



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 multi-page 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).

A handwritten signature in black ink, appearing to read "Edgardo Garcia", with a long horizontal stroke extending to the right.

Edgardo Garcia
Chief of Police

EG:TL:PC

ATTACHMENT: Citation Training Guide

Citation Training

Criminal / Traffic / Juvenile

San Jose Police Department



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April 2020

Criminal Citation

SAN JOSE POLICE DEPARTMENT		No. J	
NOTICE TO APPEAR		☒ MISDEMEANOR ☐ Traffic ☒ Nontraffic	
Date of Violation	Time	Day of Week	Case No.
02 / 04 / 20	2:00 PM	S M T W F	
Name (First, Middle, Last)		☐ Owner's Responsibility (Veh. Code, § 40001)	
Address			
City	State	Zip Code	
San Jose	CA	95110	
Class: NP	Commercial	Age	Substance
	Yes ☐ No ☒	40	
Sex	Hair	Eyes	Height
M	Blk	Blu	5'8"
Weight	Race	Phone No.	
160	W		
Veh. Lic. No. or VIN		State	
Yr. of Veh.	Make	Model	Body Style
Evidence of Financial Responsibility		☐ COMMERCIAL VEHICLE (Veh. Code, § 15210(b))	
		☐ HAZARDOUS MATERIAL (Veh. Code, § 353)	
Registered Owner or Lessee		Same as Driver	
Address		Same as Driver	
City		State ZIP Code	
Correctable Violation (Veh. Code, § 40610)		☒ Booking Required (see reverse)	
		MISDEMEANOR OR INFRACTION (Circle)	
Yes	No	Code and Section	Description
☐	☒	11364(A)	H&S Drug Paraphernalia
☐	☐		M I
☐	☐		M I
☐	☐		M I
Speed Approx.	P.F. Max Spd.	Veh. Lmt.	Safe
			☐ RADAR ☐ Lidar #
Location of Violation(s)		City/County of Occurrence	
At 2nd St / St John St		San Jose	
Comments (Weather, Road, and Traffic Conditions)		☐ Collision	
Clear / Dry / Light		S	
☐ Violations not committed in my presence, declared on information and belief.			
I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.			
Officer Name		Badge	
Arresting or Citing Officer		Officer ID	
Date		Name of Arresting Officer if different from Citing Officer	
		Officer ID	
WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.			
☒ Signature			
WHEN: ON OR BEFORE THIS DATE: TIME: 09:00 AM ☐ PM			
WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.			
WHERE:			
☒ Criminal Superior Court	150 W. Hedding St., San Jose, CA 95110 (408) 808-6600		
☐ Family Justice Center Court	201 N. First St. San Jose, CA 95113 (408) 792-4200		
☐ Juvenile Misd. Court	840 Guadalupe Parkway, San Jose, CA 95110 (408) 278-5997		
☐ Traffic Court	1085 Homestead Rd., Santa Clara, CA 95050 (408) 556-3000		
☐ TO BE NOTIFIED			
PRN (FOR COURT USE ONLY)		CEN (FOR COURT USE ONLY)	
Notice to Appear form approved by the Judicial Council of California.			
200-15 (Rev. 05/17) Veh. Code §§ 40500(b), 40513(b), 40522, 40600, Pen. Code § 553.3			
SEE REVERSE TR-138			
(Rev. 05/17)			
COURT COPY			

Criminal Citation (cont)

Include case number and check appropriate fields

SAN JOSE POLICE DEPARTMENT **No. J** [Redacted]

NOTICE TO APPEAR ☒ MISDEMEANOR ☐ Traffic ☒ Nontraffic

Date of Violation **02 / 14 / 20** Time **2:00** ☐ AM ☒ PM Day of Week **S M T W F** ☒ F Case No. [Redacted]

Name (First, Middle, Last) [Redacted] ☐ Owner's Responsibility (Veh. Code, § 40001)

Address [Redacted]

City **San Jose** State **CA** Zip Code **95110**

Driver Lic. No. [Redacted] State [Redacted] Class NP Commercial ☐ No ☒ Yes Age **40** Birthdate [Redacted]

Sex **M** Hair **Blk** Eyes **Blk** Height **5'8"** Weight **160** Race **W** Phone No. [Redacted]

Complete all fields with subject's information

If subject is transient and does not have a mailing address, "transient" must be written in address field

Correctable Violation (Veh. Code § 40610) ☒ Booking Required (see reverse) MISDEMEANOR OR INFRACTION (Circle)

Yes	No	Code and Section	Description
☐	☒	11364(A)H&S	Drug Paraphernalia
☐	☐		
☐	☐		
☐	☐		

M I M I M I

Code, Section, Misdemeanor or Infraction and violation description must be included

Ensure "Booking Required" is checked and thumbprint is obtained on rear

Criminal Citation (cont)

Full Address or Cross
Streets

Location of Violation(s) At 2nd St / St John St		City/County of Occurrence San Jose	W	E
Comments (Weather, Road, and Traffic Conditions) Clear / Dry / Light		☐ Collision	S	
☐ Violations not committed in my presence, declared on information and belief.				

