



## Conviction Reporting



# Conviction Reporting

- Georgia law requires all courts that handle traffic offenses and other convictions that are reportable to a defendant's driving record to submit those convictions to the DDS electronically within ten (10) days of the conviction. O.C.G.A. §40-5-53.

# Conviction Reporting (cont'd)



- Additional non-traffic offenses that must be reported:
  - Underage alcohol violations
  - Drug offenses
  - Felonies in the commission of which a vehicle is used (not applicable to Probate Courts)
  - Any offense committed in or using a commercial motor vehicle

# Conviction Reporting (cont'd)



- DDS includes convictions received from courts on each defendant's driving record and imposes withdrawals (suspensions, revocations, etc.) upon the defendant's driving privilege as required by state and/or federal law.

# Conviction Reporting (cont'd)



- Three (3) ways to send convictions:
  - Georgia Electronic Citation Processing System (GECPS)
  - Uniform Traffic Citation
  - DS-32C Conviction Reporting Form

# Conviction Reporting (cont'd)



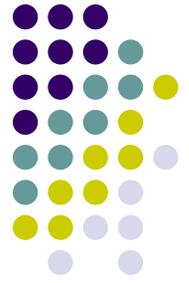
- GECPS
  - Your court may already be connected to GECPS.
  - If it is not, you can get started toward that connection by visiting the DDS' website, [www.dds.ga.gov](http://www.dds.ga.gov).
  - Click on the Business Partners link, which will take you to the GECPS page.

# Conviction Reporting (cont'd)



- GECPS (cont'd)
  - 1<sup>st</sup> Step: Get a User ID and Password
    - “Create Court Contact Information”
  - 2<sup>nd</sup> Step: Get Registered
    - Request implementation guide using User ID and Password

# Conviction Reporting (cont'd)



- GECPS (cont'd)
  - Courts are able to report both convictions and failures to appear (FTA's) via GECPS, plus an FTA can be released.
  - The greatest benefits of GECPS are efficiency and timeliness.
    - No duplicate data entry is required.
    - Conviction information (or FTA's/FTA releases) are processed more quickly.

# Conviction Reporting (cont'd)



- GECPS (cont'd)
  - Timeliness of conviction reporting is critical.
    - As of September 30, 2008, federal law requires all states to have conviction data reported to the defendant's home jurisdiction within ten (10) days of the date of the conviction.
    - Failure to comply could impact Georgia's eligibility for federal highway and stimulus funds.

# Conviction Reporting (cont'd)



- GECPS (cont'd)
  - Timeliness (cont'd)
    - Additionally, processing dates can impact the calculation of each defendant's eligibility for reinstatement if the offense is one for which a suspension is imposed.

# Conviction Reporting (cont'd)



- GECPS (cont'd)
  - Timeliness (cont'd)
    - DDS provides feedback to courts electronically as well, so courts can provide missing data or correct errors much more rapidly than if information is exchanged by mail.

# Conviction Reporting (cont'd)



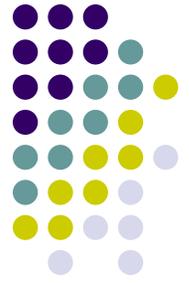
- GECPS (cont'd)
  - Timeliness (cont'd)
    - DDS pays courts \$.40 per citation for tickets reported electronically in a timely manner.
    - No compensation is available for convictions reported on paper or outside the ten-day window.

# Conviction Reporting (cont'd)



- GECPS (cont'd)
  - Timeliness (cont'd)
    - DDS maintains a monthly report on its website of the courts from which it receives conviction data, including reference to the amount each court was paid each month for tickets reported electronically in a timely manner.

# Conviction Reporting (cont'd)



- Uniform Traffic Citation (UTC)
  - Contents of the form are dictated by DDS pursuant to O.C.G.A. §40-13-1.
  - Arresting officer completes the front at the time the citation is issued to the violator.
  - Court may use the spaces on the back to handle the charge in court.

