

# SAN JOSE POLICE DEPARTMENT TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL

FROM: Edgardo Garcia Chief of Police

SUBJECT: CITATION ACCURACY

**DATE:** May 26, 2020

# BULLETIN #2020-009

# **Citation Training Guide**

OSSD has been overwhelmed with additional work due to errors and omissions on citations and reports. The problem has been exacerbated by incorrectly completed citation amendments. Improved quality control and attention to detail by document authors would significantly reduce these challenges. The Department is prioritizing this issue in order to alleviate the workload on OSSD and improve the work product of individual document authors. The majority of the issues fall into three categories; citation errors (including amendments), General Offense report errors and omissions, and MVA (CHP 555) errors. The Training Unit will be addressing those issues in that order. This is the first of what will be three associated Training Bulletins.

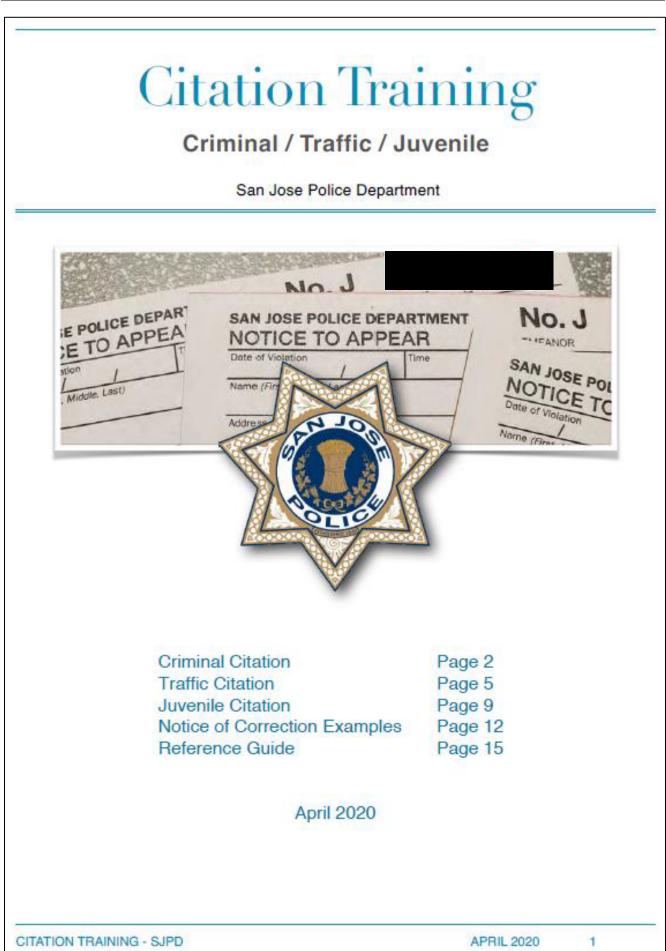
The Training Unit in conjunction with OSSD, has created a *Citation Training Guide*. This multipage illustrated guide provides guidance on how to correctly and accurately complete an adult criminal citation, adult traffic citation and juvenile traffic citation. In addition, it includes instructions and illustrations on how to correctly and accurately complete both criminal and traffic citation amendments. Please refer to this document when completing all citations and amendments in order to ensure accuracy and reduce errors. The *Citation Training Guide* can be found on MySJPD within the OSSD Document Library (a copy is attached to this bulletin).

