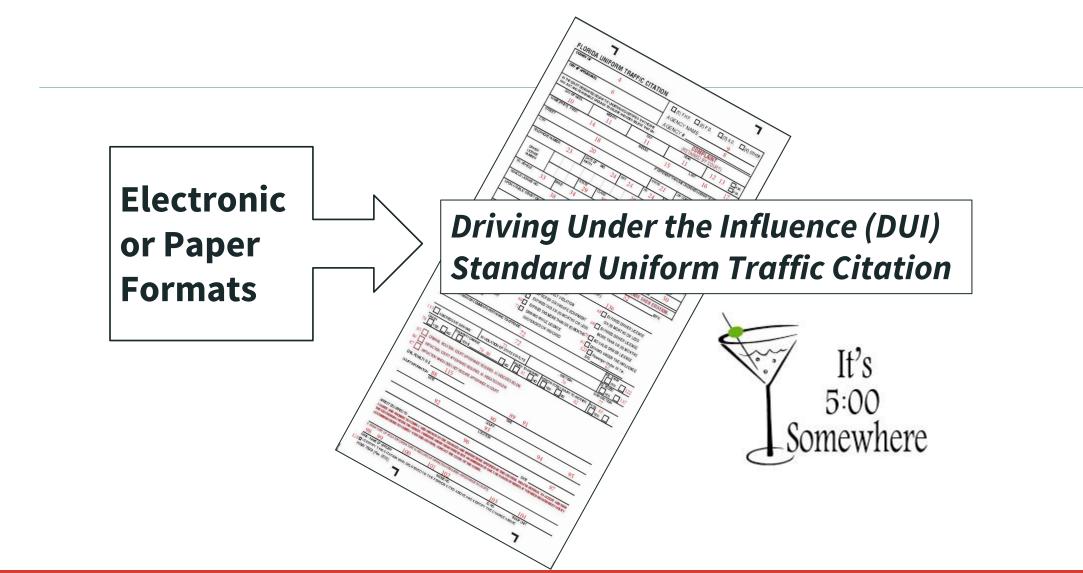


Standard Uniform Traffic Citation

	COURT)0	
92	93	94	95
			97
HE CITATION MAY RESULT IN ARREST. I UNDERS	TAND MY SIGNATURE IS NOT AN ADMISSION TAND MY SIGNATURE IS NOT AN ADMISSION TICH, CONTACT THE CLERK OF THE COURT	I OF GULT OR WANER OF RIGHTS. IF 1	YOU NEED REASONABLE FACILITY
SIGNATURE OF MOLATOR (SIGNATURE IS REQU	IDED IF INFRATION DECLIDES ADDEADAND		
	101 102	103	104
	101 102		
WAK - NAME OF OFFICER	BADGE NO. RED TO THE PERSON CITED ABOVE	ID NO. AND CERTIFY THE CHARGE AS	TROOP UNIT KOVE
WNK - NAME OF OFFICER I CERTIFY THIS CITATION WAS DELIVE ISMV 75901 (Rev. 07/12) 118	RED TO THE PERSON CITED ABOVE		
WAK - NAME OF OFFICER	RED TO THE PERSON CITED ABOVE		
WNK - NAME OF OFFICER I CERTIFY THIS CITATION WAS DELIVE ISMV 75901 (Rev. 07/12) 118	red to the person cited above	AND CERTIFY THE CHARGE AS	
NNK - NAME OF OFFICER I CERTIFY THIS CITATION WAS DELIVE ISMV 75901 (Rev. 07/12) 118 88/89/91-Court Da	te/Time ourt Name/Location	AND CERTIFY THE CHARGE AS	
WNK - NAME OF OFFICER I CERTIFY THIS CITATION WAS DELIVE ISMV 75901 (Rev. 07/12) 118 88/89/91-Court Da 90/92/93/94/95-Co	te/Time ourt Name/Location	AND CERTIFY THE CHARGE AS	
88/89/91-Court Da 88/89/91-Court Da 90/92/93/94/95-Co 96-Arrest Delivere 97-Arrest Delivere	te/Time ourt Name/Location d To d Date		OVE
88/89/91-Court Da 90/92/93/94/95-Co 96-Arrest Delivere	te/Time ourt Name/Location d To d Date 2/103/104-Rank/ Na		OVE



DUI Uniform Traffic Citations





- 110-State the Reason
- 111-Review Hearing Location

they are driving.

hen a ticket is ued for BAL or efusal it also ves as a notice of suspension





Uniform Traffic Citation Completeness and Accuracy





2020-2021 Crash and Uniform Traffic **Citation Data** Improvement Project

Increase Completeness by 3% Relative
 Increase Accuracy by 3% Relative
 Conduct informative workshops

What would help with data improvement?
What current data challenges do you face?

Please Respond in the Chat.



