Uniform Traffic Citation Training
FDOT’S Traffic Records Coordinating Committee (TRCC) awarded a grant to the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) for the 2018/2019 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 TCATS.
- Recognize common errors and solutions for accuracy when transmitting UTCs through TCATS.
## 2018 Data

<table>
<thead>
<tr>
<th>Category</th>
<th>Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Departments</td>
<td>1,558,661</td>
</tr>
<tr>
<td>FHP</td>
<td>559,865</td>
</tr>
<tr>
<td>Sheriff’s Offices</td>
<td>801,439</td>
</tr>
<tr>
<td>All Other Agencies</td>
<td>44,891</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>2,964,856</strong></td>
</tr>
</tbody>
</table>
Driver License Compact Agreement

Incoming = 196,091
Coded to the Record = 205,219

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

322.44, F.S.
Uniform Traffic Citation Overview
UTC Process Cycle

UTC Administration
FLHSMV (Department)

UTC Reporting
Florida Court Clerks & Comptrollers Association (FCCC)

UTC Issuance
Law Enforcement Agencies (LEA)

UTC Processing
Clerks of Court (COC)
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.
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 Traffic Citation & Accounting Transmission System (TCATS)

322.20, F.S.
UTC Administration

Electronic Uniform Traffic Citations used by Florida Law Enforcement Agencies

- Electronic Format: 91.4%
- Paper Format: 8.6%
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.

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
TCATS Interface Control Document

Provides:

- 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

FHP submits citation data through TCATS where it is validated before submitting to the clerk.

LEA submits citation to Clerk of Court.

TCATS returns errors to clerks for correction.

DHSMV returns errors to clerks via TCATS.

DHSMV receives citation, FTC/D6 and criminal financial obligation files from clerks via TCATS.

Court

Clerk

Traffic Citation Accounting and Transmission System

DHSMV

Florida Highway Patrol

Law Enforcement Agencies
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

Note: If validation fails the clerk will receive a CIT, DIS, UTC, ARR, or D6 error
Appendix C

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.
### Court Order Report of Disposition

**FOR USE ONLY FOR THE CLERK OF COURT TO PROMPTLY REPORT DISPOSITIONS TO DHSMV WHEN A UNIFORM TRAFFIC CITATION WAS NOT ISSUED.**

**IMPORTANT:** DO NOT REPORT DISPOSITIONS 316, 320 AND 322 ON THIS FORM.

**UNIFORM TRAFFIC CITATIONS ARE REQUIRED FOR REPORTING THESE DISPOSITIONS.** PLEASE NOTE: COURT SEAL OR CLERK’S SEAL REQUIRED ON THIS FORM.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SEX</th>
<th>RACE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>LAW ENFORCEMENT AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFENSE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DRIVER LICENSE #:</th>
<th>STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VIOLATION (ONE PER FORM):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISDEMEANOR ( )</th>
<th>FELONY ( )</th>
<th>VEHICLE INVOLVED ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PURSUANT TO P.S. #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VERDICT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOBACCO VIOLATION - SUSPEND D.L. BASED ON (MARK ONE):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VIOLATION ONLY ( )</th>
<th>OR CONVICTION ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SENTENCE**

<table>
<thead>
<tr>
<th>COUNTY:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURT TYPE (MARK ONE): COUNTY ( )</th>
<th>MAGISTRATE ( )</th>
<th>CIRCUIT ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LENGTH OF SUSPENSION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LENGTH OF REVOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOBACCO VIOLATIONS - LENGTH OF SUSPENSION (MARK ONE):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>30 DAYS ( )</th>
<th>45 DAYS ( )</th>
<th>60 DAYS ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DRIVER LICENSE PICKED UP BY THE COURT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES ( )</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISPOSITION DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**SIGNED:**

<table>
<thead>
<tr>
<th>(JUDGE OR CLERK OF COURT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TELEPHONE #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE Mailed TO DHSMV</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**MAIL TO:**

Department of Highway Safety and Motor Vehicles
Neil Kirkman Building, ROOM A-228
2900 Apalachee Parkway
Tallahassee, Florida 32399-0080

DHSMV 75817 (REV. 07-00)

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- Use only to report court directed suspensions/revocations to FLHSMV when a UTC was not issued.
- If a citation is written and it requires a suspension/revocation it should be transmitted through TCATS not on this form.