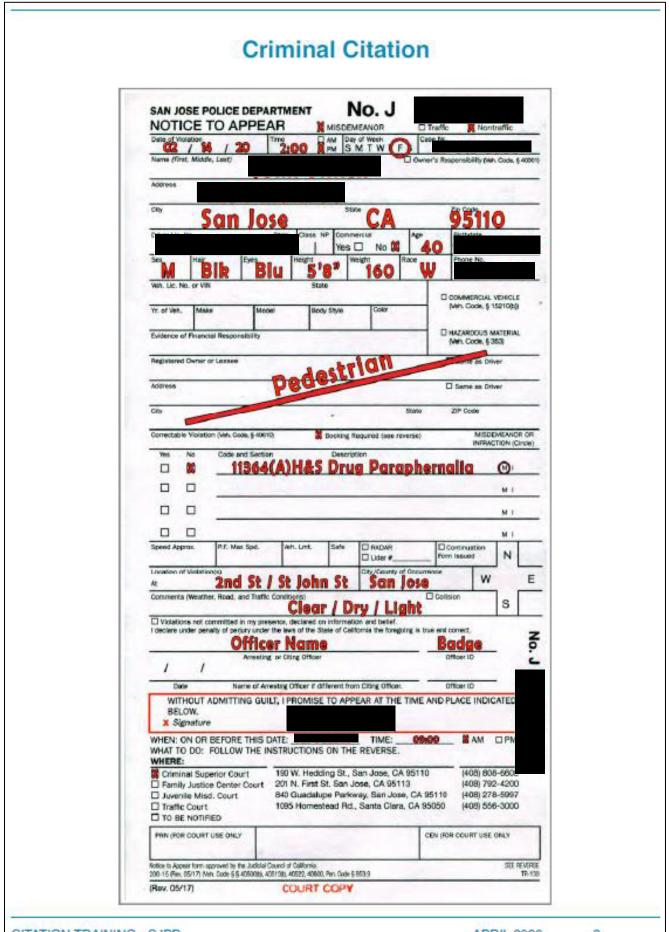
Edgardo Garcia

Edgardo Garcia Chief of Police

EG:TL:PC

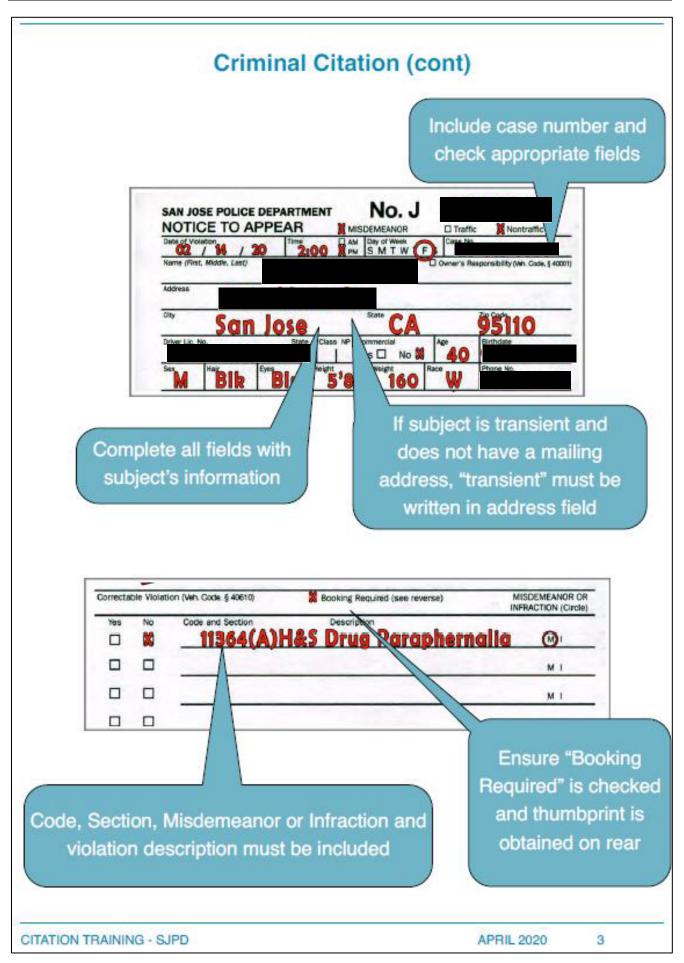
ATTACHMENT: Citation Training Guide

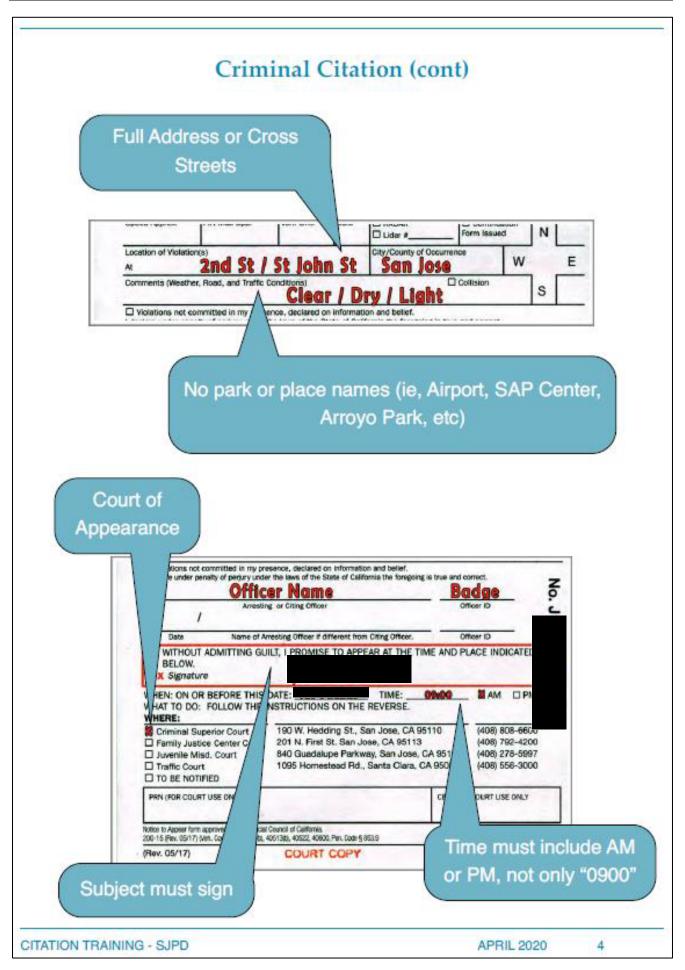


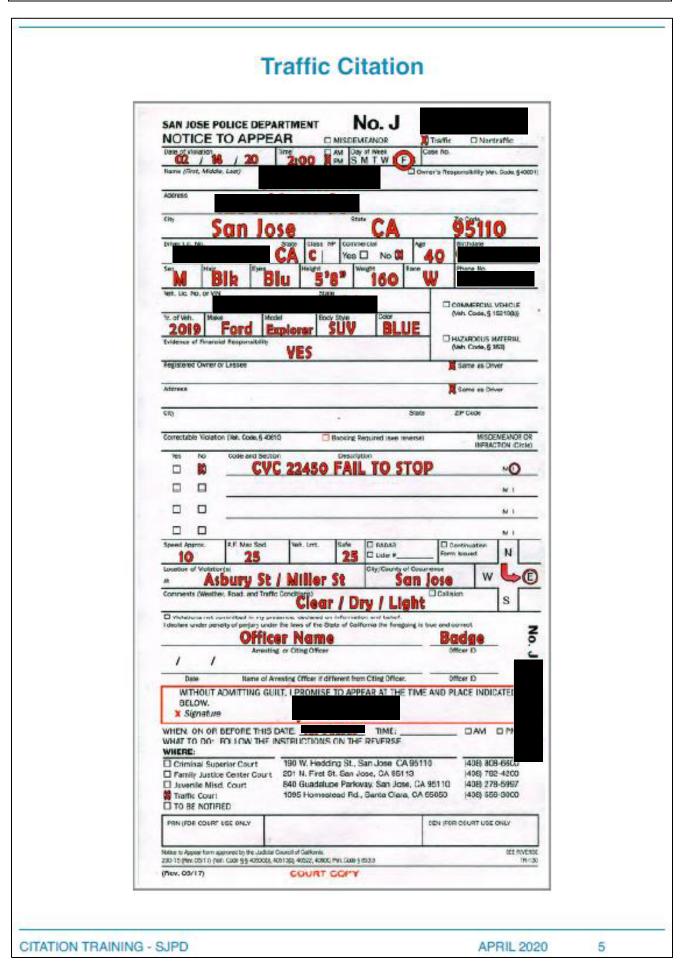


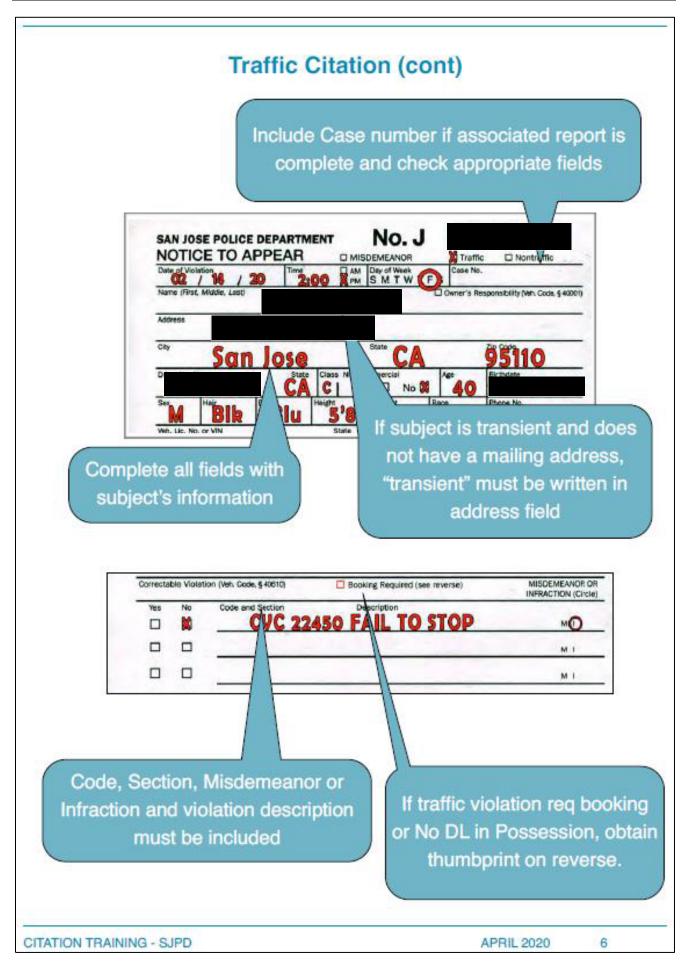
CITATION TRAINING - SJPD

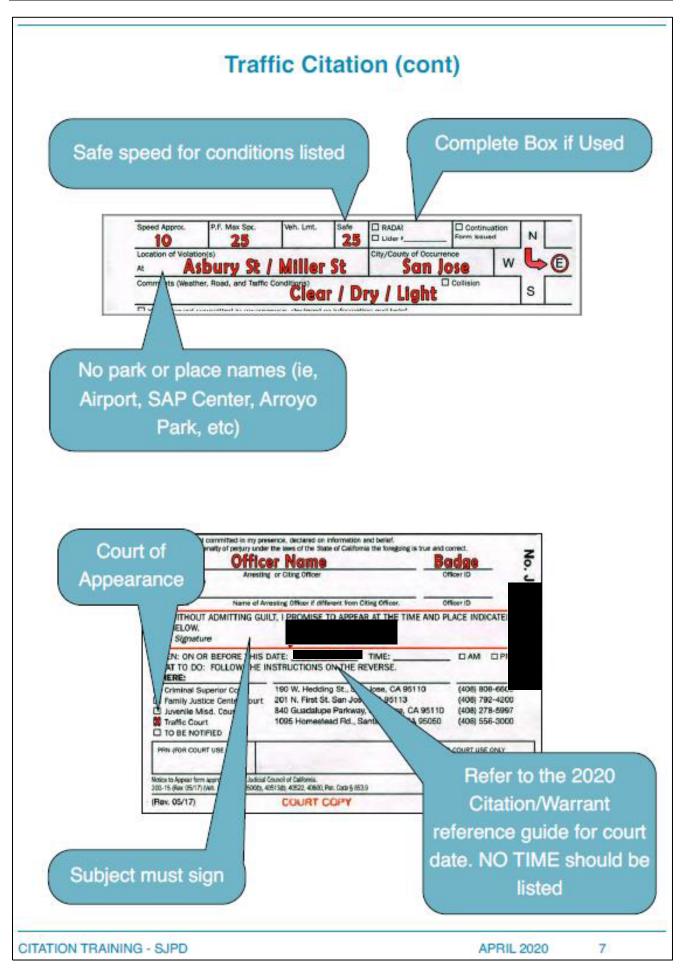
APRIL 2020

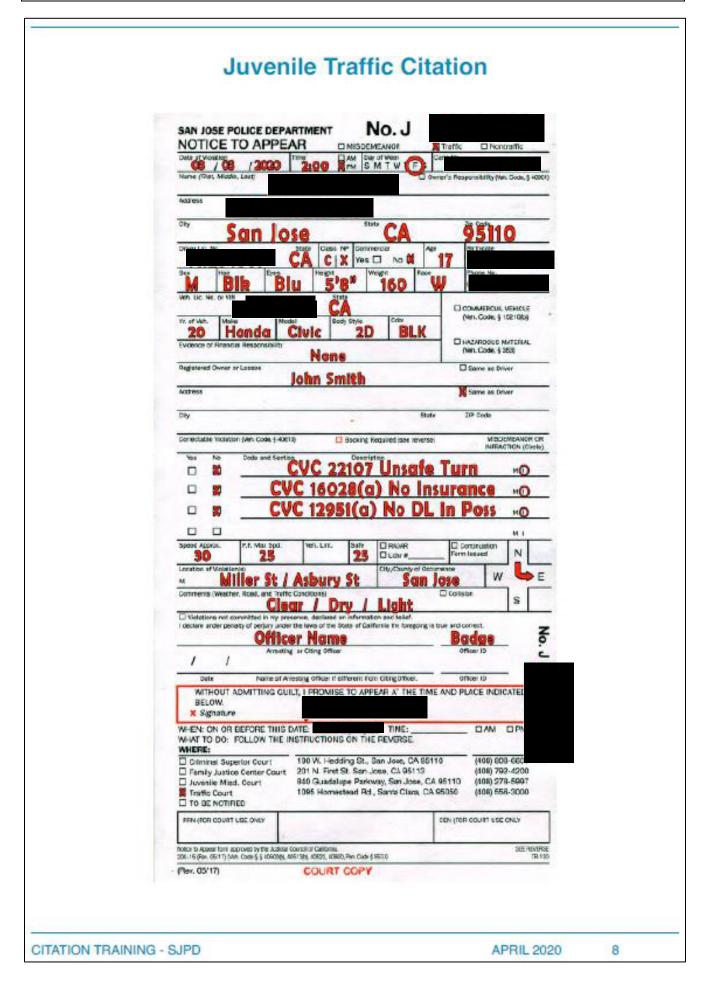


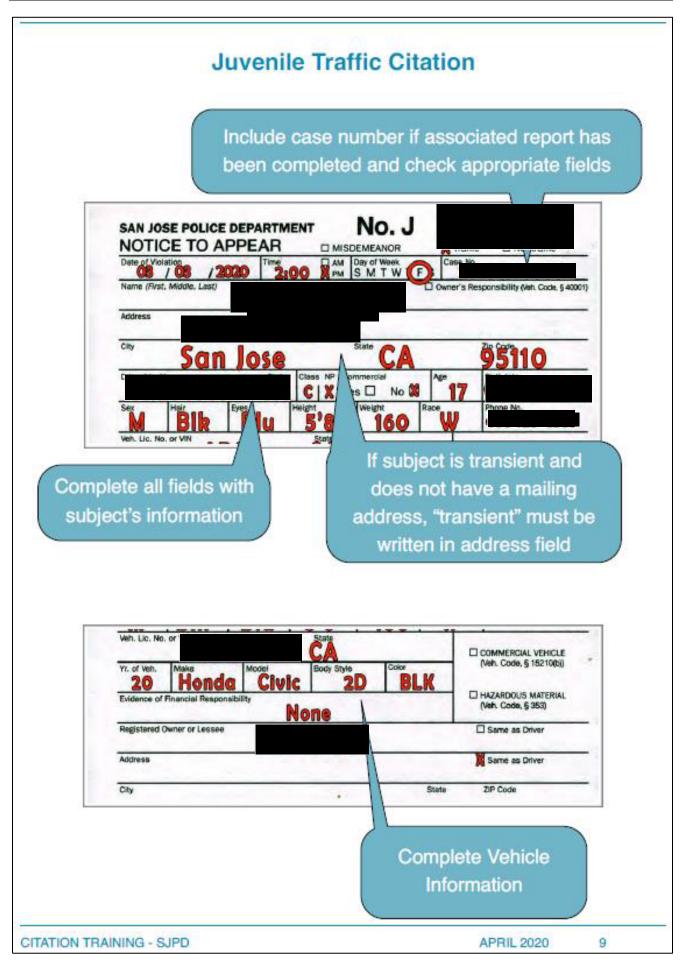


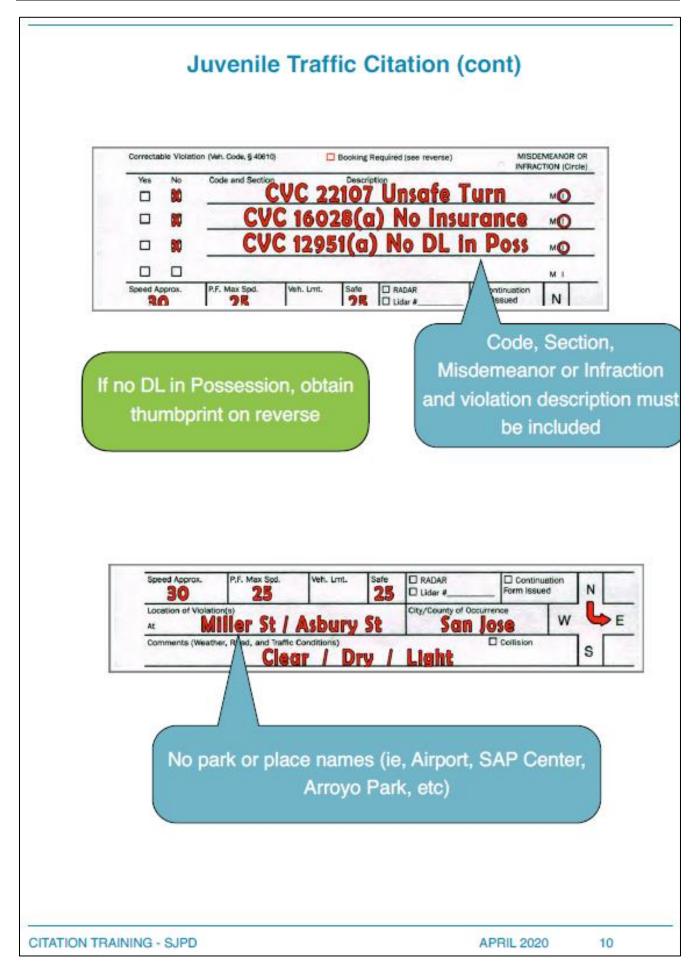


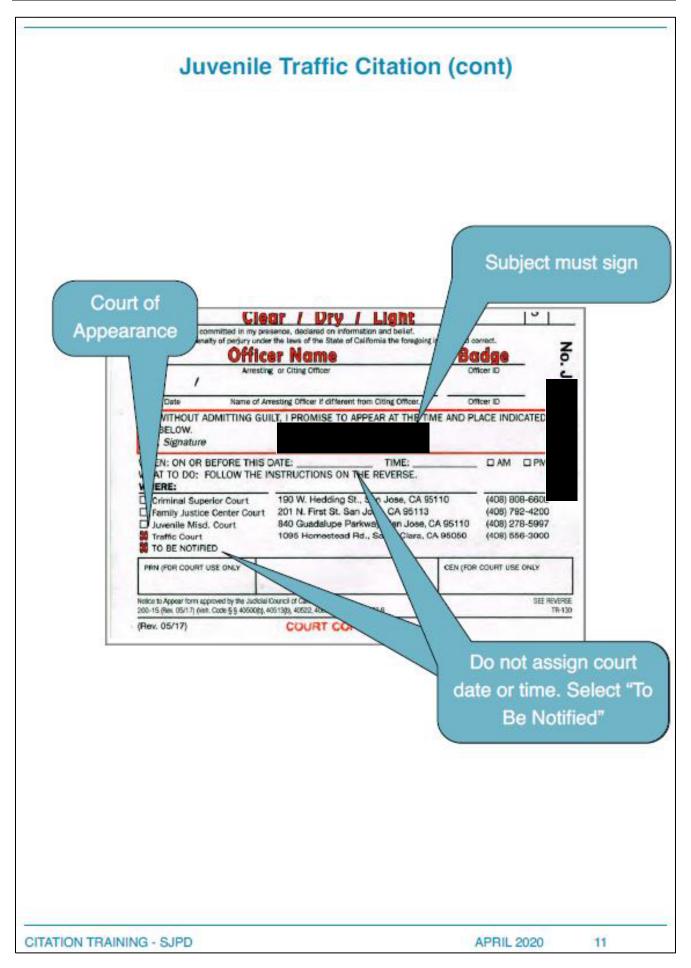


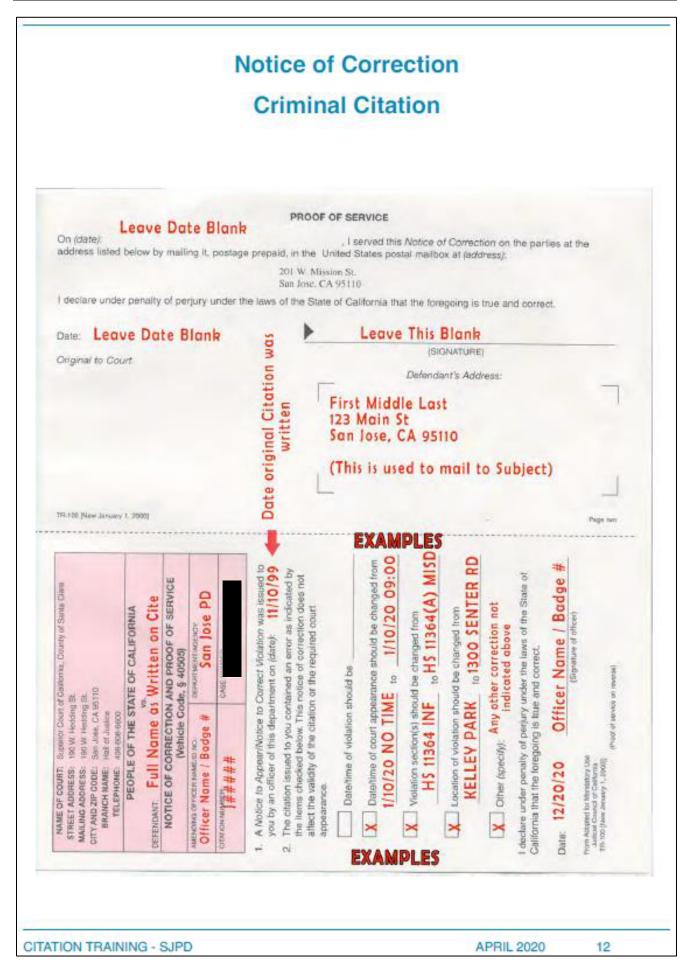












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On <i>(date):</i> address listed b		mailin	ig it, p	ostage	PROOF O prepaid, in the Uni 201 W. Missio San Jose, CA e laws of the State o	, I si ted S n St 95110	erved this Itales post	al mailbo	x at (addr	ess):			10