The First Line of Defense

UTC data 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 Accurately
3) Accuracy of descriptions and/or statutes



The First Step to Improvement

UTC COMPLETENESS BASELINE – 10/2019 – 09/2020

Offenses Received	Hard Error Citation Count	Total Citations Processed	%error	%pass
<u>2,254,683 (-)</u> Dispositions Received	<u>52,934 (-)</u> Hard Error Disposition Count	<u>2,307,617 (-)</u> Total Dispositions Processed	<u>2.29% (+)</u> %error	<u>97.71% (-)</u> %pass
<u>2,196,227 (-)</u>	<u>64,531 (-)</u>	<u>2,260,758 (-)</u>	<u>2.85% (+)</u>	<u>97.15% (-)</u>

Uniform Traffic Citation Baseline



UTC ACCURACY BASELINE - 10/2019 - 09/2020

Offenses Received	Soft Error Citation Count	Total Citations Processed	%error	%pass
<u>2,250,628 (-)</u> Dispositions Received	<u>6,019 (-)</u> Soft Error Disposition Count	2,256,647 Total Dispositions Processed	<u>0.27% (-)</u> %error	<u>99.73%(+)</u> %pass
<u>2,196,227 (-)</u>	<u>44,757 (-)</u>	<u>2,240,984</u>	<u>2.00% (-)</u>	<u>98.00% (+)</u>

Uniform Traffic Citation Baseline



January 2021

UTC Accuracy and Completeness Report								
Class	Item Code	Group	Baseline	2020 Goal	Actual	Difference		
Completeness	Citation	Hard Errors	97.71%	97.77%	98.29%	0.52%		
Completeness	Dispositions	Hard Errors	97.15%	97.23%	97.33%	0.10%		
Com	Completeness Average		97.43%	97.51%	97.81%	0.30%		
Accuracy	Citation	Soft Errors	99.73%	99.74%	99.81%	0.07%		
Accuracy	Dispositions	Soft Errors	98.00%	98.06%	98.50%	0.44%		
Accuracy Average		98.87%	98.90%	99.16%	0.25%			

Uniform Traffic Citation Quarterly Update



February 2021

UTC Accuracy and Completeness Report								
Class	Item Code	Group	Baseline	2020 Goal	Actual	Difference		
Completeness	Citation	Hard Errors	97.71%	97.77%	97.46%	-0.31%		
Completeness	Dispositions	Hard Errors	97.15%	97.23%	97.47%	0.24%		
Completeness Average		97.43%	97.51%	97.47%	-0.04%			
Accuracy	Citation	Soft Errors	99.73%	99.74%	99.78%	0.04%		
Accuracy	Dispositions	Soft Errors	98.00%	98.06%	98.69%	0.63%		
A	curacy Average	2	98.87%	98.90%	99.24%	0.34%		

Uniform Traffic Citation Quarterly Update

March 2021

UTC Accuracy and Completeness Report								
Class	Item Code	Group	Baseline	2020 Goal	Actual	Difference		
Completeness	Citation	Hard Errors	97.71%	97.77%	97.01%	-0.76%		
Completeness	Dispositions	Hard Errors	97.15%	97.23%	97.77%	0.54%		
Completeness Average		97.43%	97.51%	97.39%	-0.12%			
Accuracy	Citation	Soft Errors	99.73%	99.74%	99.53%	-0.21%		
Accuracy	Dispositions	Soft Errors	98.00%	98.06%	99.02%	0.96%		
A	curacy Average	2	98.87%	98.90%	99.28%	0.38%		

Uniform Traffic Citation Quarterly Update



CENTRAL REPOSITORY DELIVERABLES



Development begins within First Year of Contract



Central Repository

What are the Benefits?

Increase <u>Timeliness</u> ➤ Higher Coordination ➤ Immediate Feedback

<u>Increase</u>

- <u>Accuracy</u>
- Linked Citation & Disposition Data
- Front End Checks

Increase Uniformity

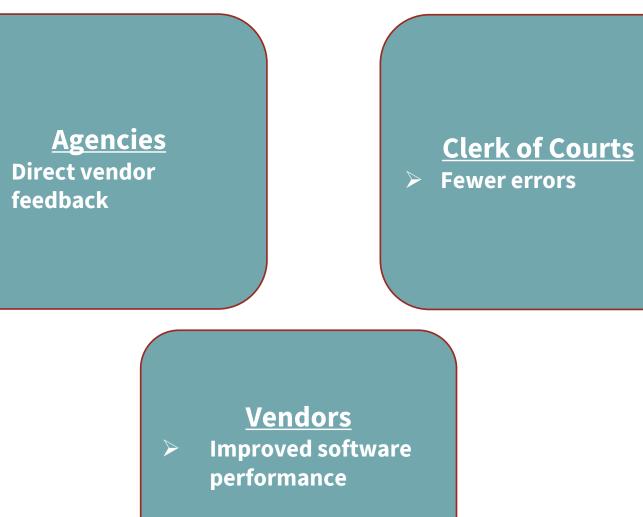
- Final-End Checks
- Standard Responses

Increase Completeness Statistics Analysis



Central Repository

What are the Benefits?