No park or place names (ie, Airport, SAP Center,
Arroyo Park, etc)

Court of
Appearance

Violations not committed in my presence, declared on information and belief. I am under penalty of perjury under the laws of the State of California the foregoing is true and correct.		Officer Name Arresting or Citing Officer	Badge Officer ID	No. J [Redacted]
Date	Name of Arresting Officer if different from Citing Officer.	Officer ID		
WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.				
☒ Signature [Redacted]				
WHEN: ON OR BEFORE THIS DATE: [Redacted] TIME: 09:00 ☒ AM ☐ PM				
WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.				
WHERE:				
☒ Criminal Superior Court	190 W. Hedding St., San Jose, CA 95110		(408) 808-6600	
☐ Family Justice Center Court	201 N. First St. San Jose, CA 95113		(408) 792-4200	
☐ Juvenile Misd. Court	840 Guadalupe Parkway, San Jose, CA 951		(408) 278-5897	
☐ Traffic Court	1095 Homestead Rd., Santa Clara, CA 950		(408) 556-3000	
☐ TO BE NOTIFIED				
PRN (FOR COURT USE ONLY)		COURT USE ONLY		
Notice to Appear form approved by the Judicial Council of California, 200-15 (Rev. 05/17) Ver. Code 4051380, 40522, 40600, Pen. Code 5 853.9 (Rev. 05/17)				
COURT COPY				

Subject must sign

Time must include AM
or PM, not only "0900"

Traffic Citation

SAN JOSE POLICE DEPARTMENT										No. J [REDACTED]			
NOTICE TO APPEAR										☐ MISDEMEANOR ☒ Traffic ☐ Nontraffic			
Date of Violation		02 / 14 / 20		Time		2:00 PM		Day of Week		S M T W F			
Name (First, Middle, Last)										[REDACTED]			
Address										[REDACTED]			
City										San Jose			
State										CA			
Zip Code										95110			
Driver's License No.		[REDACTED]		State		CA		Class		C			
Commercial		Yes		No		N		Age		40			
Sex		M		Hair		Blk		Eyes		Blu			
Height		5'8"		Weight		160		Race		W			
Veh. Lic. No. or VIN										[REDACTED]			
Type of Veh.										2019 Ford Explorer SUV BLUE			
Evidence of Financial Responsibility										YES			
Registered Owner or Lessee										Same as Driver			
Address										Same as Driver			
City										State		ZIP Code	
Correctable Violation (Veh. Code, § 40610)										☐ Booking Required (see reverse)		MISDEMEANOR OR INFRACTION (Circle)	
Yes		No		Code and Section		Description							
☐		☒		CVC 22450		FAIL TO STOP				M			
☐		☐								M I			
☐		☐								M I			
☐		☐								M I			
Speed Approx.		10		R.F. Max Speed		25		Veh. Limit		25			
RADAR		☐		Lidar #				Continuation Form Issued		N			
Location of Violation(s)										City/County of Occurrence			
At Asbury St / Miller St										San Jose			
Comments (Weather, Road, and Traffic Conditions)										Clear / Dry / Light			
☐ Violations not committed in my presence, declared on information and belief.										☐ Collision			
I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.													
Officer Name										Badge			
Arresting or Citing Officer										Officer ID			
Date										Name of Arresting Officer if different from Citing Officer			
[REDACTED]										[REDACTED]			
WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.													
Signature										[REDACTED]			
WHEN, ON OR BEFORE THIS DATE, [REDACTED] TIME: [REDACTED] AM PM													
WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE													
WHERE:													
☐ Criminal Superior Court										190 W. Hedding St., San Jose, CA 95110 (408) 808-6800			
☐ Family Justice Center Court										201 N. First St. San Jose, CA 95113 (408) 782-4200			
☐ Juvenile Misd. Court										840 Guadalupe Parkway, San Jose, CA 95110 (408) 278-5957			
☒ Traffic Court										1095 Homestead Rd., Santa Clara, CA 95050 (408) 558-9000			
☐ TO BE NOTIFIED													
PRN (FOR COURT USE ONLY)										DEN (FOR COURT USE ONLY)			
Notice to Appear form approved by the Judicial Council of California.										SEE REVERSE			
200-10 (Rev. 02/11) (Veh. Code §§ 40500.05, 40513.05, 40522, 40600, Pch. Code § 453.0)										11-130			
(Rev. 03/17)										COURT COPY			

Traffic Citation (cont)

Include Case number if associated report is complete and check appropriate fields

SAN JOSE POLICE DEPARTMENT **No. J** [Redacted]

NOTICE TO APPEAR ☐ MISDEMEANOR ☒ Traffic ☐ Nontraffic

Date of Violation **02 / 14 / 20** Time **2:00** ☒ AM ☐ PM Day of Week **S M T W F** Case No. [Redacted]

