

DPS RECORDS MANAGEMENT

May 16, 2016

OMCCA Conference– Stillwater, OK

Gina Smith, Administrative Programs Officer III



CITATIONS

- Abstract of Court Record = 2nd Copy
- Original copy to DPS
- Must be signed by court clerk
- Only DA can amend charge
- Send facsimile if original lost

**OKLAHOMA HIGHWAY PATROL
OKLAHOMA UNIFORM VIOLATIONS COMPLAINT**

NAME _____ LAST _____ FIRST _____ MIDDLE _____

Case No. _____ Docket No. _____ Page No. _____
State of Oklahoma _____ In The District Court _____

County of _____ } -ss-

DPS

ABSTRACT OF COURT RECORD

The undersigned, being duly sworn, does depose and say upon oath that
on or about (date) _____ at (24-hour time) _____ at or near (location) _____

County Number _____ East Control-Int _____ North Location _____

at the location within the county aforesaid:

Name (last, first middle) _____ Phone Number _____

Address _____

City _____ State _____ Zip Code _____

Birthdate (mo., day, yr.) _____ Height _____ Weight _____ Race _____ Sex _____ Class _____ Endorsements _____

Driver License Number _____ Withdrawal Y N Month/Year _____ State _____

Employer _____ Did Unlawfully Operate Park

Vehicle-Make _____ Year _____ Body Style-Color _____ Tag Number _____ Year _____ State _____

CMV Y N SDL Y N HazMat Placard Present or Required ACCIDENT: PD PI FATALITY

did then and there commit the following offense:

SPEEDING MPH in _____ MPH Zone _____ Pace Radar Plane Other

Other Violation _____

Contrary to Title _____ O.S., Section _____

I, the undersigned arresting officer, hereby certify and swear that I have read the foregoing information and know the facts and contents thereof and that the facts supporting the criminal charge stated therein are true.

Signature of Officer _____ Date _____ Badge No. _____ Troop _____

Sworn to and subscribed before me this _____ day of _____, 20____

Name and Title _____ My Commission Expires _____

Court Appearance on or before: _____ day of _____, 20____ at _____ M **(DPS USE)**

Address of Court _____

NOTICE: Release upon personal recognizance based upon a signed written promise to appear for arraignment is conditional, and failure to timely appear for arraignment may result in suspension of the arrested person's driver license in Oklahoma or in the nonresident's home state pursuant to the Nonresident Violator Compact.

WITHOUT ADMITTING GUILT, I promise to appear in said court at said time and place.

X Signature _____

(Check One Box Only)

Signed Personal Recognizance Bond Attached \$ _____ Magistrate Jail Other _____

Juvenile Name of Parent or Guardian _____

Address _____

Officer's Remarks: _____

AREA: business industrial school residential rural
Highway Type: 1 lane 2 lane 3 lane 4 or more on/off ramp

ABSTRACT OF COURT RECORD

FORWARD TO: RECORDS MANAGEMENT DIVISION, DEPARTMENT OF PUBLIC SAFETY
P.O. BOX 11415, OKLAHOMA CITY, OK 73136-00415

Case No. _____ Docket No. _____ Page No. _____

Arraignment Continued to: _____

ENTRY OF APPEARANCE AND PLEA

I, the undersigned, do hereby enter my appearance on the complaint of the offense charged on the other side of this summons. I have been informed of my right to trial as provided by law.

I do hereby waive my rights to a hearing by court or jury and PLEAD GUILTY to said offense as charged. I further agree to pay the penalty prescribed for my offense.

I do hereby waive my rights to a hearing by court or jury and PLEAD NOLO CONTENDERE (No Contest) to said offense as charged. I further agree to pay the penalty prescribed for my offense.

I do hereby PLEAD NOT GUILTY to said offense as charged, posting amount designated below as my bond for appearance in court on _____

Signature of Defendant: _____

Amount \$ _____ Date _____

PROSECUTOR'S ENDORSEMENT

The written complaint has been examined and there is probable cause for filing the same. Complaint filed.

Signature (Prosecuting Attorney: D.A., A.D.A.) _____ Date _____

COURT ORDERS

Charge Amended to: _____

Statute No. _____ Date _____

Disposition:

- | | |
|---|--|
| <input type="checkbox"/> Plea of Guilty | <input type="checkbox"/> Court (Jury) Acquittal |
| <input type="checkbox"/> Declined | <input type="checkbox"/> Expunged |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Bond Forfeiture |
| <input type="checkbox"/> Dismissal with Fine(s) and Cost(s) | <input type="checkbox"/> Nolo Contendere |
| <input type="checkbox"/> Dismissal without Fines(s) and Cost(s) | <input type="checkbox"/> Court (Jury) Conviction |

Other Court Action:

Deferred to Date: _____ Date of Order _____

The Court, therefore, enters the following order:

Fines \$ _____ Costs \$ _____

Jailed _____ days in _____

School _____ days, Probation _____ days: Defendant notified of his rights _____

Appeal Bond of \$ _____ filed _____

Appeal to _____ Court _____

I Certify This To Be A True And Correct Abstract Of Court Record.