FLHSMV Resource Site

Uniform Traffic Citation (UTC) – Vendors & Validations

FLORIDA HIGHWAY SAFETY	AND MOTOR VEHICLE	5		2900 Apalachee Parkwa Tallahassee, Florida 32399-050 www.flhsmv.go
	Appr	oved eCit (Agency Contra		ndors
VENDOR - ENTITY	APPROVAL DATE	CONTACT	TELEPHONE	EMAIL ADDRESS
TRACS	10/29/2019	Amy Cochran	850-509-2381	AmyC@tracsflorida.org
SMARTCOP	10/29/2019	Steven Williams	850-429-0082	Steven.Williams@smartcop.com
Tyler Technologies (Brazos)	5/03/2020	Joshua South	888-693-2811 opt. 1	brazos-support@tylertech.com
Central Square Technologies	3/03/2020	Debra Nussman	336-878-1238	Debra.Nussman@centralsquare.com
USA-Software	6/3/2013	Jamie Davie- Walter	954-436-3911	Jamie@usa-software.com Support@usa-software.com
IYETEK	11/5/2019	Salman Anwar	888-949-3835	Salman.Anwar@lexisnexisrisk.com iyeTek.support@lexisnexisrisk.com
Public Safety Technologies	5/20/2013	Michael McIntyre	855-778-3241 ext. 6880	MMcIntyre@pstech.us support@pstech.com

	CITATION RELATED VALIDATIONS						
Code#	Code Title	<u>Validation</u>	Business Rules				
		#					
		C1	Citation Number (ID 2) must be seven characters. Last digit must be				
			alpha character. Zero must have slash. If Citation Number (ID 2) has A as first digit, then seventh digit must b				
	The Citation Indications:	C02	(electronic) or P (paper).				
			If Driver License Class (ID 30) is D, then Offense Date (ID 11) mus				
2		C03	before 07/01/2005 (If building on record of violator already in system, be s				
2		C04	If Citation is written, Officer Delivery Verification (ID 118) is				
	Number, Class, Delivery,	004	mandatory for the officer and must be accurately indicated in the data file				
	Aggressive Driving, and Re-	C05	If Citation is written, Aggressive Driver Flag (ID 113) is mandatory				
	exam		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 officer and must be accurately indicated in the data file by COC				
			in merens no briver cicense number (ib 20), mer briver - i risc				
			Name (ID 14), Driver - Middle Name (ID 15) (leave blank if no middl				
		C07	name or initial), Driver - Last Name (ID 16), Birth Date (ID 24), Se				
			26), and Street Address (ID 18), City (ID 20), State of Driver's Address (ID 20), Zip Code (ID 22) are all RECUIRED				
		C08	If Driver License Number (ID 28) present (and is FL), then first digit of				
	Soundex Validations		DL# must match first character of last name.				
3		Counday Validations	C09	If FL Driver License Number (ID 28) is given, then it must be 13			
		C10	characters, one alpha followed by 12 numeric characters If Ses (ID 26) is entered, then must be F or M. Do not use N for Busines				
				If NO Driver License Number (ID 28) is given, then do not enter Non-			
		C11	Not Carried, NO DL, etc. (Leave blank)				
		C12	If Driver License State (ID 29) is not FL, then Sex (ID 26) and Birth				
		012	Date (ID 24) are required.				
		C13	If Birth Date (ID 24) is entered, then must be an within reasonable life s				
			(approx. 100 years)				
		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				
			If Driver License State (ID 29) is Canada, then use CD as state (not I				
		C15	province such as ON for Ontario).				
			IF Out of Country Driver and not Canada (CD) or Mexico (MX), then use F				
4	Address Requirements	C16	Driver License State (ID 29) and State of Driver's Address (ID				
т	(Appendix A Usage)		(for example cannot use PR for Puerto Rico).				
		0.7	ISPECIAL NOTE - Not for adding comments to ICD: Problem - ICD and				
			C17	Appendix A of ICD say FF when OOS and not CD or MX. But, DHSMV Appendix A lists others such as Puerto Rico.			
			Appendix A lists others such as Puerto Filco. If State of Driver's Address (ID 21) is Florida, then a valid Zip Cod				
		C18	22) that starts with 320,321,322,323,324, MUST BE provided.				
		C19	If Citation is written, then Commercial Vehicle Code (ID 32) must				
		C20	If Citation is written, then Hazardous Material (ID 37) must be indic				
		C21	If Citation is written, then 16 Passenger Vehicle (ID 121) must be				
5	Commercial Vehicles	C22	If Commercial Vehicle Code (ID 32) is N, then Violation - Code				
			73) between 800 – 850 or 483 cannot be used. If Commercial Vehicle Code (ID 32) is N, then Hazardous Mate				
		C23	IF Commercial Venicle Code (ID 32) is N, then Hazardous Mate (ID 37) is cannot be Y.				
		C24	If 16 Passenger Vehicle (ID 121) is Y, then Commercial Vehicle C				
		C25	If no Yehicle Tag Number (ID 38) to enter, do not enter words NO TA				
		C26	If Vehicle Tag Number (ID 38)/Vehicle Trailer Tag Number (ID)				
6	Tags	020	entered, then it cannot contain hyphen or space.				
		C27	If Permanent Registration (ID 134) is Y, then Vehicle Tag Expiration (ID 134) is Y, then Vehicle Tag Expiration				
			Year (ID 41) MUST BE blank. If Driver - First Name (ID 14), then no more than one space allowed in				
		C28	name (also no leading space). If Driver - Last Name				
7	Driver Name	020	16), then no more than one space allowed in name (also no leading space)				
			If Driver - Middle Name (ID 15), then no more than one space allowe				
		C29	name (also no leading space).				