Name (First, Middle, Last) [Redacted] ☐ Owner's Responsibility (Veh. Code, § 40001)

Address [Redacted]

City **San Jose** State **CA** Zip Code **95110**

D [Redacted] State **CA** Class **C** Commercial ☐ No ☒ Age **40** Birthdate [Redacted]

Sex **M** Hair **Blk** Race **Blu** Height **5'8** I Race [Redacted] I Phone No. [Redacted]

Veh. Lic. No. or VIN [Redacted] State [Redacted]

Complete all fields with subject's information

If subject is transient and does not have a mailing address, "transient" must be written in address field

Correctable Violation (Veh. Code, § 40610) ☐ Booking Required (see reverse) ☐ MISDEMEANOR OR INFRACTION (Circle)

Yes	No	Code and Section	Description	
☐	☒	CVC 22450	FAIL TO STOP	M I
☐	☐			M I
☐	☐			M I

Code, Section, Misdemeanor or Infraction and violation description must be included

If traffic violation req booking or No DL in Possession, obtain thumbprint on reverse.

Traffic Citation (cont)

Safe speed for conditions listed

Complete Box if Used

Speed Approx. 10	P.F. Max Spc. 25	Veh. Lmt.	Safe 25	☐ RADAR ☐ Lidar #	☐ Continuation Form Issued	N
Location of Violation(s) At Asbury St / Miller St			City/County of Occurrence San Jose		W	E
Comments (Weather, Road, and Traffic Conditions) Clear / Dry / Light				☐ Collision		S

No park or place names (ie,
Airport, SAP Center, Arroyo
Park, etc)

Court of
Appearance

I am committed in my presence, declared on information and belief, guilty of perjury under the laws of the State of California the foregoing is true and correct.		
Officer Name	Badge	No. J
Arresting or Citing Officer	Officer ID	
Name of Arresting Officer if different from Citing Officer.	Officer ID	
WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.		
Signature		
DATE: ON OR BEFORE THIS DATE: TIME: ☐ AM ☐ PM		
WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.		
HERE:		
☐ Criminal Superior Court	190 W. Hedding St., San Jose, CA 95110	(408) 806-6600
☐ Family Justice Center Court	201 N. First St. San Jose, CA 95113	(408) 792-4200
☐ Juvenile Misd. Court	840 Guadalupe Parkway, San Jose, CA 95110	(408) 278-5997
☒ Traffic Court	1095 Homestead Rd., Santa Clara, CA 95050	(408) 556-3000
☐ TO BE NOTIFIED		
PRN (FOR COURT USE)	COURT USE ONLY	
Notice to Appear form approved by Judicial Council of California. 300-15 (Rev. 05/17) (Web. 5000b, 40513b; 40522, 40600, Pub. Code § 853.9)		
(Rev. 05/17) COURT COPY		

Subject must sign

Refer to the 2020
Citation/Warrant
reference guide for court
date. NO TIME should be
listed

Juvenile Traffic Citation

SAN JOSE POLICE DEPARTMENT **No. J** [Redacted]

NOTICE TO APPEAR ☐ MISDEMEANOR ☒ Traffic ☐ Nontraffic

Date of Violation **08 / 08 / 2020** Time **2:00** ☒ AM ☐ PM Day of Week **S M T W F** ☒ Saturday ☐ Sunday

Name (First, Middle, Last) [Redacted] ☐ Owner's Responsibility (Pen. Code, § 40001)

Address [Redacted]

City **San Jose** State **CA** Zip Code **95110**

Driver's License No. [Redacted] State **CA** Class **C** ☒ Yes ☐ No ☐ Commercial Age **17** Sex **M** Hair **Blk** Eyes **Blu** Height **5'8"** Weight **160** Race **W** [Redacted]

Veh. Lic. No. or VIN [Redacted] State **CA** ☐ COMMERCIAL VEHICLE (Pen. Code, § 10210b)

Vr. of Veh. **20** Make **Honda** Model **Civic** Body Style **2D** Color **BLK** ☐ HAZARDOUS MATERIAL (Pen. Code, § 263)

Evidence of Financial Responsibility **None** ☐ Same as Driver

Registered Owner or Lessee **John Smith** ☒ Same as Driver

Address [Redacted] City [Redacted] State [Redacted] ZIP Code [Redacted]

Correctable Violation (Pen. Code, § 40612) ☐ Booking Required (see reverse) MISDEMEANOR OR INFRACTION (Circle)

Yes	No	Code and Section	Description	M I
☐	☒	CVC 22107	Unsafe Turn	☒ M ☐ I
☐	☒	CVC 16028(a)	No Insurance	☒ M ☐ I
☐	☒	CVC 12951(a)	No DL In Poss	☒ M ☐ I
☐	☐			

Speed Actual **30** P.M. Max Spd. **25** Veh. Lic. **25** ☐ RAGR ☐ Confusion Form Issued ☐ Lbr # [Redacted] ☐ N ☐ E

Location of Violation **Miller St / Asbury St** City/County of Occurrence **San Jose** ☒ W ☐ E

Comments (Weather, Road, and Traffic Conditions) **Clear / Dry / Light** ☐ Collision ☐ S

☐ Violations not committed in my presence, declared an infraction and belief.
I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.

