

# STATE OF FLORIDA

## Department of Highway Safety and Motor Vehicles

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### 1. CITATION DATA

- a. Once citation data is received from a law enforcement agency either by a paper citation or by an electronic transmission of the data, a citation record is created by the clerk of court's office. Citation information should be transmitted to the Florida Association of Court Clerks (FACC) as identified in the TCATS Interface Control Document (ICD). The FACC help desk phone number is 850-414-2210.
- b. This accounts for the citation written prior to payment or disposition. Dispositions cannot be transmitted until after the citation has successfully updated.
- c. Specific data fields are passed to DHSMV from FACC. See arrest records extracted for DHSMV section of the ICD.
- d. If problems arise from this transmission, the FACC help desk should be contacted.
- e. All cases where a citation was written should be transmitted. This includes criminal felonies and juvenile cases.
- f. Data passed to DHSMV is spooled to a tape and processed daily to update the citation inventory file.
  - (1) Edit checks are done at the beginning of this process. Errors are transmitted back to FACC to forward electronically to the counties.
  - (2) Good data is updated to the inventory file.

### 2. CITATION ERROR EDITS (DHSMV EDITS)

- a. CHECK DIGITS MAYBE IN ERROR –
  - (1) The check digit was not entered when required.
  - (2) The check digit and the ticket number do not match. In this case it could be either the check digit that needs to be corrected or the ticket number that needs to be corrected. TICKET NUMBER MAY BE IN ERROR will also show as an error.
  - (3) Something other than 1, 2, 3, 4, 5, 6, 7, 8, 9, or X was entered.
  - (4)

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- b. **TICKET NUMBER MAY BE IN ERROR -**
  - (1) Ticket number either contains invalid characters or is not a ticket number that exists in our system. The two most common errors are to put 0 (the number) when it should be O (the letter) or vice versa and to put 8 when it should be B.
  - (2) The check digit and the ticket number do not match. In this case it could be either the check digit that needs to be corrected or the ticket number that needs to be corrected. **CHECK DIGIT MAY BE IN ERROR** will also show as an error.
  
- c. **AGENCY CODE MAY BE IN ERROR –** Agency code has been left blank or something other than 1, 2, 3, or 4 was entered.
  
- d. **ARREST DATE MAY BE IN ERROR –**
  - (1) Invalid characters appear in the date.
  - (2) The date is not a valid date (for example 04-31-07 when April only has 30 days or 02-29-07 when 2007 was not a leap year so it only had 28 days).
  - (3) The date is in the future.
  
- e. **VIOLATION CODE MAY BE IN ERROR –** Not an existing violation code (is not in DHSMV violation code table).
  
- f. **COUNTY CODE MAY BE IN ERROR –**
  - (1) Something other than 01 through 67 was entered which would not be a valid county code.
  - (2) County code and city code do not match, the city code does not exist in that county. It will have to be determined which is in error, the county code or the city code. **CITY CODE MAY BE IN ERROR** will also show as an error.
  
- g. **CITY CODE MAY BE IN ERROR –**
  - (1) Left blank or something other than two numeric characters was entered.
  - (2) County code and city code do not match, the city code does not exist in that county. It will have to be determined which is in error, the county code or the city code. **COUNTY CODE MAY BE IN ERROR** will also show as an error.

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- h. BATCH NUMBER MAY BE IN ERROR – Left blank or something other than eight numeric characters was entered.
- i. AGGRESSIVE DRIVER FLAG MAY BE IN ERROR – Something other than a (N) or (Y) was entered.
- j. If AGENCY CODE MAY BE IN ERROR, COUNTY CODE MAY BE IN ERROR and CITY CODE MAY BE IN ERROR all appear together for the same ticket number – This means the law enforcement agency code is missing from one of our tables. Call 850-617-2584 and someone will add it to the table. Once added you can resubmit through TCATS.