# Conviction Reporting (cont'd)



DDS-32 (05/06) **GEORGIA**  
**UNIFORM TRAFFIC CITATION, SUMMONS AND ACCUSATION**  
 Court Case Number GADDSXXXX Citation Number 123321123

**GEORGIA DEPARTMENT OF DRIVER SERVICES**

Upon \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) at \_\_\_\_\_ A.M. / P.M.  
 Operator License No. \_\_\_\_\_ State \_\_\_\_\_ Endorsements \_\_\_\_\_ Expire \_\_\_\_\_  
 License Class or Type \_\_\_\_\_ State \_\_\_\_\_ Endorsements \_\_\_\_\_ Expire \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 DOB \_\_\_\_\_ Hair \_\_\_\_\_ Hgt \_\_\_\_\_ Wgt \_\_\_\_\_ Sex \_\_\_\_\_ Eyes \_\_\_\_\_  
 Veh. Yr. \_\_\_\_\_ Make \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_  
 Registration No. \_\_\_\_\_ Yr. \_\_\_\_\_ State \_\_\_\_\_  
 COMMERCIAL DRIVER LICENSE  YES  NO COMMERCIAL VEHICLE  YES  NO ACCIDENT  YES  NO  
 (ONE VIOLATION PER CITATION)  DRIVER REQUESTED ACCURACY CHECK  VASCAR  LASER  RADAR  
 Within the State of Georgia, did commit the following offense: SPEEDING - Clocked by  PATROL VEHICLE  OTHER  
 (Serial # \_\_\_\_\_ Calibration/Check \_\_\_\_\_) at \_\_\_\_\_ MPH in a \_\_\_\_\_ zone  
 DUI (Test Administered:  BLOOD  BREATH  URINE  OTHER) DUI Test Results \_\_\_\_\_  
 TEST ADMINISTERED BY (if Applicable) \_\_\_\_\_  
 OFFENSE (Other than above) \_\_\_\_\_  
 in Violation of Code Section \_\_\_\_\_ of  State Law  Local Ordinance  
 REMARKS \_\_\_\_\_

WEATHER	(A) ROAD	(B)	TRAFFIC	LIGHTING	COMMERCIAL VEHICLE INFORMATION
<input type="checkbox"/> Clear	<input type="checkbox"/> Dry	<input type="checkbox"/> Concrete	<input type="checkbox"/> Light	<input type="checkbox"/> Daylight	<input type="checkbox"/> Commercial Vehicle Violation
<input type="checkbox"/> Cloudy	<input type="checkbox"/> Wet	<input type="checkbox"/> Blacktop	<input type="checkbox"/> Medium	<input type="checkbox"/> Darkness	<input type="checkbox"/> Hazardous Material Violation (PLACARD)
<input type="checkbox"/> Raining	<input type="checkbox"/> Ice	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heavy	<input type="checkbox"/> Other	
<input type="checkbox"/> Other	<input type="checkbox"/> Other				

County of \_\_\_\_\_ and \_\_\_\_\_ miles of (city) \_\_\_\_\_  
 on \_\_\_\_\_ at or near \_\_\_\_\_ mile post \_\_\_\_\_, or within (city) \_\_\_\_\_  
 ation (secondary location) \_\_\_\_\_  
 OFFICER (Print) \_\_\_\_\_ Badge # \_\_\_\_\_ Div \_\_\_\_\_

You are hereby ordered to appear in Court to answer this charge on the \_\_\_\_\_ day of \_\_\_\_\_ Court \_\_\_\_\_ at \_\_\_\_\_ A.M. / P.M. in the \_\_\_\_\_ Court \_\_\_\_\_ City \_\_\_\_\_ Georgia.

**NOTICE:** This citation shall constitute official notice to you that failure to appear in Court at the date and time stated on this citation to dispose of the cited charges against you shall cause the designated Court to forward your driver's license number to the Department of Driver Services, and your driver's license shall be suspended. (Georgia Code 17-6-11 and 40-5-56) The suspension shall remain in effect until such time as there is a satisfactory disposition in this matter or the Court notifies the Department of Driver Services.

LICENSE DISPLAYED IN LIEU OF BAIL  YES  NO RELEASED TO \_\_\_\_\_  
 SIGNATURE ACKNOWLEDGES SERVICE OF THIS SUMMONS AND RECEIPT OF COPY OF SAME  
 SIGNATURE \_\_\_\_\_

**ARRESTING OFFICERS CERTIFICATION**  
 The undersigned has just and reasonable grounds to believe, and does believe, that the person named herein has committed the offense set forth, contrary to law.  
 SIGNATURE \_\_\_\_\_ Signature of Arresting Officer \_\_\_\_\_ Badge # \_\_\_\_\_  
 AUTHORIZED AND APPROVED PURSUANT TO: CODE 40-13-1 - D.D.S. REG. 375-3-4-.01