https://www.flhsmv.gov/courts-enforcement/utc/forms-and-resources/





Common Errors

Examples of Soft Errors

	ORM TRAF	AARK2	RE T		
COUNTY OF PALM BEACH CITY OF (IF APPLICABLE) PALM BEACH G		X (I)Ĥ₽	(2) P D	⊓ (3i\$0	(4) GTHER
IN THE COURT DESIGNATED	BELOW THE UNDER	REIGNED CERTIFIES	THAT HE/SHE	DEFEN	DANT COPY
WED	NONTH 01	DA 1	6	YEAR 2019	04:47 X CM





Examples of Soft Errors

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



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.

OBSECT OF CONTRACTION									
OKALOOSA FLORIDA HIGHWAY PATROL						(4) OTHE	ĒR		
CITY OF (IF APPLICABLE)					A	GENC	Y		
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	молт 11	н		DAY 10		ar 011		01:02	A.M.
NAME (PRINT) FIRST		MIDDLE MIDDL	E		SAMPL	E			
STREET IF DIFFERENT THAN ONE ON DRIVER LICENSE "X" HERE									
					STATE FL	-	IP CODE 32571		
TELEPHONE NUMBER 8501324567	DA	TE OF TH	мо 01	DAY 09	YEAR 1990	RACE W	SEX M	нат 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 13002017063011cit cit <u>INVALID</u>	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 DESERROR
---------	---	-----	--------------------	-----	----------------------------------

V469758	-	380	030002019030601cit	cit	INVALID CITATION NUMBER V469758
---------	---	-----	--------------------	-----	---------------------------------



Fatal Injury And Serious Bodily 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	Max	Start	End	M/	Comments					
		Туре	Field			0/						
			Size			С						
82	Serious Injury – Y/N	A/N	1	730	730	М	'Y' for Serious Injury. 'N' otherwise					
83	Fatal Injury – Y/N	A/N	1	731	731	М	'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 M/ Field O/ Size 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 recordThenThe value in Name Fields must be an exact
match in FLHSMV's databaseexists in FLHSMV's databasematch in FLHSMV's database.

	Citation Interface Definition												
ID	Field Description	Data Type	Max Field Size	Start	End	≷∂ບ	Comments						
							In addition to upper-case alphabetic characters (A-Z),						
14	Driver – First Name	Α	80	90	169	Μ	hyphen ("-"), aposttrphe " ' " are allowed.						
							Blank if driver has no middle name, otherwise provide						
15	Driver – Middle Name	Α	80	170	249	С	value.						
							In addition to upper-case alphabetic characters (A-Z),						
16	Driver – Last Name	Α	80	250	329	Μ	hyphen ("-"),aposttrphe " ' " 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	O /	Comments							
21	State of Driver's Address	A/N	2	С	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	С	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	CLASS	COL LICENSE	YR. LICENSE EXP.
FL			

DRMER	J	5	2	5	4	2	0	0	0	0	0	0	1	0	
LICENSE NUMBER				STATE		CLASS					ICENSE E			CMLVE	



Missing Sex Or Date Of Birth For Blank License

Then

If there is No Driver License Number

				Citatio	n Inte	erfa	ce Definition
D	Field Description	Data Type	Max Field Size	Start	End	N Q ⊠	Comments
14	Driver – First Name	А	80	90	169	м	In addition to upper-case alphabetic characters (A-Z), hyphen ("-"), aposttrphe " ' " are allowed.
15	Driver – Middle Name	А	80	170	249	С	Blank if driver has no middle name, otherwise provide value.
6.00	Driver – Last Name Street Address	A A/N	80	0.000.000	329 360		In addition to upper-case alphabetic characters (A-Z), hyphen ("-"),aposttrphe " ' " are allowed. 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	с	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		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		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	С	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.

