BEST PRACTICE RECOMMENDATIONS
FOR CLERKS OF COURT (COC)
WITH INTERFACE DEFINITIONS (ID) REFERENCED FROM THE TCATS ICD[1]

Group	Group Title[2]	Validation Number	Business Rules
CITATION RELATED VALIDATIONS			
1	Citation Mandatory Validations	C01	**Citation Number** (ID 2) must be seven characters and displayed in Consolas font. Last digit must be an alpha character.
		C02	If **Citation Number** (ID 2) has an alpha as the first digit, then seventh digit must be E (electronic) or P (paper).
		C03	If **Citation** is written, **Officer Delivery Verification** (ID 118) is mandatory for the officer and must be accurately indicated in the data file by COC.
		C04	If **Citation** is written, **Aggressive Driver Flag** (ID 113) is mandatory for the officer and must be accurately indicated in the data file by COC.
		C05	If **Citation** is written, **Officer Re-exam Flag** (ID 122) is mandatory for the officer and must be accurately indicated in the data file by COC.
2	Driver License Validations	C06	If there is not a **Driver License Number** (ID 28) given, then **Driver - First Name** (ID 14)**, Driver - Middle Name** (ID 15) (leave blank if no middle name or initial)**, Driver - Last Name** (ID 16)**, Birth Date** (ID 24)**, Sex** (ID 26), and **Street Address** (ID 18), **City** (ID 20), **State of Driver's Address** (ID 21), **Zip Code** (ID 22) are all REQUIRED.
		C07	If **Driver License Number** (ID 28) is given and is FL, then the first digit of the DL# must match first character of last name.
		C08	If **Driver License Number** (ID 28) is given and is FL, then it must be 13 characters, one alpha followed by 12 numeric characters.
		C09	If **Sex** (ID 26) is entered, it must be F or M. Do not use N for Business.
		C10	If there is not a **Driver License Number** (ID 28) given, the field must be blank. (Do not enter: None, Not Carried, No DL, etc.)
		C11	If **Driver License State** (ID 29) is not FL, then **Sex** (ID 26) and **Birth Date** (ID 24) are required.
		C12	If **Birth Date** (ID 24) is entered, then must be an within reasonable life span (approx. 100 years).
3	Address Validations	C13	If **State of Driver's Address** (ID 21) is not Florida and No DL, then **Driver License State** (ID 29) is REQUIRED – use state from address as state of license.
		C14	If **Driver License State** (ID 29) is Canada, then use CD as state (not the province such as ON for Ontario).
		C15	If Out of Country Driver and not Canada (CD) or Mexico (MX), then use FF as **Driver License State** (ID 29) and **State of Driver's Address** (ID 21) (for example cannot use PR for Puerto Rico).
		C16	If **State of Driver's Address** (ID 21) is Florida, then a valid **Zip Code** (ID 22) that starts with 32, 33, or 34 and contains 5 or 9 digits, must be provided.
4	Commercial Vehicle Validations	C17	If **Citation** is written, then **Commercial Vehicle Code** (ID 32) must be indicated.
		C18	If **Citation** is written, then **Hazardous Material** (ID 37) must be indicated.
		C19	If Citation is written, then **16 Passenger Vehicle** (ID 121) must be indicated. *(Note: Consider Number of passengers not Age of passengers)*
		C20	If **Commercial Vehicle Code** (ID 32) is N, then **Violation - Code** (ID 73) between 800 – 850 or 483 cannot be used.
		C21	If **Commercial Vehicle Code** (ID 32) is N, then **Hazardous Materials** (ID 37) cannot be Y.
		C22	If **16 Passenger Vehicle** (ID 121) is Y, then **Commercial Vehicle Code** (ID 32) must be Y. *(Note: This is not related to passenger's age)*
5	Tag Validations	C23	If there is not a **Vehicle Tag Number** (ID 38) given, leave field blank. *(Do not enter NO TAG, etc.)*
		C24	If **Vehicle Tag Number** (ID 38)/**Vehicle Trailer Tag Number** (ID 39) is entered, then it cannot contain hyphens or embedded space.
		C25	If **Permanent Registration** (ID 134) is Y, then **Vehicle Tag Expiration Year** (ID 41) must be blank.