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NAME OF COURT: Superior Court of Curtority of Samta Clana STREET ADDRESS: 1065 Nomestead Rd. MALLING ADDRESS: 1005 Nomestead Rd. CITY AND ZH COES Sarta Clana, CA 90050 BRANCH MAME: Tarine Facility TELEPHONE: 405 553 3000	Full Name as Written on Cite	NOTICE OF CORRECTION AND PROOF OF SERVICE (Vehicle Code, § 40505)	Officer Name / Badge # San Jose PD	Advances Advances Advances 日本本本本本 Codes Mutationes	A Notice to Appear/Notice to Correct Violation was issued to you by an officer of this department on (date): 11/10/99 The citation issued to you contained an error as indicated by the items checked below. This notice of correction does not affect the validity of the citation or the required court appearance.	Date/time of violation should be	Data/time of court appearance should be changed from 1/10/20 NO TIME to 1/10/20 09:00	Violation section(s) should be changed from CVC 22450 MISD to CVC 22450 INF	KELLEY PARK to 1300 SENTER RD	X Other (specify): Any other correction not indicated above	I declare under penalty of perjury under the laws of the State of California that the toregoing is true and correct.	12/20/20 Officer Name / Badge #	Prove Addressed for Mancaterory User audiosed Councel of California TR-100 (Resc. (3/03) (Phod of service on service)
STRE STRE MAILU CETT V	DEFENDANT	ž	ANENCO OFFI	CITATION ALWRITH	1, A N you 2. The affe affe		XANI	PLES	X		I declar Californ	Date	From Adda