These fields are REQUIRED:

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.

			Dispo	osition I	nterface	e Def	inition
ID	Field Description	Data Type	Max	Start	End	M/	Comments
			Field			O/	
			Size			С	
							This field triggers the sending of a UTC disposition record to DHSMV. <u>1=guilty</u> , 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
	Disposition						proof of compliance). E= Set Aside/Vacated
29	Verdict	A/N	1	197	197	М	by courts
							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
30	Court Sentence	N	1	198	198	С	field 29.



Missing Actual Or Posted Speed For Speeding Violation

If Violation Code Is:

- Unlawful Speed Less Than Posted Minimum (574)
- 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 Then Department/Court field must be blank. (647, 648, 649, 657, 658, 659)

	Disposition Interface Definition										
ID	Field Description Data Type		Max	Start	End	M/	Comments				
			Field			O/					
			Size			С					
							DHSMV violation code derived from statute				
22	Violation Code	N	3	186	188	Μ	according to DHSMV's Appendix C list.				
							Suspension/revocation by court or				
							departmental action. Allow C (=court) or D				
							(=departmental) or Blank. Must be provided				
	Department						for DUI offenses. Otherwise leave blank. See				
26	Court Code	A/N	1	194	194	С	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 Max Start End M/ Comments									
		Туре	Field			0/				
			Size			С				
							The DHSMV violation code for the offense (see			
73	Violation – Code	Ν	3	694	696	М	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										
	Type Field O/ Size C									
105	05 BAL .08 or Above A/N 1 C 'Y' for yes, or leave field blank									
106	06 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, Then 648, 649, 657, 658, 659) License Revocation and (if ordered, Post incarceration) Length of Revocation must be at least 180 days.

	41	17	Disposition Interface Definition										
TD	ID Field Description Data Type		Max Field Size	Start	End	M/ 0/ 0	Comments						
22	Violation Code	N	3	186	188	м	DHSMV violation code derived from statute according to DHSMV's Appendix C list.						
35	Length of License Revocation	N	7	203	209	С	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	С	Court directed revocation length to be applied after incarceration. Format YYMMDDD (e.g. 100000=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	Start	End	M/	Comments				
			Field			0/					
			Size			С					
							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				
	Length of						with "0000000" if court wants DHSMV to				
	License						suspend or revoke as mandatory. See				
35	Revocation	N	7	203	209	С	Appendix D of ICD for full details.				
							Court directed revocation length to be applied				
							after incarceration. Format YYMMDDD (e.g.				
							1000000=10 years, 0012000=12 months,				
	Post						0000365=365 days) Must be present if				
	Incarceration						applying 0000997 (court directed susp/rev				
	Length of						with incarceration) in field 35. Otherwise blank				
161	Revocation	N	7	1051	1057	C	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, 658 (DUI – Bicycle w/ Property Damage/Personal Injury) and 659 (DUI – Bicycle with SBI). Offenses reporting with these violation codes <u>must</u> 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			
-				0000000	0000000	Occurt dispeted 4 were revealed			
1	C	1	0	0000000	0000000	Court directed 1 year revocation			
2	С	6	0	0000000	0000000	Court directed 6 month revocation			
3	С	М	0	0000000	0000000	Court directed maximum revocation			
4	С	N	0	0000000	0000000	Court directed minimum revocation			
5	С	х	0	YYMMDDD	000000	Court directed specified Length revocation; must be greater than 179 days ¹			
6	С	x	0	00000997	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	С	х	0	0000998	0000000	Court directed lifetime (permanent) revocation without incarceration.			
8	С	х	0	0000999	0000000	Court directed indefinite revocation without incarceration.			
9	D	м	0	0000000	0000000	Departmental action for maximum revocation ³			
10	С	м	0	0000997	0000000	Court directed maximum revocation after incarceration.			
11	С	Ν	0	0000997	0000000	Court directed minimum revocation after incarceration.			
12	D	М	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 322.283(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:

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	C	C	0		623
	(If valid at time citation was issued, a dismissal fee up to \$10					
	can be paid, when proof submitted to Clerk of Court)					

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

If D6 Violation Reason is non-criminal

Then

The Reason must be criminal

Then

The Reason must be non-criminal

				6 Interf orward			
ID	Field Description	Data Type	Max Field Size	Start	End	<u>ک</u> < 0 <	Comments
14	Reason	Ν	2	70		м	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	М	3-digit code of violation that resulted in D6