**COURT COPY**

DATE \_\_\_\_\_ COURT ACTION AND OTHER ORDERS

The within complaint has been examined and there is probable cause for filing the same. Leave is hereby granted to file the complaint.  
 Complaint filed \_\_\_\_\_  
 Bail fixed at \$ \_\_\_\_\_ or cash deposit of \$ \_\_\_\_\_  
 Signature of person taking bail \_\_\_\_\_ Signature of person giving bail received as required by court schedule.  
 Fine in the amount of \$ \_\_\_\_\_  
 Signature of Clerk \_\_\_\_\_  
 Continuance to \_\_\_\_\_ Reason \_\_\_\_\_  
 Continuance to \_\_\_\_\_ Reason \_\_\_\_\_  
 Warrant Issued \_\_\_\_\_ Warrant Served \_\_\_\_\_  
 Waives Trial by Jury \_\_\_\_\_  
 ON ARRAIGNMENT, THE DEFENDANT PLEADS \_\_\_\_\_

**APPEARANCE, PLEA OF GUILTY AND WAIVER**

I, \_\_\_\_\_ have been advised that I am being charged with \_\_\_\_\_ and that the maximum punishment that I can receive is \_\_\_\_\_ mos. imprisonment and/or a \$ \_\_\_\_\_ fine.

I have been advised of my rights to be represented by counsel and have counsel appointed to represent me if I am indigent; plead not guilty and be tried by a jury or a judge; confront the witnesses against me; and, not give incriminating evidence against myself. I hereby waive these rights; state that I have not been induced by any threat or promise to enter this plea and do freely and voluntarily enter my plea of Guilty.

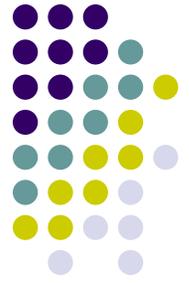
This \_\_\_\_\_ day of \_\_\_\_\_  
 Accused \_\_\_\_\_  
 I, \_\_\_\_\_ have advised the above-named accused as indicated above of his/her rights, the nature of the case against him/her and the possible consequences of the plea as entered. I am satisfied that there is a factual basis for the guilty plea which the accused has entered and that it was entered freely and voluntarily with understanding of the nature of the charge and the consequences of the plea.  
 \_\_\_\_\_ JUDGE

**DISPOSITION AND SENTENCE**

Court \_\_\_\_\_ City \_\_\_\_\_  
 Defendant Pleads:  (3) Guilty  Not Guilty  (4) Nolo Cont'd  
 Trial:  Jury  Court Adjudicated  (1) Guilty  Not Guilty  
 Other Action:  (2) Bond Forfeiture  Nolle Prossed  No Bill  No Record  
 Sentence: Amount Fine/Forfeiture \$ \_\_\_\_\_  
 \_\_\_\_\_ Days (Months) in jail \_\_\_\_\_ Traffic School \_\_\_\_\_ Days (Months) probation  
 Other order \_\_\_\_\_  
 Appeal Bond of \$ \_\_\_\_\_ filed (for \_\_\_\_\_)  
 Appeal to \_\_\_\_\_ Court \_\_\_\_\_  
 As provided by law, I hereby certify that the information on this ticket is a true abstract of the record of this court or bureau in this case.  
 DISPOSITION DATE \_\_\_\_\_ Signature of Judge or Clerk \_\_\_\_\_

5/25/2012

# Conviction Reporting (cont'd)



- UTC (cont'd)
  - Each UTC should be legible and contain complete and accurate information as to the defendant's name, date of birth, address, and driver's license number.

# Conviction Reporting (cont'd)



- UTC (cont'd)
  - Other important fields are the type of driver's license held by the defendant (e.g. commercial or non-commercial), as well as the type of vehicle being operated by the defendant at the time of the violation alleged (e.g. commercial or non-commercial).

# Conviction Reporting (cont'd)



- UTC (cont'd)
  - Each section on the face of the UTC should be inspected to verify that the correct Code Section from the Official Code of Georgia Annotated is used for the offense of which the defendant as convicted.

# Conviction Reporting (cont'd)



- UTC (cont'd)
  - If any blocks are incomplete or incorrect, please make certain that the correct information is placed on the citation before submitting to DDS for processing.

# Conviction Reporting (cont'd)



- UTC (cont'd)
  - If the conviction is for an offense other than that with which the defendant was originally charged, please draw a single line through the original charge and Code Section charged on the face of the UTC and place the new charge and new Code Section directly above the old ones. Place your initials (or clerk's or deputy clerk's) next to the changes.