address listed below by mailing it, postage preventions       201 W. Mission St. San Jose, CA 93110         See 10 W. Mission St. San Jose, CA 93110       201 W. Mission St. San Jose, CA 93110         Other and the single address listed out on the single address listed out of the single address listed address listed address listed address listed out of the single address listed a	PROOF OF SERVICE         On (date):       .1 served his Notice of Correction on the parties at the address listed below by mailing it, postage prepaid, in the United lates postal mailbox at (address):         San Jose, CA 95110
Dr (date): I served this Notice of Correction on the parties at the iddress listed below by mailing it, postage prepaid, in the United States postal mailbox at (address): 201 W. Miastan St. San Jose, CA 95110 declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Date: Leave Date Blank Driginal to Court Up 10 10 10 10 10 10 10 10 10 10 10 10 10	Defendence Date Blank Defendences listed below by mailing it, postage prepaid, in the United States postal mailbox at (address): 201 W. Miaston St. San Jose, CA 95110 declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Date: Leave Date Blank Driginal to Court Up 1010 Defendent's Address: First Middle Last 123 Main St San Jose, CA 95110 (This is used to mail to Subject) Price Brows at used to mail to Subject) Page rise Up 100 Die O 0000 (This is used to mail to Subject) Page rise Defendent's Address: First Middle Last 123 Main St San Jose, CA 95110 (This is used to mail to Subject) Page rise Up 100 Die O 00000 (This is used to mail to Subject) Page rise
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2020 CITATION AND WARRANT			SUMC 10.50.020 - SPECTATOR ORDINANCE*****     GO required, use offense code:					
March 1			<ul> <li>Aways a MISD</li> </ul>	/IOLATION/SIDESHOW				
- Y		REFERENCE GUIDE	- Pre-booking is RE	idding at 9:00 AM				
FOR	R ALL CODES HEA	RD IN CRIMINAL (SUPERIOR) COURT	11 Dates for CRI	MINAL & TRAFFIC J-	cites & E-cites (NOT for W	arrant Citations) 11		
CRIMINAL	COURT	CRIME REPORT REQUIRED	JANUARY	FEBRUARY	MARCH	APRIL		
CHAR	GES	PENAL CODES	01/01 - 3/3 TUE 01/02 - 3/4WED	02/01 - 4/7 TUE 02/02 - 4/7 TUE	03/01 - 5/6 FRI 03/02 - 5/11 MON	04/01 - 0/15 MON 04/02 - 0/15 MON		
or the rest	020	ALL PENAL CODE VIOLATIONS REQUIRE A	01/03 - 3/5 THU 01/04 - 3/6 FRI	02/03 - 4/8WED 02/04 - 4/9 THU	03/03 - 5/12TUE 03/04 - 5/13 WED	04/03 - 6/16 TUE 04/04 - 6/17 WED		
	0.000000	CRIME REPORT EXCEPT 647(F) and 374.4PC.	01/05 - 3/9 MON 01/05 - 3/10 TUE	02/05-4/10 FRI 02/06-4/13 MON	03/05 - 5/13 WED 03/06 - 5/14 THU	04/05 - 6/18 THU 04/06 - 6/19 FRI		
ALL PENAL COD		NOTES ON THE FRONT OF THE WHITE (COURT) COPY OR THE BACKSIDE OF THE	01/07 - 3/11 WED 01/08 - 3/12 THU	02/07 - 4/14 TUE 02/08 - 4/14 TUE	03/07 - 5/15 FRI 03/08 - 5/18 MON	04/07 - 6/19 FRI 04/08 - 6/22 MON		
are heard in CRI		PINK COPY ARE REQUIRED WHEN NO CRIME	01/09 - 3/13 FRI 01/10 - 3/16 MON	02/09-4/15 WED 02/10-4/16 THU	03/09 - 5/19 TUE 03/10 - 5/20 WED	04/09 - 6/22 MON 04/10 - 6/23 TUE		
(EXCEPT 602.8a)		REPORT IS WRITTEN FOR 374.4 PC.	01/11 - 3/17 TUE 01/12 - 3/18 WED	02/11 - 4/17 FRI	03/11 - 5/21 THU	04/11 - 6/23 TUE		
640(b)(2) - whic		647(F) REQUIRES A FORM 12A.	01/12 - 3/15 WED 01/13 - 3/19 THU 01/14 - 3/20 FR	02/12 - 4/17 FRI 02/13 - 4/20 MON 02/14 - 4/21 TUE	03/12 - 5/22 FRI 03/13 - 5/26 TUE 03/14 - 5/26 TUE	04/12 - 6/24 WED 04/13 - 6/25 THU 04/14 - 6/25 THU		
Traffic C	ourt)	VEHICLE CODES	01/15 - 3/20 FRI	02/15- 4/22 WED	03/15-5/27WED	04/15 - 6/25 FRI		
VEHICLE	CODES	ALL MISDEMEANOR VEHICLE CODE	01/16 - 3/25 MON 01/17 - 3/24 TUE	02'16- 4'22 WED 02'17- 4'23 THU	03/16 - 5/28 THU 03/17 - 5/29 FRI	04/16 - 6/26 FRI 04/17 - 6/29 MON		
The following is		VIOLATIONS HEARD IN CRIMINAL COURT REQUIRE A CRIME REPORT	01/18 - 3/25 WED 01/19 - 3/25 WED	02/18- 4/24 FRI 02/19- 4/27 MON	03/18 - 5/29 FRI 03/19 - 6/1 MON	04/18 - 6/29 MON 04/19 - 6/30 TUE		
he most common		EXCEPT: 14601(s), 23103 AND 23109VC.	01/20 - 3/26 THU 01/21 - 3/27 FR	02/20- 4/28 TUE 02/21- 4/29 WED	03/20 - 6/2 TUE 03/21 - 6/3 WED	04/20 - 6/30 TUE 04/21 - 7/1 WED		
heard in CRIMI	NAL COURT:	NOTES ON THE FRONT OF THE WHITE	01/22 - 3/27 FRI 01/23 - 3/30 MON	02/22 - 4/30 THU 02/23 - 5/1 FRI	03/22 - 6/3 WED 03/23 - 6/4 THU	04/22 - 7/2 THU 04/23 - 7/6 MON		
20	11800	(COURT) COPY OR ON THE BACKSIDE OF THE PINK COPY ARE REQUIRED WHEN NO	01/24 - 3/30 MON 01/25 - 4/1 WED	02/24 - 5/4 MON 02/25 - 5/4 MON	ca/a4 - e/s FRI ca/a5 - e/s FRI	04/24 - 7/6 MON 04/25 - 7/7 TUE		
27	14601(all)	CRIME REPORT IS WRITTEN FOR THESE	01/26 - 4/1 WED	02/26- 5'S TUE	03/25 - 6/5 MON	04/25 - 7/8 WED		
31 2800.1	14610 16030	THREE VC SECTIONS.	01/27 - 4/2 THU 01/28 - 4/2 THU	02/27 - S'6WED 02/28 - S'7 THU	03/27 - 6/9 TUE 03/28 - 6/10 WED	04/27 - 7/8 WED 04/25 - 7/9 THU		
5753	20002(1)	"20002 VC - REQUIRES A FORM 555" (and is	01/29 - 4/3 FRI 01/30 - 4/3 FRI	02/29- 5/8 FRI	03/29 - 6/11 THU 03/30 - 6/11 THU	04/29 - 7/9 THU 04/30 - 7/10 FRI		
10501 10750(a)	20002(b) 21200.5	heard in CRIMINAL COURT	01/31 - 4/6 MON	00000	03/31-6/12 FRI			
10751(a)	23103	BUGINESS & BROFFESIONS	MAY os/bi - 7/10 FF8	JUNE 09/01 - 9/13 THU	JULY 07/01 - 9/3 THU	AUCUST 08/01 - 10/9 FRI		
10852 10853	23104 23109(a-d)	BUSINESS & PROFESSIONS CODES	05/02 - 7/13 MON 05/03 - 7/13 MON	06/02 - 5/14 FRI 06/03 - 5/14 FRI	07/02 - 9/4 FRI 07/03 - 9/4 FRI	08/02 - 10/9 FRI 08/03 - 10/13 TUE		
10854	23109(a-d) 23110(a&b)	ALL B&P CODE VIOLATIONS	05/04 - 7/14 TUE 05/05 - 7/14 TUE	06/04 - 8/17 MON 06/05 - 8/17 MON	07/04 - 9/8 TUE 07/05 - 9/8 TUE	08/04 10/13 TUE 08/05 10/14 WED		
11500	23222(b)	REQUIRE A CRIME REPORT.	05/06 - 7/15 WED	09/06- 8/18 TUE	07/06 - 9/9 WED	08/06 - 10/15 THU		
11520(a) 11700	31303(b,c,e) 38316(a)		05/07 - 7/16 THU 05/08 - 7/16 THU	06/07 - 8/19 WED 06/08 - 8/19 WED	07/07 - 9/10 THU 07/08 - 9/11 FRI	08/07 - 10/16 FRI 08/06 - 10/19 MON		