Invalid Reissue Date

If Reissue Date is entered

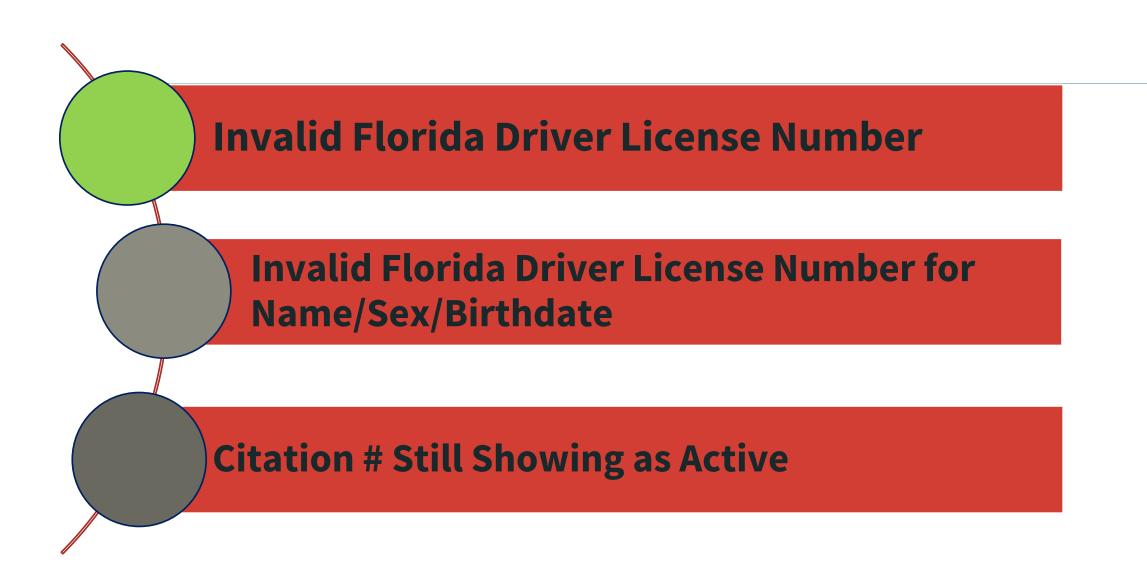
Then It must be a date after the Date of Failure To Comply.

				6 Interf orward			
ID	Field Description	Data Type	Max Field Size	Start	End	M / O ∕	Comments
7	Date of Failure to Comply	N	8	26	33	М	Format as MMDDYYYY
13	Reissue Date	N	8	62	69		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 Fail To Comply, the flag should be R not Y



Most Common Errors





Some New Errors

		Election made 31 days after violation date - not
utc	SCHL ELECT/PRF COMPLNCE ELECTN NOT ALLWD	allowed.

		Violator was a CDL holder at time of the offense; not
utc	SCHL ELECT/PRF COMPLNCE ELECTN NOT ALLWD	eligible for school election or proof of compliance

		Violator already used Proof of Compliance for expired
utc	ONE PROOF COMPLIANCE ALLOWED PER YEAR	tag in December 2020

		This person's driver record is showing seven lifetime
utc	MAX SCHOOL ELELCTIONS ALREDY TAKEN	school elections



And While We're On The Subject Of Errors....

- > Do not create "dummy" records for businesses in order to submit a D6 you cannot D6 a business.
- When submitting a D6 for a Toll violation or Red-Light Camera, the true offense date is the date the offense occurred, not when the UTC is produced.
- Note: If you send a supplemental disposition thru TCATS, and it is connected to a sanction, it will take 3-4 days to be corrected, as this is a manual process in the Bureau of Motorist Compliance.





Example Errors and Solutions



Scenario 1: Invalid FL DL Number

4290GJF	•	455	201409120917arr	arr	INVALID FL DL NUMBER	
Citation Number: County: HARDEE (30 City: WAUCHULA (60	0)	Check Digit: 8 Agency Type: 2 Offense Date: FRI 0	5/02/2014 -	Status: Deleted Agency: WPD (02)		
Name: Abnori Address: Phone:			10/01/1990	Diff than DL: Race: W Sex:M Heig DL Edit Override?:	ht: 601	
State: FL Vehicle Make: CHE Vehicle License: H		1-2 Class: E Style: Trailer Tag:		Yr. License Exp.: Color: GRAY Year: 200 State: FL Yr. Expire:		
Violation Code: 45 State Statute: Y	5 - CARELESS DRIVING	Section: 3161925		Sub Section: 1		
ABONMAL L	ICENSE	DL/ID: L252-000-00 Class: Non-Licensed Previous DUI: 0	01-2 SSN: Previous DWLS: 0 📀	search the	sing the availa provided nam After correcti	e to locate the
	Address: 50223	Driver History Documents	Photo & Signature Emerge Gender: MALE	penc DOB r	esend throug	h TCATS.