Officer Name **Badge** **No. J**
Arresting or Citing Officer Officer ID [Redacted]

Date [Redacted] Name of Arresting Officer if different from Citing Officer. Officer ID [Redacted]

WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.

☒ Signature [Redacted]

WHEN: ON OR BEFORE THIS DATE [Redacted] TIME: [Redacted] ☐ AM ☐ PM

WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.

WHERE:

☐ Criminal Superior Court	190 W. Hedding St., San Jose, CA 95110	(408) 600-6000
☐ Family Justice Center Court	201 N. First St. San Jose, CA 95113	(408) 792-4200
☐ Juvenile Med. Court	840 Guadalupe Parkway, San Jose, CA 95110	(408) 279-5997
☒ Traffic Court	1095 Homestead Rd., Santa Clara, CA 95050	(408) 558-3000
☐ TO BE NOTIFIED		

RFN (FOR COURT USE ONLY) [Redacted] CON (FOR COURT USE ONLY) [Redacted]

Notice to Appear form approved by the Judicial Council of California.
201-15 (Rev. 05/17) (Veh. Code §§ 40600, 40612, 40622, 40623, 40624, 40625, 40626, 40627, 40628, 40629, 40630, 40631, 40632, 40633, 40634, 40635, 40636, 40637, 40638, 40639, 40640, 40641, 40642, 40643, 40644, 40645, 40646, 40647, 40648, 40649, 40650, 40651, 40652, 40653, 40654, 40655, 40656, 40657, 40658, 40659, 40660, 40661, 40662, 40663, 40664, 40665, 40666, 40667, 40668, 40669, 40670, 40671, 40672, 40673, 40674, 40675, 40676, 40677, 40678, 40679, 40680, 40681, 40682, 40683, 40684, 40685, 40686, 40687, 40688, 40689, 40690, 40691, 40692, 40693, 40694, 40695, 40696, 40697, 40698, 40699, 40700, 40701, 40702, 40703, 40704, 40705, 40706, 40707, 40708, 40709, 40710, 40711, 40712, 40713, 40714, 40715, 40716, 40717, 40718, 40719, 40720, 40721, 40722, 40723, 40724, 40725, 40726, 40727, 40728, 40729, 40730, 40731, 40732, 40733, 40734, 40735, 40736, 40737, 40738, 40739, 40740, 40741, 40742, 40743, 40744, 40745, 40746, 40747, 40748, 40749, 40750, 40751, 40752, 40753, 40754, 40755, 40756, 40757, 40758, 40759, 40760, 40761, 40762, 40763, 40764, 40765, 40766, 40767, 40768, 40769, 40770, 40771, 40772, 40773, 40774, 40775, 40776, 40777, 40778, 40779, 40780, 40781, 40782, 40783, 40784, 40785, 40786, 40787, 40788, 40789, 40790, 40791, 40792, 40793, 40794, 40795, 40796, 40797, 40798, 40799, 40800, 40801, 40802, 40803, 40804, 40805, 40806, 40807, 40808, 40809, 40810, 40811, 40812, 40813, 40814, 40815, 40816, 40817, 40818, 40819, 40820, 40821, 40822, 40823, 40824, 40825, 40826, 40827, 40828, 40829, 40830, 40831, 40832, 40833, 40834, 40835, 40836, 40837, 40838, 40839, 40840, 40841, 40842, 40843, 40844, 40845, 40846, 40847, 40848, 40849, 40850, 40851, 40852, 40853, 40854, 40855, 40856, 40857, 40858, 40859, 40860, 40861, 40862, 40863, 40864, 40865, 40866, 40867, 40868, 40869, 40870, 40871, 40872, 40873, 40874, 40875, 40876, 40877, 40878, 40879, 40880, 40881, 40882, 40883, 40884, 40885, 40886, 40887, 40888, 40889, 40890, 40891, 40892, 40893, 40894, 40895, 40896, 40897, 40898, 40899, 40900, 40901, 40902, 40903, 40904, 40905, 40906, 40907, 40908, 40909, 40910, 40911, 40912, 40913, 40914, 40915, 40916, 40917, 40918, 40919, 40920, 40921, 40922, 40923, 40924, 40925, 40926, 40927, 40928, 40929, 40930, 40931, 40932, 40933, 40934, 40935, 40936, 40937, 40938, 40939, 40940, 40941, 40942, 40943, 40944, 40945, 40946, 40947, 40948, 40949, 40950, 40951, 40952, 40953, 40954, 40955, 40956, 40957, 40958, 40959, 40960, 40961, 40962, 40963, 40964, 40965, 40966, 40967, 40968, 40969, 40970, 40971, 40972, 40973, 40974, 40975, 40976, 40977, 40978, 40979, 40980, 40981, 40982, 40983, 40984, 40985, 40986, 40987, 40988, 40989, 40990, 40991, 40992, 40993, 40994, 40995, 40996, 40997, 40998, 40999, 41000, 41001, 41002, 41003, 41004, 41005, 41006, 41007, 41008, 41009, 41010, 41011, 41012, 41013, 41014, 41015, 41016, 41017, 41018, 41019, 41020, 41021, 41022, 41023, 41024, 41025, 41026, 41027, 41028, 41029, 41030, 41031, 41032, 41033, 41034, 41035, 41036, 41037, 41038, 41039, 41040, 41041, 41042, 41043, 41044, 41045, 41046, 41047, 41048, 41049, 41050, 41051, 41052, 41053, 41054, 41055, 41056, 41057, 41058, 41059, 41060, 41061, 41062, 41063, 41064, 41065, 41066, 41067, 41068, 41069, 41070, 41071, 41072, 41073, 41074, 41075, 41076, 41077, 41078, 41079, 41080, 41081, 41082, 41083, 41084, 41085, 41086, 41087, 41088, 41089, 41090, 41091, 41092, 41093, 41094, 41095, 41096, 41097, 41098, 41099, 41100, 41101, 41102, 41103, 41104, 41105, 41106, 41107, 41108, 41109, 41110, 41111, 41112, 41113, 41114, 41115, 41116, 41117, 41118, 41119, 41120, 41121, 41122, 41123, 41124, 41125, 41126, 41127, 41128, 41129, 41130, 41131, 41132, 41133, 41134, 41135, 41136, 41137, 41138, 41139, 41140, 41141, 41142, 41143, 41144, 41145, 41146, 41147, 41148, 41149, 41150, 41151, 41152, 41153, 41154, 41155, 41156, 41157, 41158, 41159, 41160, 41161, 41162, 41163, 41164, 41165, 41166, 41167, 41168, 41169, 41170, 41171, 41172, 41173, 41174, 41175, 41176, 41177, 41178, 41179, 41180, 41181, 41182, 41183, 41184, 41185, 41186, 41187, 41188, 41189, 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Juvenile Traffic Citation