# Conviction Reporting (cont'd)



- UTC (cont'd)
  - Every speeding conviction must include the amount by which the defendant exceeded the posted speed limit. O.C.G.A. §40-6-187.

# Conviction Reporting (cont'd)



- UTC (cont'd)
  - If the court finds a defendant guilty of speeding at a speed less than that noted by the officer on the face of the UTC, please strike through the original speed on the face of the Uniform Traffic Citation by drawing a single line through it and write the speed at which the person was convicted above the original speed. Place your initials next to the changes.

# Conviction Reporting (cont'd)



- UTC (cont'd)
  - DDS amended the contents of the UTC form recently, so look for additional fields to be included on your submissions:
    - For tickets involving accidents:
      - Injuries:  Yes  No
      - Fatalities:  Yes  No
    - Under commercial vehicles:
      - CMV with 16+ passengers (including the driver)

# Conviction Reporting (cont'd)



- DS-32C
  - DDS created a form for use when a UTC is not available.
  - It contains all of the fields needed by DDS to process a conviction.
  - The court may submit as many DS-32C forms as needed to report the convictions for all of the offenses from the incident, but please, list only one disposition per DS-32C form.

## State of Georgia Report of Conviction



Last Name	First Name	Middle Name	Suffix	Operator/Drivers License Number/Class _____
Street Address				Country/State of License _____
City	State	Zip Code		Date of Birth _____ Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Commercial Driver? <input type="checkbox"/> Yes <input type="checkbox"/> No	Commercial Vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	Involved in an Accident? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hazardous Materials Violation/Placard(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No
License Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Lost License Affidavit	Blood Alcohol Concentration, if applicable _____ %		Interlock Device Ordered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
				If Accident, Fatality? <input type="checkbox"/> Yes <input type="checkbox"/> No
				If applicable, Actual Speed _____ Speed Limit _____
Date of Violation/Offense _____				County of Violation _____

<b>WHAT IS THE CODE SECTION OF THE OFFENSE FOR WHICH THE VIOLATOR WAS CONVICTED?</b>
O.C.G.A. Section: _____ Description of Offense: _____

Date of Disposition \_\_\_\_\_

Disposition Code (CHECK ONE):  (3) Plead Guilty  (4) Not Contendere  (2) Bond Forfeiture  (1) Found Guilty

Sentence Amount Fine/Fortifiture Amount \$ \_\_\_\_\_ Name of Arresting Officer \_\_\_\_\_

Department/Issuing Agency \_\_\_\_\_  
Agency Name

<b>CHECK THE APPROPRIATE BOX (ONLY ONE) AND FILL IN THE REQUIRED INFORMATION</b>	
Zero Points Court Order Issued per O.C.G.A. 40-5-57(c)(1)(C)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Court Ordered License Suspension Duration _____ Years/Months/Days
License Suspension Court Ordered as a Condition of Probation? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Court Case Number \_\_\_\_\_ Citation Number \_\_\_\_\_

Court \_\_\_\_\_  
Court Name NCIC #

Mailing Address of Court \_\_\_\_\_

Physical Address of Court \_\_\_\_\_

Signature of Judge, Court Clerk or Court Official \_\_\_\_\_

DS-32C (07/2005)

Mail to: Georgia Department of Driver Services, Conviction Processing Unit, P.O. Box 80447, Conyers, GA 30013

# Conviction Reporting (cont'd)



- Please do not send copies of warrants, accusations, or sentences.
- Do not send DDS information about charges that are dismissed, nolle prosequed, or dead docketed unless that information will impact the defendant's driving record.

# Conviction Reporting (cont'd)



- Please be sure to include your court's ORI number when reporting convictions:
  - On the UTC: In the "*Disposition and Sentence*" section in the "*Court*" field, please indicate the court name and the court NCIC / ORI number.
  - On the DS-32C: In the field "*Court No.*," please provide the court NCIC / ORI number.

# Questions?



- **GECPS**  
gecps@dds.ga.gov
- **DDS Legal Services**  
P.O. Box 80447  
Conyers, Georgia 30013  
Phone: (678) 413-8765  
Fax: (678) 413-8773  
[jammons@dds.ga.gov](mailto:jammons@dds.ga.gov)

[www.dds.ga.gov](http://www.dds.ga.gov)