11711	38316(a)	HEALTH & SAFETY CODES ALL H&S CODE VIOLATIONS	05/09 - 7/17 FRI 05/10 - 7/20 MON	06/09 - 8/20 THU 06/10 - 8/20 THU	07/09 - 9/14 MON 07/10 - 9/15 TUE	08/09 - 10/19 MON 08/10 - 10/20 TUE		
11713(a-n)	38318	REQUIRE A CRIME REPORT.	05/11 - 7/21 TUE 05/12 - 7/22 WED	00/11 - 8/21 FRI 09/12 - 8/21 FRI	07/11 - 9/16 WED 07/12 - 9/17 THU	08/11 - 10/20 TUE 08/12 - 10/21 WED		
11713.1 11713.5(a8b)	38319 38320(a&b)		05/13 - 7/23 THU 05/14 - 7/24 FR	06/13- 8/21 FRI 06/14- 8/24 MON	07/13 - 9/18 FRI 07/14 - 9/21 MON	08/13 - 10/22 THU 08/14 - 10/23 FRI		
		S.J. MUNICIPAL CODES A CRIME REPORT IS REQUIRED WHEN	05/15 - 7/24 FF8	06/15- 8/24 MON	07/15 - 9/22 TUE	08/15-10/23 FRI		
BUSINESS & PR	ROFESSIONS	FOLLOW UP IS NEEDED OR WHEN	05/16 - 7/27 MON 05/17 - 7/28 TUE	00/16- 8/25 TUE 00/17- 8/25 TUE	07/16 - 9/25 WED 07/17 - 9/25 WED	08/16 - 10/26 MON 08/17 - 10/26 MON		
COD	ES	PROPERTY IS BOOKED.	05/18 - 7/28 TUE 05/19 - 7/29 WED	06/18- 8/26 WED 06/19- 8/26 WED	07/18 - 9/24 THU 07/19 - 9/24 THU	08/18 - 10/27 TUE 08/19 - 10/27 TUE		
MOST B&P CODE		NOTES ON THE BACKSIDE OF THE PINK COPY OF THE CITATION ARE REQUIRED	05/20 - 7/30 THU 05/21 - 7/31 FRI	06/20 - 8/27 THU 06/21 - 8/27 THU	07/20 - 9/25 FRI 07/21 - 9/25 FRI	08/20 - 10/25 WED 08/21 - 10/25 WED		
CRIMINAL		WHEN NO CRIME REPORT IS WRITTEN	05/22 - 8/3 TUE	06/22 - 8/25 FRI	07/22 - 9/28 MON	08/22 - 10/29 THU		
25620a B&P - send	to Traffic Courty.	FOR SJMC VIOLATIONS.	05/23 - 8/4 TUE 05/24 - 8/5 WED	06/23- 8/25 FRI 06/24- 8/31 MON	07/25 - 9/25 MON 07/24 - 9/29 TUE	08/23 - 10/29 THU 08/24 - 10/30 FRI		
HEALTH & SAF	ETY CODES		osizs - als WED osizs - als THU	06/25 - 6/31 MON 06/25 - 9/1 TUE	07/25 - 9/30 WED 07/25 - 10/1 THU	08/25 - 11/2 MON 08/26 - 11/3 TUE		
ALL H&S CODE	Sare heard in	INFORMAL BOOKING REQUIRED	05/27 - 87 FRI 05/25 - 8/10 MON	06/27 - 9/1 TUE 06/28 - 9/2 WED	07/27 - 10/2 FRI 07/26 - 10/5 MON	08/27 - 11/4 WEDI 08/26 - 11/4 WED		
CRIMINAL COURT	T - effective 1/20/2020		05/29-8/11 TUE 05/30-8/12 WED	09/29-9/2WED 09/30-9/3 THU	07/29 - 10/6 TUE 07/30 - 10/7 WED	08/29 - 11/5 THU 08/30 - 11/6 FRI		
at Hall of Justice 190W H	Hedding St. San Jose	PENAL CODES ALL PENAL CODE VIOLATIONS HEARD IN	05/31 - 8/12 WED SEPTEMBER		07/31 - 10/8 THU NOVEMBER	08/31 - 11/9 MON		
S.J. MUNICIP	AL CODES	CRIMINAL COURT REQUIRE INFORMAL	09/01 - 11/10 TUE	OCTOBER 19/01 - 12/9 WED	11/01 - 1/12 TUE	DECEMBER 12/01 - 2/8 MON		
Not all San Jose		BOOKING except 647(F)(ALCOHOL) and	09/02 - 11/12 THU 09/03 - 11/12 THU	10/02 - 12/9 WED 10/03 - 12/10 THU	11/02 - 1/12 TUE 11/03 - 1/13 WED	12/02 - 2/5 TUE 12/03 - 2/10 WED		
CODES are hear		374.4 (LITTERING).	09/04 11/13 FRI 09/05 11/16 MON	19/04- 12/10 THU 19/05- 12/11 FRI	11/04 - 1/14 THU 11/05 - 1/14 THU	12/04 - 2/10 WED 12/05 - 2/11 THU		
COURT - Some		VEHICLE CODES	09/06 - 11/17 TUE 09/07 - 11/18 WED	10/06-12/14 MON 10/07-12/15 TUE	11/06 - 1/15 FRI 11/07 - 1/19 TUE	12/06 - 2/16 TUE 12/07 - 2/16 TUE		
side for comm		ALL VEHICLE CODE VIOLATIONS HEARD IN	09/08 - 11/19 THU	10/08-12/16 WED	11/08-1/19 TUE	12/08 - 2/17 WED		
side for commi	on charges.)	CRIMINAL COURT REQUIRE INFORMAL	09/09 - 11/20 FRI 09/10 - 11/20 FRI	10/09- 12/16 WED 10/10- 12/17 THU	11/09 - 1/20 WED 11/10 - 1/20 WED	12'09 - 2/16 THU 12'10 - 2/19 FRI		
The following is		BOOKING EXCEPT 14601 VIOLATIONS.	09/11 - 11/25 MON 09/12 - 11/25 MON	10/11 - 12/17 THU 10/12 - 12/18 FRI	11/11 - 1/21 THU 11/12 - 1/21 THU	12/11 - 2/19 FRI 12/12 - 2/22 MON		
the most commo		<b>BUSINESS &amp; PROFESSIONS</b>	09/13 - 11/24 TUE 09/14 - 11/24 TUE	10/13- 12/18 FRI 10/14- 12/21 MON	11/13 - 1/22 FRI 11/14 - 1/22 FRI	12/13 - 2/22 MON 12/14 - 2/23 TUE		
CODES heard i		CODES	09/15 - 11/25 WED 09/16 - 11/25 WED	10/15- 12/21 MON 10/16- 12/22 TUE	11/15 - 1/25 MON 11/16 - 1/25 MON	12/15-2/23 TUE 12/16-2/24 WED		
COUR	<u>811:</u>	ALL B&P CODE VIOLATIONS REQUIRE	09/17 - 11/30 MON 09/18 - 11/30 MON	10/17 - 12/22 TUE 10/17 - 12/22 TUE 10/18 - 12/23 WED	11/15 - 1/25 NON 11/17 - 1/26 TUE 11/18 - 1/26 TUE	12/15 - 2/25 THU 12/15 - 2/25 THU 12/15 - 2/26 FRI		
	10.50.020	INFORMAL BOOKING.	09/19-12/1 TUE	19/19-12/23 WED	11/19-1/27WED	12'19 - 2/26 FRI		
	11.38.200 13.44.110(some)	HEALTH & SAFETY CODES	09/20 - 12/1 TUE 09/21 - 12/2 WED	10/20 - 12/24 THU 10/21 - 12/28 MON	11/20 - 1/27 WED 11/21 - 1/28 THU	12/20 - 3/1 MON 12/21 - 3/1 MON		
6.54 (all)	13.44.120	ALL H&S CODE VIOLATIONS REQUIRE	09/22 - 12/2 WED 09/23 - 12/3 THU	19/22 - 12/28 MON 19/23 - 12/29 TUE	11/22 - 1/28 THU 11/23 - 1/29 FRI	12/22 - 3/2 TUE 12/23 - 3/3 WED		
7.40.070	10 11 100	INFORMAL BOOKING except Infractions.	09/24 - 12/3 THU 09/25 - 12/4 FR	10/24- 12/30 WED 10/25- 12/31 THU	11/24 - 1/29 FRI 11/25 - 2/1 MON	12/24 - 3/3 WED 12/25 - 3/4 THU		
	13.44.190 13.44.200	S.J. MUNICIPAL CODES	09/26 - 12/4 FRI 09/27 - 12/7 MON	10/26 - 1/4 MON 10/27 - 1/5 TUE	11/26 - 2/2 TUE 11/27 - 2/2 TUE	12/26 - 3/5 FRI 12/27 - 3/5 FRI		
10.16.010	13.44.210	NO INFORMAL BOOKINGIS REQUIRED FOR	09/25 - 127 MON	10/28- 1/6WED	11/28 - 2/3 WED	12/28 - 3/8 MON		
	13.44.220 17.02(all)	SAN JOSE MUNICIPAL CODES. except SJ 10.50.020 (Spectator Ordinance)	09/29 - 12/8 TUE 09/30 - 12/8 TUE	19/29 - 1/7 THU 19/30 - 1/8 FRI	11/29 - 2/4 THU 11/30 - 2/5 FRI	12/29 - 3/5 TUE 12/30 - 3/5 TUE		
	17.04(all)	except or rabulazo (opectator Granance)		19/31 - 1/11 MON		12/31 - 3/10 WED		
10.32.010	17.10(all)	"NO Informal Booking for Infractions"	CDIN		ISTICE SUPERIOR C	OUDT (49470)		
	17.12(all) 17.20.050	"REQUIRED CHARGE FORMATS"			NG ST, SAN JOSE, C			
10.38.030	17.22(all)	(per DA's Office)		N WEST HEUDI	ING ST, SAN JUSE, C	A 95110		
10.39.100		PC 241(A) NOT PC 240			JUSTICE CENTER COURT	(43470)		
("all" - ALL subse	ctions)	PC 243(A) NOT PC 242 or PC 240/242		201 N 1 <sup>st</sup> S	ST, SAN JOSE, CA 95113			
		PC 148.9(A) NOT PC 148.9 PC 488 NOT PC 494 OR PC 494/499		TRAFE	IC COURT (43471)			
		HS 11377(A) NOT HS 11277	10		RD., SANTA CLARA,	CA 95050		
		HS 11364(A) NOT HS 11364, 11364(A)(1)						
				IL DVC MILL	E MISD. COURT (43200)			