Scenario 2: Invalid Citation Number

AA3AROK	•	609	070002018120601cit	cit	INVALID CITATION NUMBER AA3AROKP
					1

	00	000	-	622	350002017022701dis	dis	INVALID CITATION NUMBER 0000
--	----	-----	---	-----	--------------------	-----	------------------------------



Scenario 2: Invalid Citation Number

AA3AROK	•	609	070002018120601cit	cit	INVALID CITATION NUMBER AA3AROKP

	٦
	Г
FLORIDA UNIFORM TRAFFIC CITATION ASAROKP	1.5
FLURIDA UNIFURM TRAFFIC CITATION	
COUNTY OF	(4) OTHER
OTTO TANGE AGENCY NAME OCO	
AGENCY # 07	
IN THE COURT DESIGNATION THE UNDERGOND CONTINUES THAT HE IN COURT DESIGNATION CONTINUES TO BE AND THE UNDERGY AND TOOL IN LINK AND TOOL IN LIN	
BAY OF WEEK MONTH BAY YEAR	- Div

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	INVALID CITATION NUMBER 0000
------	---	-----	--------------------	-----	------------------------------

	M TRAFFIC CITATIO	N C	-000		CHER.	X
1111/35			THE DE POPE		POLIC	
MADISON			AGENCY NAME _MADISON POLICE 1. AGENCY #			-
IN THE COUNT DEVICIN THE BEAM	DISTING UNDERFORMED CONTINUES THEY ROUNDS TO SELECT AND DOES MUSIC	THEFT		D BY COURT	00	
THUR	02	16	2017	04		Digram.

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)

4751	1BLQ	•	575	201510281053arr	arr	<u>NE:</u>				
[Dispositions	<u>D6 Er</u>	ors]			-					
Citation Number: 4751BLQ			Check Digit:			Solution: When the FL DL is blank				
County: PALM BEACH (6) City: (94) Name: AORMAL B LICENSE		CE	Agency Type: 2 Offense Date: 05/02/2002 -			TCATS calculates a DL number based on the name, sex, and DOB provided				
Address:	DLICEN	JE	Date Of Birl	th: 01/01/1900			nd but the name an exact match, a			
Driver License: State: FL	Driver License:		Class: U			name error is produced. Using available resources, search the				
ABONMAL LIC	ENSE	Class: Non-	DL/ID: L252-000-00-001-2 SSN: Class: Non-Licensed Previous DUI: 0) Previous DWLS: 0)			provided name to locate the correct record. Make corrections and resubmit.				
	Address:	Driver History Date of	Documents Photo & Signature f Birth: Gender							
	50223	01/01/1								

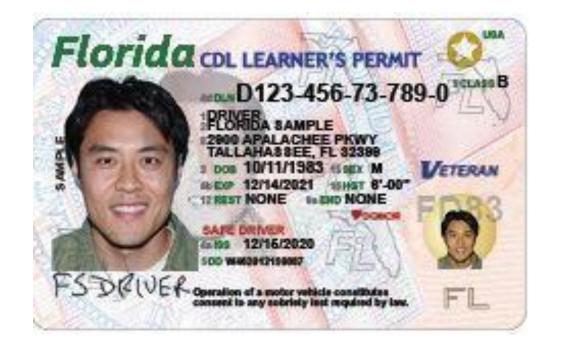




Commercial Driver Licenses



CDL Learner's 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).
 - Proposal by FMCSA May 2019 to allow interstate driving
- 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 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 2020

Reckless Driving – 833 Reckless Driving – SBI – 6 Reckless-Driving - 32 Improper Lane Changing – 1,242 Following Too Closely – 824 Driving Under the Influence – 12,945 DUI-Property Damage/Per. Inj. - 2,561 Vehicular Homicide – 5 Leaving Scene of Accident – 2,446

DUI Manslaughter - 7 DUI Serious Bodily Injury – 15 Drive CMV While Alchl. Con. .04 to .79 – 1 Drive CMV in Poss. Of Contr. Sub. – 1 Using MV in Connection With Felony – 10 Operating With DL/Improper DL – 9,595 Fleeing – 1,741 Careless Driving – 5,845



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.



<u>43.41, F.S.</u>



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 <u>10</u> <u>days</u> 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 <u>10 days</u> 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
"Conviction for Federal 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 for a CDL or CLP holder, 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

<u>Florida Court and Law Enforcement Agency-Information</u> <u>http://www.flhsmv.gov/courts/</u>

Interface Control Document (ICD)

≻Uniform Traffic Citation Manual

➢FLHSMV Appendix C

Contact Court Assist Directly @ <u>CourtAssist@flhsmv.gov</u> 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 UTC Program Manager **UTC Program Manager**

Jessica Andrews Tallahassee, FL

Office: (850) 617-2589 CourtAssist@flhsmv.gov





FLHSMV Statewide Field Manager **Statewide Field Manager**

Eileen Bishop Tallahassee, FL

Office: (850) 617-2589 CourtAssist@flhsmv.gov





REGION 1

Steven Bowman Panama, City, FL

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

Counties: Bay, Calhoun, Escambia, Gulf, Holmes, Okaloosa, Santa Rosa, Walton, Washington