Group	Group Title[2]	Validation Number	Business Rules
6	Driver Name Validations	C26	When the incoming DL Number is blank or non-Florida, the **Driver - First Name** (ID 14) and **Driver - Last Name** (ID 16) must be provided. Both names must begin with an alphabetic character (with no leading space); and may only contain letters, non-consecutive spaces or hyphens, and a single apostrophe.
		C27	If **Driver - Middle Name** (ID 15) is provided, then it must begin with an alphabetic character (with no leading space); and may only contain letters, non-consecutive spaces or hyphens, and a single apostrophe.
CITATION RELATED VALIDATIONS - Appendix C Usage[3]			
7	Actual and Posted Speed Validations	C28	If **Violation - Code** (ID 73) is Special Hazard (violation code 437), Traffic Control Device related (violation code 532), Failed to Use Due Care (violation code 587), Too Fast for Conditions (violation code 572 or 580), or Impeding Traffic (violation code 585), then **Actual Speed** (ID 51) and **Posted Speed** (ID 52) are not to be entered.
		C29	If **Violation - Code** (ID 73) is Speed Related, then **Actual Speed** (ID 51) and **Posted Speed** (ID 52) must be numbers only.
		C30	If **Violation - Code** (ID 73) is Unlawful Speeds (violation code 574, 575, 586, and 589), then **Actual Speed** (ID 51) and **Posted Speed** (ID 52) are required.
		C31	If **Violation - Code** (ID 73) is exceeding posted speed in work zone (violation code 586) or school zone (violation code 586), then **Actual Speed** (ID 51) and **Posted Speed** (ID 52) are required.
8	Offense Date Validations	C32	If **Violation-Code** (ID 73) is 619 - expired DL <u>less</u> than <u>4</u> months, then **Offense Date** (ID 11) must be prior to 01/01/2013.
		C33	If **Violation-Code** (ID 73) is 629 - expired DL <u>less</u> than <u>6</u> months, then **Offense Date** (ID 11) must be 01/01/2013 or later.
		C34	If **Violation-Code** (ID 73) is 606 - expired DL <u>more</u> than <u>6</u> months, then **Offense Date** (ID 11) must be 10/01/2010 or later.
		C35	If **Violation-Code** (ID 73) is 620 - expired DL more than 4 months, then **Offense Date** (ID 11) must be prior to 10/01/2010.
		C36	If **Violation-Code** (ID 73) is 664 - texting school zone – 1st, then **Offense Date** (ID 11) must be prior to 1/01/2020.
		C37	If **Violation-Code** (ID 73) is 667 - school zone texting – 1st, then **Offense Date** (ID 11) must be to 1/01/2020 or later.
		C38	If **Driver License Class** (ID 30) is D, then **Offense Date** (ID 11) must be before 07/01/2005.
9	DUI/Blood Alcohol Level (BAL) Validations	C39	If **Violation - Code** (ID 73) is DUI violation (violation codes 647, 648, 649, 657, 658, 659), then the **DUI Eligible** (ID 109) must be Y or N.
		C40	If **Violation - Code** (ID 73) is DUI violation (violation codes 647, 648, 649, 657, 658, 659), then the **DUI Refuse** (ID 106) must be Y or N.
		C41	If **DUI Violation - Passenger under 18** (ID 123) is Y, then a **DUI Violation - Code** (ID 73) (violation codes 647, 648, 649, 657, 658, 659) must be used.
		C42	If **Violation – Code** (ID 73) is not a DUI (so not violation codes 647, 648, 649, 657, 658, 659), then **Blood Alcohol Level** (ID 62) must be BLANK.
		C43	If **DUI Refuse** (ID 106) is Y, then **BAL .08 or Above** (ID 105) must be blank.
10	Crash Validations	C44	If **Violation - Code** (ID 73) has the violation code of 250 - Vehicular Homicide, then **Crash** (ID78) must be Y.
		C45	If **Citation** is written, then **Fatal Injury** (ID 83) must be indicated in data file.
		C46	If **Citation** is written, then **Serious Injury** (ID 82) must be indicated in data file.
		C47	If **Property Damage** (ID 79) is Y, then **Crash** (ID78) must be Y.
		C48	If **injury** (ID 81) is Y then, **Crash** (ID78) must be Y.
		C49	If **Serious Injury** (ID 82) is Y then, **Crash** (ID 78) must be Y.
		C50	If **Fatal Injury** (ID 83) is Y then, **Crash** (ID 78) must be Y.
		C51	**Serious Injury** (ID 82) and **Fatal Injury** (ID 83) cannot both be marked Y on same citation.