Include case number if associated report has been completed and check appropriate fields

SAN JOSE POLICE DEPARTMENT				No. J			
NOTICE TO APPEAR				☐ MISDEMEANOR			
Date of Violation		Time		Day of Week		Case No.	
08 / 08 / 2020		2:00 PM		S M T W F		[Redacted]	
Name (First, Middle, Last)				☐ Owner's Responsibility (Veh. Code, § 40001)			
[Redacted]				[Redacted]			
Address				[Redacted]			
City				State		Zip Code	
San Jose				CA		95110	
Class		NP		Commercial		Age	
C		X		No		17	
Sex	Hair	Eyes	Height	Weight	Race	Phone No.	
M	Blk	Blu	5'8"	160	W	[Redacted]	
Veh. Lic. No. or VIN				State			
[Redacted]				[Redacted]			

Complete all fields with subject's information

If subject is transient and does not have a mailing address, "transient" must be written in address field

Veh. Lic. No. or		State				☐ COMMERCIAL VEHICLE (Veh. Code, § 15210(b))	
[Redacted]		CA					
Yr. of Veh.	Make	Model	Body Style	Color			
20	Honda	Civic	2D	BLK			
Evidence of Financial Responsibility						☐ HAZARDOUS MATERIAL (Veh. Code, § 353)	
None							
Registered Owner or Lessee						☐ Same as Driver	
[Redacted]						☒ Same as Driver	
Address							
City						State ZIP Code	

Complete Vehicle Information

Juvenile Traffic Citation (cont)

Correctable Violation (Veh. Code, § 40610)		☐ Booking Required (see reverse)		MISDEMEANOR OR INFRACTION (Circle)	
Yes	No	Code and Section	Description		
☐	☒		CVC 22107 Unsafe Turn		M I
☐	☒		CVC 16028(a) No Insurance		M I
☐	☒		CVC 12951(a) No DL in Poss		M I
☐	☐				M I
Speed Approx. 30	P.F. Max Spd. 25	Veh. Lmt.	Safe 25	☐ RADAR ☐ Lidar #	Continuation Form Issued N

If no DL in Possession, obtain thumbprint on reverse

Code, Section, Misdemeanor or Infraction and violation description must be included

Speed Approx. 30	P.F. Max Spd. 25	Veh. Lmt.	Safe 25	☐ RADAR ☐ Lidar #	☐ Continuation Form Issued	N W E S
Location of Violation(s) At Miller St / Asbury St				City/County of Occurrence San Jose		
Comments (Weather, Road, and Traffic Conditions) Clear / Dry / Light				☐ Collision		

No park or place names (ie, Airport, SAP Center, Arroyo Park, etc)

Juvenile Traffic Citation (cont)

Court of Appearance

Clear / Dry / Light

committed in my presence, declared on information and belief,
penalty of perjury under the laws of the State of California the foregoing is correct.