**Note:** Do not report dispositions 316, 320 and 322 on this form. UTCs are required for reporting these dispositions.
Standard Uniform Traffic Citations

Electronic or Paper Formats

Standard Uniform Traffic Citation
Standard Uniform Traffic Citation

- 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

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>STREET</td>
<td></td>
<td></td>
<td>IF DIFFERENT THAN ONE ON DRIVER LICENSE &quot;X&quot; HERE</td>
</tr>
<tr>
<td>CITY</td>
<td></td>
<td>STATE</td>
<td>ZIP CODE</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td>DATE OF BIRTH</td>
<td>DAY</td>
<td>YEAR</td>
</tr>
<tr>
<td></td>
<td>RACE</td>
<td>SEX</td>
<td>HGT</td>
</tr>
</tbody>
</table>

- **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

- 28-Driver License Number
- 29-Issuing State on Driver License
- 30-Commercial Driver License
- 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**

- 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

- 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-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
- 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

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

- ▪ 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.
Uniform Traffic Citation Completeness and Accuracy
2018/2019 Crash and Uniform Traffic Citation Data Improvement Project.

- Better incorporation of the Appendix C
- Better implementation of ICD changes/update to avoid work arounds
- Expanded edit rules to reduce the amount of clerk errors
## Uniform Traffic Citation Baseline

### Offenses

<table>
<thead>
<tr>
<th>Offenses Received</th>
<th>Hard Citation Error Count</th>
<th>Total Citations Processed</th>
<th>%error</th>
<th>%pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,080,967</td>
<td>50,674</td>
<td>3,131,641</td>
<td>1.62%</td>
<td>98.38%</td>
</tr>
</tbody>
</table>

### Dispositions

<table>
<thead>
<tr>
<th>Dispositions Received</th>
<th>Hard Disposition Error Count</th>
<th>Total Dispositions Processed</th>
<th>%error</th>
<th>%pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,110,829</td>
<td>48,866</td>
<td>3,159,695</td>
<td>1.55%</td>
<td>98.45%</td>
</tr>
<tr>
<td>Offenses Received</td>
<td>Soft Citation Error Count</td>
<td>%error</td>
<td>%pass</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------</td>
<td>---------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>2,854,780</td>
<td>8,078</td>
<td>0.26%</td>
<td>99.74%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dispositions Received</th>
<th>Soft Disposition Error Count</th>
<th>%error</th>
<th>%pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,886,612</td>
<td>21,567</td>
<td>0.67%</td>
<td>99.33%</td>
</tr>
</tbody>
</table>
Vendor Reviews