Signature of:

Judge Clerk Deputy Clerk

CONVICTIONS

5 days to report conviction per Title 47 O.S.,
Section 18-101

Conviction based upon:

- Bond Forfeiture
- Plea of Nolo Contendre
- Plea of Guilty
- Court (Jury) Conviction
- Dismissed with Fines & Costs (CDL/CMV Only)
- Deferral (CDL/CMV Only)



STATE OF OKLAHOMA
ABSTRACT OF COURT RECORD

_____ **Amendment** (to charge or disposition)
_____ **Correction** (of demographic information, not charge or disposition)
_____ **Facsimile** (in lieu of original)

Co. Code
 City Code Citation No. _____
Date of Arrest _____
Name (Violator) _____
Address _____
City _____ State _____ Zip _____
D.L. No. _____ State _____ Class _____
Endorsements _____ Restrictions _____
Birthdate _____ Sex _____ Race _____
Veh. Lic.# _____ Yr. _____ State _____ Veh. Type _____
CMV Yes | **CDL** Yes | **Haz. Mat. Placard** Present or Required | **Accident** PD PI
 No | No | No | Fatality
Violation _____
Case No. _____ Statute No. _____

COURT ORDER

Charge Amended/Correction _____
Statute No. _____ Date _____

Disposition:

Plea of Guilty Court (Jury) Acquittal
 Declined Expunged
 Amended Bond Forfeiture
 Dismissal with Fine(s) and Cost(s) Nolo Contendere
 Dismissal without Fines(s) and Cost(s) Court (Jury) Conviction

Other Court Action:

Deferred to Date: _____
Date of Order _____ Original Disposition Date _____
Disposition Date _____
Fine: \$ _____ Costs: \$ _____
Comment and/or Explanation: _____

I Certify This To Be A True and Correct Abstract of Court Record

Signature: _____
Check one: Judge Clerk Deputy Clerk

Court: _____



E-mail completed form to: ocrshelp@dps.state.ok.us
OR Fax completed form to:
Department of Public Safety
Records Management Division
Fax (405) 419-2020
DPS303RM-10-2009

FACSIMILE

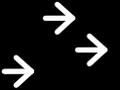
- Send in lieu of original if lost or destroyed
- **MUST** include all information
- Do not use to remove suspension – FTA, FTC, FTP

AMENDMENT

- To correct, amend, change or remove convictions from driving record

Commercial Drivers (CDL/CMV)

Held accountable by State and Federal Law.
FMCSA – Federal Motor Carrier Safety Regulations Part 383.5 defines conviction





VERBAGE DOES MATTER

SUSPENSION VS. CONVICTION
WITHDRAWAL VS. AMENDMENT

Driving Under the Influence

DUI Court Conviction

- Conviction submitted to DPS by Court Clerk
- Criminal Case



DUI Implied Consent

- Officer's Affidavit submitted to Legal Division of DPS
- Implied Consent (Administrative Case)

FINES AND COSTS

- Established by state law or municipal ordinance
- DPS does not offer advice or recommendations to courts regarding business procedures relating to fines and costs.
- Contact your City Attorney with questions



BOND SCHEDULE

- If withdrawal box on citation is checked for DUS/Revocation/cancellation, the fine can be doubled if written under Title 47 (state statute) using the state bail bond schedule.
- If citation written under municipal code, the bail bond cannot be doubled unless the municipal code allows.

AUTHORITY TO REPORT

- ☐ Court Clerk must be appointed by City Manager or City Council
- ☐ Must appoint someone else to report if going on leave
- ☐ Must obtain your own online signature
- ☐ Chief of Police/Law Enforcement cannot report convictions to DPS



WHY ONLINE?

**DPS ONLINE COURT
REPORTING SYSTEM (OCRS)**

DPS Online Court Reporting System (OCRS)

Contact Gina Smith 405-425-2198

or Kristy Kendall 405-425-2194

- Schedule training/obtain login & password

3RD PARTY Court Reporting System (CRS)

- DPS cannot help with 3rd Party CRS
- Must contact vendor with questions regarding upload, error list or login issues.
- Can use DPS OCRS for amendments, suspensions & withdrawals only.

OK.GOV 405-524-3468 x2 (help desk)



DPS Online Court Clerk Info

www.dps.state.ok.us/occ/

- Oklahoma Court Clerks Manual (DPS Procedures)
- Oklahoma Motor Vehicle Violation Codes
- Amendment Form
- Memo & Addendum Regarding Masking of Convictions for CDL Holders
- OCIVS – Oklahoma Compulsory Insurance Verification System for Courts

(OCIVS) Oklahoma Compulsory Insurance Verification System for Courts

- OCIVS System & Manual Provided for Court Clerks on DPS Online Court Clerk Info Page - www.dps.state.ok.us/occc/
- CONFIRMED = Insurance confirmed for vehicle
- UNCONFIRMED = Insurance cannot be confirmed for vehicle
- ADVISORY = Vehicle may be covered by a commercial insurance policy, may be self-insured or driver may have an operator's policy. Must rely on facts presented on verification form.
- Questions/Concerns? Contact DPS Help Desk
email: hdesk@dps.state.ok.us

Records Management Contacts

- Virgil Bonham, Director

Virgil.Bonham@dps.ok.gov

405-425-2047

- Gina Smith, Admin Programs Officer III

Gina.Smith@dps.ok.gov

405-425-2198

- Kristy Kendall, Admin Assistant I

Kristy.Kendall@dps.ok.gov

405-425-2194