Officer Name
Arresting or Citing Officer

Badge
Officer ID

Subject must sign

Date: _____ Name of Arresting Officer if different from Citing Officer: _____ Officer ID: _____

WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.

Signature: _____

WHEN: ON OR BEFORE THIS DATE: _____ TIME: _____ ☐ AM ☐ PM

WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.

WHERE:

☐ Criminal Superior Court	190 W. Hedding St., San Jose, CA 95110	(408) 808-6600
☐ Family Justice Center Court	201 N. First St. San Jose, CA 95113	(408) 792-4200
☐ Juvenile Misd. Court	840 Guadalupe Parkway, San Jose, CA 95110	(408) 278-5997
☒ Traffic Court	1095 Homestead Rd., San Jose, CA 95050	(408) 556-3000

☒ TO BE NOTIFIED

PRN (FOR COURT USE ONLY)

CEN (FOR COURT USE ONLY)

Notice to Appear form approved by the Judicial Council of California, 200-15 (Rev. 05/17) (Veh. Code § 40500(b), 40513(b), 40522, 40523, 40524, 40525, 40526, 40527, 40528, 40529, 40530, 40531, 40532, 40533, 40534, 40535, 40536, 40537, 40538, 40539, 40540, 40541, 40542, 40543, 40544, 40545, 40546, 40547, 40548, 40549, 40550, 40551, 40552, 40553, 40554, 40555, 40556, 40557, 40558, 40559, 40560, 40561, 40562, 40563, 40564, 40565, 40566, 40567, 40568, 40569, 40570, 40571, 40572, 40573, 40574, 40575, 40576, 40577, 40578, 40579, 40580, 40581, 40582, 40583, 40584, 40585, 40586, 40587, 40588, 40589, 40590, 40591, 40592, 40593, 40594, 40595, 40596, 40597, 40598, 40599, 40600, 40601, 40602, 40603, 40604, 40605, 40606, 40607, 40608, 40609, 40610, 40611, 40612, 40613, 40614, 40615, 40616, 40617, 40618, 40619, 40620, 40621, 40622, 40623, 40624, 40625, 40626, 40627, 40628, 40629, 40630, 40631, 40632, 40633, 40634, 40635, 40636, 40637, 40638, 40639, 40640, 40641, 40642, 40643, 40644, 40645, 40646, 40647, 40648, 40649, 40650, 40651, 40652, 40653, 40654, 40655, 40656, 40657, 40658, 40659, 40660, 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42091, 42092, 42093, 42094, 42095, 42096, 42097, 42098, 42099, 42100, 42101, 42102, 42103, 42104, 42105, 42106, 42107, 42108, 42109, 42110, 42111, 42112, 42113, 42114, 42115, 42116, 42117, 42118, 42119, 42120, 42121, 42122, 42123, 42124, 42125, 42126, 42127, 42128, 42129, 42130, 42131, 42132, 42133, 42134, 42135, 42136, 42137, 42138, 42139, 42140, 42141, 42142, 42143, 42144, 42145, 42146, 42147, 42148, 42149, 42150, 42151, 42152, 42153, 42154, 42155, 42156, 42157, 42158, 42159, 42160, 42161, 42162, 42163, 42164, 42165, 42166, 42167, 42168, 42169, 42170, 42171, 42172, 42173, 42174, 42175, 42176, 42177, 42178, 42179, 42180, 42181, 42182, 42183, 42184, 42185, 42186, 42187, 42188, 42189, 42190, 42191, 421

Notice of Correction Criminal Citation

PROOF OF SERVICE

Leave Date Blank

On (date): _____, I served this Notice of Correction on the parties at the address listed below by mailing it, postage prepaid, in the United States postal mailbox at (address):

201 W. Mission St.
San Jose, CA 95110

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: **Leave Date Blank**

Original to Court

Leave This Blank
(SIGNATURE)

Defendant's Address:

First Middle Last
123 Main St
San Jose, CA 95110

(This is used to mail to Subject)

TR-100 (New January 1, 2000)

Page two

EXAMPLES

NAME OF COURT: Superior Court of California, County of Santa Clara
STREET ADDRESS: 190 W. Hedding St.
MAILING ADDRESS: 190 W. Hedding St.
CITY AND ZIP CODE: San Jose, CA 95110
BRANCH NAME: Hall of Justice
TELEPHONE: 408-606-6600

PEOPLE OF THE STATE OF CALIFORNIA
vs.
Full Name as Written on Cite

NOTICE OF CORRECTION AND PROOF OF SERVICE
(Vehicle Code, § 40503)

AMENDING OFFICER NAME (ID NO. DEPARTMENT AGENCY):
Officer Name / Badge # **San Jose PD**

CITATION NUMBER: #####

1. A Notice to Appear/Notice to Correct Violation was issued to you by an officer of this department on (date): **11/10/99**

2. 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 changed from _____ to **1/10/20 09:00**