<table>
<thead>
<tr>
<th></th>
<th>Equivant</th>
<th>Clericus</th>
<th>Benchmark</th>
<th>Tyler-Odyssey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citation Volume</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Error Volume</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respect to State Average</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In House IT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willingness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>Coder</th>
<th>Code Title</th>
<th>Validation</th>
<th>Business Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2</strong></td>
<td>The Citation Indicators:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>Citation Number (C1)</td>
<td>Must be seven characters. Last digit must be a number character. Zero must have space.</td>
<td></td>
</tr>
<tr>
<td>C02</td>
<td>Citation Number (C02)</td>
<td>Has A as first digit then seventh digit must be 6 (evaluation) or 7 (passenger).</td>
<td></td>
</tr>
<tr>
<td>C03</td>
<td>Driver License Class (C03)</td>
<td>8 or 9 or 00 or 01</td>
<td></td>
</tr>
<tr>
<td>C04</td>
<td>Citation is written, Officer Delinquent Violation (C04)</td>
<td>In the absence of the officer and ticket being signed by the Deputy Sheriff.</td>
<td></td>
</tr>
<tr>
<td>C05</td>
<td>Citation is written, Aggressive Driver Flag (C05)</td>
<td>Is mandatory for the driver and must be accurately indicated in the data file (C32).</td>
<td></td>
</tr>
<tr>
<td>C06</td>
<td>Citation is written, Citation The same Flag (C06)</td>
<td>010 in mandatory terms the officer has been reused.</td>
<td></td>
</tr>
<tr>
<td>C07</td>
<td>Driver - License Number (C07)</td>
<td>05 06 07 08 09</td>
<td></td>
</tr>
<tr>
<td>C08</td>
<td>Driver - Middle Name (C08)</td>
<td>05 06 07 08 09</td>
<td></td>
</tr>
<tr>
<td>C09</td>
<td>Driver - Last Name (C09)</td>
<td>05 06 07 08 09</td>
<td></td>
</tr>
<tr>
<td>C10</td>
<td>Driver - Date of Birth (C10)</td>
<td>05 06 07 08 09</td>
<td></td>
</tr>
<tr>
<td>C11</td>
<td>Driver - Sex (C11)</td>
<td>05 06 07 08 09</td>
<td></td>
</tr>
<tr>
<td>C12</td>
<td>Driver - City (C12)</td>
<td>05 06 07 08 09</td>
<td></td>
</tr>
<tr>
<td>C13</td>
<td>Driver - Zip Code (C13)</td>
<td>05 06 07 08 09</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Source Validations:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C14</td>
<td>State of Driver’s Address (C14)</td>
<td>Is not Florida and No DL, then Driver License State (C14) is required.</td>
<td></td>
</tr>
<tr>
<td>C15</td>
<td>Driver License State (C15)</td>
<td>Is Canada then U.S. CDL State (C15) is required.</td>
<td></td>
</tr>
<tr>
<td>C16</td>
<td>List of Canada, MEXICO, PUERTO RICO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C17</td>
<td>Optional Note: Not for adding comments to CDL Problem, SEC, and Appendix A if CDL was FN when DCM and not CD or MI. But Division/Appendix A only for such as Puerto Rico</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C18</td>
<td>State of Driver’s Address (C18)</td>
<td>Is Florida, then valid zip code (C18)</td>
<td></td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Address Requirements (Appendix A Usage):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C19</td>
<td>Citation is written, then Commercial Vehicle Code (C19)</td>
<td>Must be,</td>
<td></td>
</tr>
<tr>
<td>C20</td>
<td>Commercial Vehicle Code (C20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C21</td>
<td>Commercial Vehicle Code (C21)</td>
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<td></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Commercial Vehicles:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C22</td>
<td>Commercial Vehicle Tag Number (C22)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C23</td>
<td>Commercial Vehicle Tag Number (C23)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C24</td>
<td>Vehicle - Tag Number (C24)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C25</td>
<td>Vehicle - Tag Number (C25)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C26</td>
<td>Vehicle Trailer Tag Number (C26)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C27</td>
<td>Current</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C28</td>
<td>Permanent Registration (C28)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C29</td>
<td>Driver - First Name (C29)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C30</td>
<td>Driver - Last Name (C30)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C31</td>
<td>Driver - Middle Name (C31)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Recommended Software Edits

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41
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 $$

**LEA/CMS Vendors**
- Higher quality product
- Increased contracts
- Happier clients
Common Errors
Examples of Soft Errors
Examples of Soft Errors

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

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.
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.
Stakeholders and UTC Accuracy Goals

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

Stakeholders recommend training to improve:
1) Timely submission of UTCs
2) Transmitting files completely and correctly
3) Accuracy of descriptions and/or statutes
Invalid Citation Number

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

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

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
<td>431</td>
<td>130002017063011cit</td>
<td>cit</td>
<td>INVALID CITATION NUMBER</td>
</tr>
<tr>
<td>05282A</td>
<td>-</td>
<td>457</td>
<td>130002008112401cit</td>
<td>cit</td>
<td>INVALID CITATION NUMBER 05282A</td>
</tr>
<tr>
<td>05282A</td>
<td>-</td>
<td>457</td>
<td>130002008112401dis</td>
<td>dis</td>
<td>INVALID CITATION NUMBER 05282A</td>
</tr>
<tr>
<td>DESERR0</td>
<td>-</td>
<td>613</td>
<td>030002019030601cit</td>
<td>cit</td>
<td>INVALID CITATION NUMBER DESERROR</td>
</tr>
<tr>
<td>V469758</td>
<td>-</td>
<td>380</td>
<td>030002019030601cit</td>
<td>cit</td>
<td>INVALID CITATION NUMBER V469758</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>ID</th>
<th>Field Description</th>
<th>Data Type</th>
<th>Max Field Size</th>
<th>Start</th>
<th>End</th>
<th>M/C/OC</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>82</td>
<td>Serious Injury - Y/N</td>
<td>A/N</td>
<td>1</td>
<td>730</td>
<td>730</td>
<td>M</td>
<td>'Y' for Serious Injury. 'N' otherwise</td>
</tr>
<tr>
<td>83</td>
<td>Fatal Injury - Y/N</td>
<td>A/N</td>
<td>1</td>
<td>731</td>
<td>731</td>
<td>M</td>
<td>'Y' for Fatal. 'N' otherwise</td>
</tr>
</tbody>
</table>
Property Damage/Crash Mismatch