REGION 2

Jennifer Pompey Tallahassee, FL

Cell: (850) 841-9978 JenniferPompey@flhsmv.gov

Counties: Dixie, Franklin, Gadsden, Gilchrist, Hamilton, Jefferson, Lafayette, Leon, Liberty, Madison, Suwannee, Taylor, Wakulla



REGION 3

Debrah Armstrong Lake City, FL

Cell: (850) 591-8920 DebrahArmstrong@flhsmv.gov

Counties: Alachua, Baker, Bradford, Clay, Columbia, Duval, Nassau, Putnam, St. Johns, Union



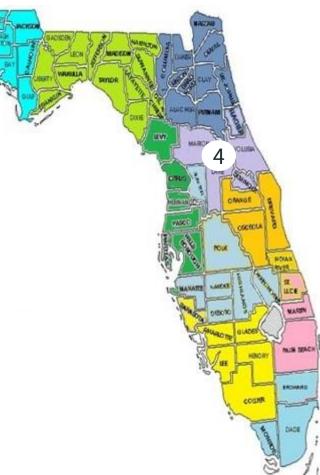


REGION 4

Hannah Patterson Daytona Beach, FL

Cell: (352) 208-0074 HannahPatterson@flhsmv.gov

Counties: Flagler, Lake, Marion, Seminole, Volusia









REGION 5

HannahPatterson@flhsmv.gov Brevard

ErudiceDiaquoi@flhsmv.gov **Indian River**

LaTishaHarris@flhsmv.gov Orange, Osceola

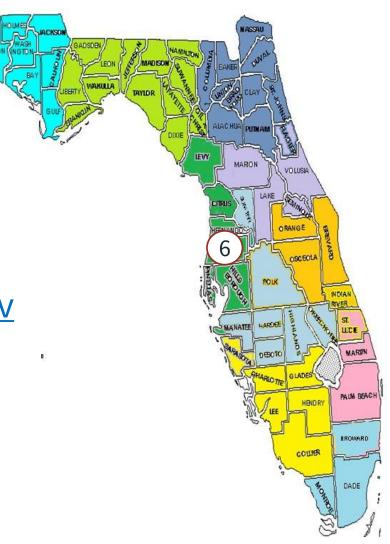
Counties: Brevard, Indian River, Orange, Osceola

REGION 6

Stephen Walter Tampa, FL

Cell: (813) 538-4602 StephenWalter@flhsmv.gov

Counties: Levy, Citrus, Hernando, Pasco Hillsborough, Pinellas





REGION 7

La'Tisha Harris Lakeland, FL

Cell: (850) 879-3775 LaTishaHarris@flhsmv.gov

Counties: DeSoto, Hardee, Highlands, Manatee, Polk, Okeechobee, Sumter





REGION 8

Stacy Fleurissaint Sunrise, FL

Cell: (941) 223-0847 StacyFleurissaint@flhsmv.gov

Counties: Charlotte, Collier, Glades, Hendry, Lee, West Broward, Sarasota



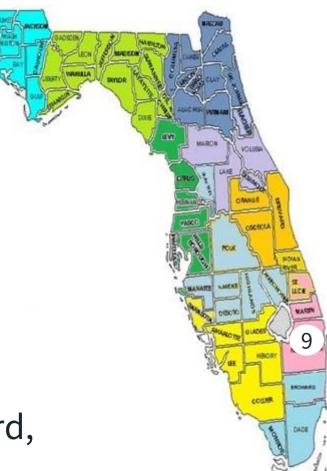


REGION 9

Erudice Diaquoi Lantana, FL

Cell: (772)359-7947 ErudiceDiaquoi@flhsmv.gov

Counties: Martin, North Broward, Palm Beach, St. Lucie



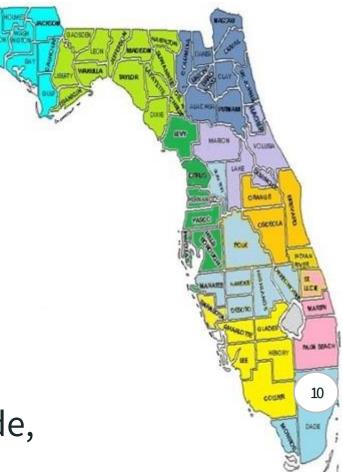


REGION 10

Mario Rallo Lauderdale Lakes, FL

Cell: (305) 338-7337 <u>MarioRallo@flhsmv.gov</u>

Counties: Broward, Miami-Dade, Monroe





FLHSMV Operation Review Specialist

Statewide UTC Data Specialist

Chris Poitier Tallahassee, FL

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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: <u>CourtAssist@flhsmv.gov</u>

STAY SAFE!