2020 CITATION AND WARRANT CITATION PROCEDURE FOR SUSPENDED DRIVER'S LICENSES		000	
** <u>14601 Violations</u> - ALWAYS CRIMINAL COURT & ALWAYS a MISDEMEANOR**	& W.	E POLICE DEPAR ARRANT CITATIO R CITING INTO CR	
9:00 Must be written on the citation	(HA	LL OF JUSTICE SUP	FRIOR COURT)
& AM must be marked.	and the second		
0900 hours and 9AM is <u>NOT</u> acceptable to the court.			calendar on the reverse side Is ALWAYS 9:00 a.m.
Suspended driver's license violations will be cited to Criminal Court. A			ceptable to the court.
court date and time will be set by utilizing the court calendar for correct court dates.	Sugar States	Real Property States	THE SAME COURT DATE ****
A charge of "14601" is NOT a proper charge and would need to be amended. Suspended license violations MUST be written on the citation as shown below:	combination with an	Infraction or Misde	n heard in Criminal Court in meanor charge heard in Traffic urt (HALL OF JUSTICE).
14601.(a) 14601.1(a) 14601.2(a) 14601.2(b) 14601.5(a)	THUMB PRINT. The		DE THE ARRESTEE'S RIGHT be placed on the backside of the al Section L 3104).
NO BOOKING REQUIRED FOR 14601 VIOLATIONS			
When making a physical arrest for on-view charges, do not write a citation for a 14601 violation, but explain in your report what additional charges you wish to add.	INTO THE		NOR VIOLATIONS WILL BE CITED JNTY JUVENILE COURT - WAY, SAN JOSE **
Service codes "I", "L", "N" or "R" are not proof of knowledge codes If bad service, cite for 12500(a) VC and fill out a DL 310.	CITED INTO		LATIONS (INFRACTIONS) WILL BE COUNTY TRAFFIC COURT- SANTA CLARA **
14601 is NOT eligible for dismissal.	1.00		
**ALWAYS CHECK THE DRIVER'S DMV RECORD TO ENSURE YOU ARE CITING FOR THE HIGHEST 14601 CODE**	Misd will appear	in Juvenile Court -	ED FOR 12500(a) CVC, 840 Guadalupe Pkwy, San Jose. on with another infraction violation raffic Court***
12500(a) and 12951(a) VC (TRAFFIC COURT) When citing for 12500(a) and 12951(a) VC, cite into TRAFFIC COURT at 1095 Homestead Rd., Santa Clara. 12500(a) should be cited as an INFRACTION. Set a court date utilizing the court calendar in this handout. DO NOT SET A TIME TO APPEAR. NO PRE-BOOKING	Check the baxes la	abeled "Juvenile Misd"	idations, do NOT put a date or time and "To Be Notified" on the citation. lation, you MUST complete a JCR as rm 15**
When citing for a license violation AND NO OTHER CHARGE(S) ARE ADDED, the officer MUST write what constituted the <u>probable cause</u> for the traffic stop on the <u>FACE</u> of the citation (example: "PC - no stop	MUNI	REFERENCE G CIPAL CODES HEAR (1095 Homestead R	D IN TRAFFIC COURT
lights.").		A PARTIAL LIST OF TRAFFIC COURT:	THE MOST COMMON MUNICIPAL
NO PRE-BOOKING FOR 12500, 12951 OR 14601 VC VIOLATIONS.	CODES HEARD IN ]		
NO PRE-BOOKING FOR 12500, 12951 OR 14601 VC VIOLATIONS.	6.46.040	11.84.010	13.44.130
NO PRE-BOOKING FOR 12500, 12951 OR 14601 VC VIOL ATIONS.	6.46.040 7.40.030	13.44.020	13.44.140(b) -1#
NO PRE-BOOKING FOR 12500, 12951 OR 14601 VC VIOLATIONS. 23103 and 23109 VC (CRIMINAL COURT)	6.46.040 7.40.030 7.40.040	13.44.020 13.44.040	13.44.140(b) -1# 13.44.150
23103 and 23109 VC (CRIMINAL COURT)	6.46.040 7.40.030	13.44.020	13.44.140(b) -1#
23103 and 23109 VC (CRIMINAL COURT) When citing for 23103(a,b) or 23109(a-d), a Form 2 is not required IF	6.46.040 7.40.030 7.40.040 10.12.010 10.12.030 10.12.110	13.44.020 13.44.040 13.44.050 13.44.060 13.44.090	13.44.140(b) -1# 13.44.150 13.44.160 13.44.230 13.44.240(a) or (c)
23103 and 23109 VC (CRIMINAL COURT) When citing for 23103(a,b) or 23109(a-d), <u>a Form 2 is not required IF</u> the violation is explained on the front (white copy) of the citation. - Stating the offense "Reckless Driving" is <u>not</u> sufficient and in such a	6.46.040 7.40.030 7.40.040 10.12.010 10.12.030	13.44.020 13.44.040 13.44.050 13.44.060	13.44.140(b) -1" 13.44.150 13.44.160 13.44.230 13.44.240(a) or (c) 15.10.200
23103 and 23109 VC (CRIMINAL COURT) When citing for 23103(a,b) or 23109(a-d), <u>a Form 2 is not required IF</u> the violation is explained on the front (white copy) of the citation. - Stating the offense "Reckless Driving" is <u>not</u> sufficient and in such a case, a Form 2 would be required. - Per Criminal Court, do NOT list the CVC sections that apply to	6.46.040 7.40.030 7.40.040 10.12.010 10.12.030 10.12.110 11.34.010 11.34.070	13.44.020 13.44.040 13.44.050 13.44.060 13.44.090 13.44.100 13.44.110 (some	13.44.140(b) -1# 13.44.150 13.44.160 13.44.230 13.44.240(a) or (c) 15.10.200
23103 and 23109 VC (CRIMINAL COURT) When citing for 23103(a,b) or 23109(a-d), <u>a Form 2 is not required IF</u> the violation is explained on the front (white copy) of the citation. - Stating the offense "Reckless Driving" is <u>not</u> sufficient and in such a case, a Form 2 would be required. - Per Criminal Court, do NOT list the CVC sections that apply to your probable cause for the stop. Use the English translation!	6.46.040 7.40.030 7.40.040 10.12.010 10.12.030 10.12.110 11.34.010 11.34.070 MC 13.44.240 AND M	13.44.020 13.44.040 13.44.050 13.44.060 13.44.090 13.44.100 13.44.110 (some	13.44.140(b) -1# 13.44.150 13.44.160 13.44.230 13.44.240(a) or (c) 15.10.200
23103 and 23109 VC (CRIMINAL COURT) When citing for 23103(a,b) or 23109(a-d), <u>a Form 2 is not required IF</u> the violation is explained on the front (white copy) of the citation. - Stating the offense "Reckless Driving" is <u>not</u> sufficient and in such a case, a Form 2 would be required. - Per Criminal Court, do NOT list the CVC sections that apply to	6.46.040 7.40.030 7.40.040 10.12.010 10.12.030 10.12.110 11.34.010 11.34.010 MC 13.44.240 AND M	13.44.020 13.44.040 13.44.050 13.44.060 13.44.090 13.44.100 13.44.110 (some IC 13.44.140 MUST B	13.44.140(b) -1 <sup>#</sup> 13.44.150 13.44.160 13.44.230 13.44.240(a) or (c) 15.10.200 a) E MISD (UNTIL REDUCED BY COURT) URT, DO NOT SET A TIME. IG TO THE COURT CALENDAR
23103 and 23109 VC (CRIMINAL COURT) When citing for 23103(a,b) or 23109(a-d), <u>a Form 2 is not required IF</u> the violation is explained on the front (white copy) of the citation. Stating the offense "Reckless Driving" is <u>not</u> sufficient and in such a case, a Form 2 would be required. Per Criminal Court, do NOT list the CVC sections that apply to your probable cause for the stop. Use the English translation!	6.46.040 7.40.030 7.40.040 10.12.010 10.12.030 10.12.110 11.34.010 11.34.010 MC 13.44.240 AND M	13.44.020 13.44.040 13.44.050 13.44.050 13.44.090 13.44.100 13.44.110 (some INTO TRAFFIC COU T DATE BY REFERIN ON THE REVE	13.44.140(b) -1* 13.44.150 13.44.150 13.44.230 13.44.240(a) or (c) 15.10.200 a) E MISD (UNTIL REDUCED BY COURT URT, DO NOT SET A TIME. IG TO THE COURT CALENDAR RSE SIDE.