☒ Date/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 **HS 11364 INF** to **HS 11364(A) MISD**

☒ Location of violation should be changed from **KELLEY PARK** to **1300 SENTER RD**

☒ Other (specify): **Any other correction not indicated above**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: **12/20/20** **Officer Name / Badge #** _____
(Signature of officer)

From Adopted by Mandatory Use
Judicial Council of California
TR-100 (New January 1, 2000)
(Proof of service on reversal)

EXAMPLES

Notice of Correction Traffic Citation

PROOF OF SERVICE

On (date): **Leave Date Blank**, I served this *Notice of Correction* on the parties at the address listed below by mailing it, postage prepaid, in the United States postal mailbox at (address):

201 W. Mission St.
San Jose, CA 95110

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: **Leave Date Blank**

Original to Court

Leave This Blank

(SIGNATURE)

Defendant's Address:

First Middle Last
123 Main St
San Jose, CA 95110

(This is used to mail to Subject)

Date original Citation was written

TR-100 (Rev. January 1, 2020)

Page two

EXAMPLES

NAME OF COURT: Superior Court of California, County of Santa Clara STREET ADDRESS: 1095 Homestead Rd. MAILING ADDRESS: 1095 Homestead Rd. CITY AND ZIP CODE: Santa Clara, CA 95050 BRANCH NAME: Traffic Facility TELEPHONE: 408-558-3000	
PEOPLE OF THE STATE OF CALIFORNIA vs. Full Name as Written on Cite	
NOTICE OF CORRECTION AND PROOF OF SERVICE (Vehicle Code, § 40505)	
AMENDING OFFICER NAME/ID NO. Officer Name / Badge #	DEPARTMENT/AGENCY San Jose PD
CITATION NUMBER: 1#####	CASE NUMBER: [REDACTED]

1. A Notice to Appear/Notice to Correct Violation was issued to you by an officer of this department on (date): **11/10/99**
2. 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 _____

☒ Date/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**

☒ Location of violation should be changed from **KELLEY PARK** to **1300 SENTER RD**

☒ Other (specify): **Any other correction not indicated above**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: **12/20/20** **Officer Name / Badge #**
(Signature of officer)

(Proof of service on reverse)

Form Adopted for Mandatory Use
Judicial Council of California
TR-100 (Rev. 9/03)

EXAMPLES

Notice of Correction Juvenile Citation

PROOF OF SERVICE

Leave Date Blank

On (date): _____, I served this Notice of Correction on the parties at the address listed below by mailing it, postage prepaid, in the United States postal mailbox at (address):

201 W. Mission St.
San Jose, CA 95110

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: **Leave Date Blank**

Original to Court

Leave This Blank
(SIGNATURE)

Defendant's Address:

First Middle Last
123 Main St
San Jose, CA 95110

(This is used to mail to Subject)

TR-100 (Rev. January 1, 2000)

Page two

EXAMPLES

NAME OF COURT: Superior Court of California, County of Santa Clara
STREET ADDRESS: 840 Guadalupe Parkway
MAILING ADDRESS: 840 Guadalupe Parkway
CITY AND ZIP CODE: San Jose, CA 95110
BRANCH NAME: Juvenile Traffic Court
TELEPHONE: 408-279-5897

PEOPLE OF THE STATE OF CALIFORNIA
vs.
Full Name as Written on Cite

NOTICE OF CORRECTION AND PROOF OF SERVICE
(Vehicle Code, § 40505)

AMENDING OFFICER NAME TO NO.: San Jose PD
Officer Name / Badge #

CITATION NUMBER: #####

CASE NUMBER: [REDACTED]

1. A Notice to Appear/Notice to Correct Violation was issued to you by an officer of this department on (date): **11/10/99**

2. 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.

☐ Datetime of violation should be changed from _____ to _____

☒ Datetime 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 _____ to _____

☒ Location of violation should be changed from **KELLEY PARK** to **1300 SENTER RD**

☒ Other (specify): **Any other correction not indicated above**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: **12/20/20** **Officer Name / Badge #** _____
(Signature of officer)

From Adopted for Mandatory Use
Judicial Council of California
TR-100 (Rev. 9/03)

(Print of service on return)

EXAMPLES

ATTACHMENT
2020 CITATIONS & AMENDMENTS TRAINING GUIDE



**2020 CITATION AND WARRANT
CITATION REFERENCE GUIDE**

FOR ALL CODES HEARD IN CRIMINAL (SUPERIOR) COURT

CRIMINAL COURT

CHARGES

PENAL CODES

ALL PENAL CODE VIOLATIONS are heard in **CRIMINAL COURT** (EXCEPT 602.8a, 640(b)(1) and 640(b)(2) – which are heard in Traffic Court.)