If Property Damage = Y Then Crash Must = Y.

<table>
<thead>
<tr>
<th>ID</th>
<th>Field Description</th>
<th>Data Type</th>
<th>Max Field Size</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>78</td>
<td>Crash – Y/N</td>
<td>A/N</td>
<td>1 M</td>
<td>‘Y’ for crash, ‘N’ for no crash</td>
</tr>
<tr>
<td>79</td>
<td>Property Damage – Y/N</td>
<td>A/N</td>
<td>1 M</td>
<td>‘Y’ for property damage, ‘N’ for no property damage.</td>
</tr>
</tbody>
</table>
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.
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.

<table>
<thead>
<tr>
<th>ID</th>
<th>Field Description</th>
<th>Data Type</th>
<th>Max Field Size</th>
<th>M/O/C</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>State of Driver’s Address</td>
<td>A/N</td>
<td>2</td>
<td>C</td>
<td>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.</td>
</tr>
<tr>
<td>29</td>
<td>Driver License State</td>
<td>A/N</td>
<td>2</td>
<td>C</td>
<td>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.</td>
</tr>
</tbody>
</table>
Invalid Fl Dl Number

If DL State Code is FL

Then

DL number must be 12-13 characters long found in FLHSMV’s database.
Missing Sex Or Date Of Birth For Blank License

**If there is No Driver License Number** Then 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.

<table>
<thead>
<tr>
<th>ID</th>
<th>Field Description</th>
<th>Data Type</th>
<th>Max Field Size</th>
<th>Start</th>
<th>End</th>
<th>M/O/C</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Disposition Verdict</td>
<td>A/N</td>
<td>1</td>
<td>197</td>
<td>197</td>
<td>M</td>
<td>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, 5=dismissed or forfeited bond, 6=adjudication withheld on all criminal FS 322.34 only, 8=nolle prosequi, 9=adjudicated 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 court.</td>
</tr>
<tr>
<td>30</td>
<td>Court Sentence</td>
<td>N</td>
<td>1</td>
<td>198</td>
<td>198</td>
<td>C</td>
<td>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.</td>
</tr>
</tbody>
</table>
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)  

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

<table>
<thead>
<tr>
<th>ID</th>
<th>Field Description</th>
<th>Data Type</th>
<th>Max Field Size</th>
<th>Start</th>
<th>End</th>
<th>M/O/C</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>73</td>
<td>Violation – Code</td>
<td>N</td>
<td>3</td>
<td>694</td>
<td>696</td>
<td>M</td>
<td>The DHSMV violation code for the offense (see DHSMV’s Appendix C).</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>ID</th>
<th>Field Description</th>
<th>Data Type</th>
<th>Max Field Size</th>
<th>M/0/C</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>BAL .08 or Above</td>
<td>A/N</td>
<td>1</td>
<td>C</td>
<td>‘Y’ for yes, or leave field blank</td>
</tr>
<tr>
<td>106</td>
<td>DUI Refuse</td>
<td>A/N</td>
<td>1</td>
<td>C</td>
<td>‘Y’ for yes, or leave field blank</td>
</tr>
</tbody>
</table>
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 Post Incarceration Length of Revocation must be at least 180 days.