23103 and 23109 VC (CRIMINAL COURT) When citing for 23103(a,b) or 23109(a-d), <u>a Form 2 is not required IF</u> the violation is explained on the front (white copy) of the citation. Stating the offense "Reckless Driving" is <u>not</u> sufficient and in such a case, a Form 2 would be required. - Per Criminal Court, do NOT list the CVC sections that apply to your probable cause for the stop. Use the English translation! - BOOKING IS REQUIRED FOR 23103 AND 23109 VC.**	6.46.040 7.40.030 7.40.040 10.12.010 10.12.030 10.12.110 11.34.010 11.34.010 MC 13.44.240 AND M	13.44.020 13.44.040 13.44.050 13.44.060 13.44.090 13.44.100 13.44.110 (some IC 13.44.140 MUST B INTO TRAFFIC COU T DATE BY REFERIN	13.44.140(b) -1** 13.44.150 13.44.160 13.44.230 13.44.240(a) or (c) 15.10.200 E MISD (UNTIL REDUCED BY COURT IRT, DO NOT SET A TIME. IG TO THE COURT CALENDAR RSE SIDE. GE FORMATS**
23103 and 23109 VC (CRIMINAL COURT) When citing for 23103(a,b) or 23109(a-d), <u>a Form 2 is not required IF</u> the violation is explained on the front (white copy) of the citation. Stating the offense "Reckless Driving" is <u>not</u> sufficient and in such a case, a Form 2 would be required. - Per Criminal Court, do NOT list the CVC sections that apply to your probable cause for the stop. Use the English translation! "BOOKING IS REQUIRED FOR 23103 AND 23109 VC." ****Do not place a case number or incident number	6.46.040 7.40.030 7.40.040 10.12.010 10.12.030 10.12.110 11.34.070 <i>MC 13.44.240</i> AND <i>M</i> <u>WHEN CITING</u> <u>SET A COUR</u>	13.44.020 13.44.040 13.44.050 13.44.060 13.44.000 13.44.100 13.44.110 (some INTO TRAFFIC COU T DATE BY REFERIN ON THE REVE "REQUIRED CHAR VC 40000 VC 5200(A) NC	13.44.140(b) -1** 13.44.150 13.44.150 13.44.230 13.44.240(a) or (c) 15.10.200 a) E MISD (UNTIL REDUCED BY COURT <u>JRT, DO NOT SET A TIME.</u> <u>IG TO THE COURT CALENDAR</u> <u>RSE SIDE.</u> <u>GE FORMATS**</u> A)(1) <u>I <del>VC 5200</del></u>
23103 and 23109 VC (CRIMINAL COURT) When citing for 23103(a,b) or 23109(a-d), <u>a Form 2 is not required IF</u> the violation is explained on the front (white copy) of the citation. - Stating the offense "Reckless Driving" is <u>not</u> sufficient and in such a case, a Form 2 would be required. - Per Criminal Court, do NOT list the CVC sections that apply to your probable cause for the stop. Use the English translation! - "BOOKING IS REQUIRED FOR 23103 AND 23109 VC."	6.46.040 7.40.030 7.40.040 10.12.010 10.12.030 10.12.110 11.34.070 <i>MC 13.44.240</i> AND <i>M</i> <u>WHEN CITING</u> <u>SET A COUR</u>	13.44.020 13.44.040 13.44.050 13.44.060 13.44.000 13.44.100 13.44.110 (some <i>IC 13.44.140</i> MUST B INTO TRAFFIC COU T DATE BY REFERIN ON THE REVE "REQUIRED CHAR VC 40000 VC 5200(A) NOT VC 1.25 2500(A) NOT V	13.44.140(b) -1* 13.44.150 13.44.150 13.44.230 13.44.240(a) or (c) 15.10.200 a) E MISD (UNTIL REDUCED BY COURT URT, DO NOT SET A TIME. IG TO THE COURT CALENDAR RSE SIDE. GE FORMATS** A)(1) <u>I VC 6200</u> DO OR VC 12500(A)(1)
23103 and 23109 VC (CRIMINAL COURT) When citing for 23103(a,b) or 23109(a-d), <u>a Form 2 is not required IF</u> the violation is explained on the front (white copy) of the citation. - Stating the offense 'Reckless Driving' is <u>not</u> sufficient and in such a case, a Form 2 would be required. - Per Criminal Court, do NOT list the CVC sections that apply to your probable cause for the stop. Use the English translation! "BOOKING IS REQUIRED FOR 23103 AND 23109 VC." ***Do not place a case number or incident number	6.46.040 7.40.030 7.40.040 10.12.010 10.12.030 10.12.110 11.34.010 11.34.010 MC 13.44.240 AND M <u>WHEN CITING</u> <u>SET A COUR</u>	13.44.020 13.44.040 13.44.050 13.44.060 13.44.090 13.44.100 13.44.110 (some <i>IC 13.44.140</i> MUST B INTO TRAFFIC COU T DATE BY REFERIN ON THE REVE "REQUIRED CHAR VC 4000( VC 5200(A) NOT VC 12951(A) NO	13.44.140(b) -1" 13.44.150 13.44.150 13.44.230 13.44.240(a) or (c) 15.10.200 a) E MISD (UNTIL REDUCED BY COURT INT, DO NOT SET A TIME. IG TO THE COURT CALENDAR RSE SIDE. GE FORMATS'' A)(1) I VG 5000 DO OR VC 12500(A)(1) I VG 5005 DO OR VC 12500(A)(1) I VG 5005 I VG 12951
23103 and 23109 VC (CRIMINAL COURT) When citing for 23103(a,b) or 23109(a-d), <u>a Form 2 is not required IF</u> the violation is explained on the front (white copy) of the citation. - Stating the offense "Reckless Driving" is <u>not</u> sufficient and in such a case, a Form 2 would be required. - Per Criminal Court, do NOT list the CVC sections that apply to your probable cause for the stop. Use the English translation! "BOOKING IS REQUIRED FOR 23103 AND 23109 VC." ***Do not place a case number or incident number on any citation unless a report is written***	6.46.040 7.40.030 7.40.040 10.12.010 10.12.030 10.12.110 11.34.010 11.34.010 MC 13.44.240 AND M <u>WHEN CITING</u> <u>SET A COUR</u>	13.44.020 13.44.040 13.44.050 13.44.060 13.44.000 13.44.100 13.44.110 (some <i>IC 13.44.140</i> MUST B INTO TRAFFIC COU T DATE BY REFERIN ON THE REVE "REQUIRED CHAR VC 40000 VC 5200(A) NOT VC 1.25 2500(A) NOT V	13.44.140(b) -1" 13.44.150 13.44.150 13.44.230 13.44.240(a) or (c) 15.10.200 a) E MISD (UNTIL REDUCED BY COURT) URT, DO NOT SET A TIME. IG TO THE COURT CALENDAR RSE SIDE. GE FORMATS'' A)(1) I VG 5200 DO OR VC 12500(A)(1) I VG 5205 DO OR VC 52120B
23103 and 23109 VC (CRIMINAL COURT) When citing for 23103(a,b) or 23109(a-d), <u>a Form 2 is not required IF</u> the violation is explained on the front (white copy) of the citation. - Stating the offense "Reckless Driving" is <u>not</u> sufficient and in such a case, a Form 2 would be required. - Per Criminal Court, do NOT list the CVC sections that apply to your probable cause for the stop. Use the English translation! <u>"BOOKING IS REQUIRED FOR 23103 AND 23109 VC."</u> 	6.46.040 7.40.030 7.40.040 10.12.010 10.12.030 10.12.110 11.34.010 11.34.010 MC 13.44.240 AND M <u>WHEN CITING</u> <u>SET A COUR</u>	13.44.020 13.44.040 13.44.050 13.44.060 13.44.090 13.44.100 13.44.110 (some IC 13.44.140 MUST B INTO TRAFFIC COL T DATE BY REFERIN ON THE REVE "REQUIRED CHAR VC 4000( VC 5200(A) NOT VC 12951(A) NO 21208(A) OR VC 212	13.44.140(b) -1** 13.44.150 13.44.230 13.44.240(a) or (c) 15.10.200 a) E MISD (UNTIL REDUCED BY COURT <b>JRT, DO NOT SET A TIME.</b> IG TO THE COURT CALENDAR RSE SIDE. GE FORMATS** A)(1) II <del>VC 5200</del> 20 OR VC 12500(A)(1) II <del>VC 5200</del> 20 OR VC 5250 A)(1)

ANY QUESTIONS REGARDING THESE PROCEDURES SHOULD BE DIRECTED TO OSSD's CITATION DESK at Ext. 4303. WE WILL BE GLAD TO ASSIST YOU!

JANUARY 2020 - WINDLEY 1208N - OSSD