Group	Group Title[2]	Validation Number	Business Rules
DISPOSITION RELATED VALIDATIONS			
11	Disposition Mandatory Validations	D01	If disposition, then **Update Type** (ID 1) must be A.
12	Disposition Verdict Validations	D02	If **Violation Code** (ID 22) is 613 (criminal DWLS/R), then **Disposition Verdict** (ID 29) must be 7 (cannot be verdict A).
		D03	If **Disposition Verdict** (ID 29) is Guilty (1), then **Court Sentence** (ID 30) is required.
		D04	If **Violation Code** (ID 22) is defective equipment (violation code = 129), then **Disposition Verdict** (ID 29) cannot be D (plea Nolo Contendere and proof of compliance).
13	DUI Related Validations	D05	If **Violation Code** (ID 22) is a DUI violation (violation codes 647, 648, 649, 657, 658, 659), then **Department Court Code** (ID 26) must be C = Court ordered or D = Department (FLHSMV).
		D06	If **Violation Code** (ID 22) is a DUI violation (violation codes 647, 648, 649, 657, 658, 659), then **Court Revocation/Suspension** (ID 34), must be 0.
		D07	If **Violation Code** (ID 22) is a DUI violation (violation codes 647, 648, 649, 657, 658, 659), and revocation is court directed, then **Length of License Revocation** (ID 35) must be at least 180 days.
		D08	If **Violation Code** (ID 22) is a DUI violation (violation codes 647, 648, 649, 657, 658, 659), and revocation is court directed with incarceration, then **Post Incarceration Length of Revocation** (ID 161) must be at least 180 days.
		D09	If **Violation Code** (ID 22) is not a DUI violation (so not violation codes 647, 648, 649, 657, 658, 659), then **Department Court Code** (ID 26) must be blank.
		D10	If **Violation Code** (ID 22) is not a DUI violation (so not violation codes 647, 648, 649, 657, 658, 659), then **Length of Interlock Restriction** (ID 159) must be zeros.
		D11	If **Violation Code** (ID 22) is not a DUI violation (so not violation codes 647, 648, 649, 657, 658, 659), then **Court Time** (ID 27) must be blank.
14	Revocation/Suspension Validations	D12	If **Court Revocation/Suspension** (ID 34) is 4 = fatality, then **Crash** (ID 78) must be Y (yes).
		D13	If **Court Revocation/Suspension** (ID 34) is entered, then **Length of License Revocation** (ID 35) is required.
		D14	If **Length of License Revocation** (ID 35) is 0000997 (indefinite due to incarceration), then **Post Incarceration Length of Revocation** (ID 161) is required.
		D15	If **Length of License Revocation** (ID 35) OR **Post Incarceration Length of Revocation** (ID 161) OR **Length of Interlock Restriction** (ID 159) is entered, then months cannot be greater than 12 (example: 24 months needs to be sent as 2 years).

Footnotes:

1. TCATS is the Traffic Citation Accounting and Transmission System used by the Florida Court Clerks & Comptrollers (FCCC) to receive electronically transmitted files from the county clerks. The system accepts eCitation data using an accepted Interface Control Document (ICD) for standard system data requirements that any case management system (CMS) vendor can use to improve the software provided to the clerks. The ICD uses ID's to identify and distinguish each field description and can be found at https://www.flhsmv.gov/pdf/courts/utc/TCATS_ICD_6_0_1.pdf

2. The GROUP TITLE is the name given to a set of validations with the same ID's in the business rules or have ID's that are conditional to each other. The GROUPS have been numbered.

3. The Appendix C of the UTC Manual is the traffic infraction reference guide listing citable offenses, established under the authority of Section 316.650(1)(d), Florida Statutes. These violations are listed in order by Florida Statute number and contain information such as points, classification, and fine amounts. It can be found at https://www.flhsmv.gov/pdf/courts/utc/appendix_c.pdf.

If you have any question pertaining to this document, you may contact Court Assist at CourtAssist@flhsmv.gov.