<table>
<thead>
<tr>
<th>ID</th>
<th>Field Description</th>
<th>Data Type</th>
<th>Max Field Size</th>
<th>Start</th>
<th>End</th>
<th>M/O/C</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Violation Code</td>
<td>N</td>
<td>3</td>
<td>186</td>
<td>188</td>
<td>M</td>
<td>DHSMV violation code derived from statute according to DHSMV’s Appendix C list.</td>
</tr>
<tr>
<td>35</td>
<td>Length of License Revocation</td>
<td>N</td>
<td>7</td>
<td>203</td>
<td>209</td>
<td>C</td>
<td>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.</td>
</tr>
<tr>
<td>161</td>
<td>Post Incarceration Length of Revocation</td>
<td>N</td>
<td>7</td>
<td>1051</td>
<td>1057</td>
<td>C</td>
<td>Court directed revocation length to be applied after incarceration. Format YYMMDD (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</td>
</tr>
</tbody>
</table>
If a citation has not made it through TCATS to FLHSMV or An ARR/Cit error exists

<table>
<thead>
<tr>
<th>CITATION</th>
<th>CHECK DIGIT</th>
<th>VIOLATION CODE</th>
<th>FILE NAME</th>
<th>FILE TYPE</th>
<th>ERROR MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A3C3WJP</td>
<td>-</td>
<td>null</td>
<td>C0000201710701d6</td>
<td>d6</td>
<td>FTC OFFENSE DATE MISMATCH</td>
</tr>
<tr>
<td>A3C3WJP</td>
<td>-</td>
<td>null</td>
<td>1900002018121201d6</td>
<td>d6</td>
<td>NO CITATION PRESENT</td>
</tr>
<tr>
<td>A3C3WJP</td>
<td>-</td>
<td>509</td>
<td>201812120831arr</td>
<td>arr</td>
<td></td>
</tr>
</tbody>
</table>

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)

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
Invalid Reissue Date

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

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
UTC Administration Useful Resources

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

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

Contact Court Assist Directly @
CourtAssist@flhsmv.gov or (850) 617-2589
➢ 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 last 4 digits of the 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.
REGION 1

Steven Bowman
Panama City, FL

Office: (850) 873-7020 Ext 83478
Fax: (850) 872-7656
Cell: (850) 814-7511
StevenBowman@flhsmv.gov

Counties: Bay, Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, Washington
REGION 2

Jennifer Pompey
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Office: (850) 617-2484 Ext 72484
Fax: (850)-617-5153
JenniferPompey@flhsmv.gov

Counties: Dixie, Franklin, Gadsden, Gilchrist, Hamilton, Jefferson, Lafayette, Leon, Liberty, Madison, Suwannee, Taylor, Wakulla
REGION 3

Debrah Armstrong
Lake City, FL

Office: (386) 754-6287 Ext 86287
Fax: (386) 758-0499
Cell: (850) 591-8920
DebrahArmstrong@flhsmv.gov

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Alachua, Baker, Bradford, Clay, Columbia, Duval, Nassau, Putnam, St. Johns, Union
REGION 4

Hannah Patterson
Daytona Beach, FL

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Fax: (386) 238-4744
Cell: (352) 208-0074

HannahPatterson@flhsmv.gov

Counties:
Flagler, Lake, Marion, Seminole, Volusia
FLHSMV
Senior Liaison Officer

REGION 5

Stacy Fleurissaint
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Fax: (407) 445-5584
StacyFleurissaint@flhsmv.gov

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Orange, Osceola
REGION 6

Stephen Walter
Tampa, FL

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Fax: (813) 356-1849
Cell: (813) 440-8885
StephenWalter@flhsmv.gov

Counties: Citrus, Levy, Hernando, Hillsborough, Pasco, Pinellas
REGION 7

La’Tisha Harris

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Fax: (863) 499-2759
Cell: (850) 879-3775
LaTishaHarris@flhsmv.gov

Counties: DeSoto, Hardee, Highlands, Manatee, Polk, Okeechobee, Sumter
REGION 8

Cheryl Zenoz
Punta Gorda, FL

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CherylZenoz@flhsmv.gov

Counties: Charlotte, Collier, Glades, Hendry, Lee, West Broward, Sarasota
REGION 9

Erudice Muller
Lantana, FL

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

Counties: Martin, North Broward, Palm Beach, St. Lucie
REGION 10

Mario Rallo
Lauderdale Lakes, FL

Cell: (305) 338-7337
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Counties:
Broward, Miami-Dade, Monroe
Statewide Field Manager

Eileen Bishop
FLHSMV HQ
2900 Apalachee Parkway
Tallahassee, Florida 32399

Office: 850-617-2592
Email: EileenBishop@flhsmv.gov
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!