VEHICLE CODES

The following is a partial list of the most common vehicle codes heard in **CRIMINAL COURT**:

20	11800
27	14601(a)
31	14610
2800.1	16030
5753	20002(1)
10501	20002(b)
10750(a)	21200.5
10751(a)	23103
10852	23104
10853	23109(a-d)
10854	23110(a&b)
11500	23222(b)
11520(a)	31303(b,c,e)
11700	38316(a)
11711	38317
11713(a-n)	38318
11713.1	38319
11713.5(a&b)	38320(a&b)

BUSINESS & PROFESSIONS CODES

MOST B&P CODES are heard in **CRIMINAL COURT**. (25620a B&P – send to Traffic Court.)

HEALTH & SAFETY CODES

ALL H&S CODES are heard in **CRIMINAL COURT** – effective 1/20/2020 at Hall of Justice 190 W Hedding St. San Jose

S.J. MUNICIPAL CODES
Not all San Jose MUNICIPAL CODES are heard in **CRIMINAL COURT** – Some are heard in **TRAFFIC COURT**. (See reverse side for common charges.)

The following is a partial list of the most common **MUNICIPAL CODES** heard in **CRIMINAL COURT**:

6.39.080	10.50.020
6.44.070	11.38.200
6.52	13.44.110(some)
6.54 (all)	13.44.120
7.40.070	
7.40.090	13.44.190
9.08 (all)	13.44.200
10.16.010	13.44.210
10.20.140 (all)	13.44.220
10.20.150	17.02(all)
10.28.110	17.04(all)
10.32.010	17.10(all)
10.38.010	17.12(all)
10.38.020	17.20.050
10.38.030	17.22(all)
10.39.100	

(*all) = ALL subsections)

CRIME REPORT REQUIRED

PENAL CODES

ALL PENAL CODE VIOLATIONS REQUIRE A CRIME REPORT EXCEPT 647(F) and 374.4 PC.

NOTES ON THE FRONT OF THE WHITE (COURT) COPY OR THE BACKSIDE OF THE PINK COPY ARE REQUIRED WHEN NO CRIME REPORT IS WRITTEN FOR 374.4 PC.

647(F) REQUIRES A FORM 12A.

VEHICLE CODES

ALL MISDEMEANOR VEHICLE CODE VIOLATIONS HEARD IN **CRIMINAL COURT** REQUIRE A CRIME REPORT EXCEPT: 14601(a), 23103 AND 23109VC.

NOTES ON THE FRONT OF THE WHITE (COURT) COPY OR ON THE BACKSIDE OF THE PINK COPY ARE REQUIRED WHEN NO CRIME REPORT IS WRITTEN FOR THESE THREE VC SECTIONS.

****20002 VC – REQUIRES A FORM 555** (and is heard in CRIMINAL COURT)**

BUSINESS & PROFESSIONS CODES

ALL B&P CODE VIOLATIONS REQUIRE A CRIME REPORT.

HEALTH & SAFETY CODES

ALL H&S CODE VIOLATIONS REQUIRE A CRIME REPORT.

S.J. MUNICIPAL CODES

A CRIME REPORT IS REQUIRED WHEN FOLLOW UP IS NEEDED OR WHEN PROPERTY IS BOCKED.
NOTES ON THE BACKSIDE OF THE PINK COPY OF THE CITATION ARE REQUIRED WHEN NO CRIME REPORT IS WRITTEN FOR SJMC VIOLATIONS.

INFORMAL BOOKING REQUIRED

PENAL CODES

ALL PENAL CODE VIOLATIONS HEARD IN CRIMINAL COURT REQUIRE INFORMAL BOOKING EXCEPT 647(F) (ALCOHOL) and 374.4 (UTTERING).

VEHICLE CODES

ALL VEHICLE CODE VIOLATIONS HEARD IN CRIMINAL COURT REQUIRE INFORMAL BOOKING EXCEPT 14601 VIOLATIONS.

BUSINESS & PROFESSIONS CODES

ALL B&P CODE VIOLATIONS REQUIRE INFORMAL BOOKING.

HEALTH & SAFETY CODES

ALL H&S CODE VIOLATIONS REQUIRE INFORMAL BOOKING EXCEPT Infractions.

S.J. MUNICIPAL CODES

NO INFORMAL BOOKING IS REQUIRED FOR SAN JOSE MUNICIPAL CODES EXCEPT SJ 10.50.020 (Spectator Ordinance)

****NO Informal Booking for Infractions****

****REQUIRED CHARGE FORMATS****

(per DA's Office)

PC 241(A) NOT PC-240
PC 243(A) NOT PC-242 or PC-249/242
PC 148.9(A) NOT PC-148.9
PC 488 NOT PC-484 OR PC-484/488
HS 11377(A) NOT HS-11377
HS 11364(A) NOT HS-11364, 11364(A)(1) OR 11364.1

*******SJMC 10.50.020 – SPECTATOR ORDINANCE*******

- Must include SJMC
- Always a MISD
- Pre-booking is REQUIRED
- GO required, use offense code: MUNI - 9 SPECTATOR VIOLATION SHOWDOWN
- Hall of Justice, 190 W Hedding at 9:00 AM

|| Dates for CRIMINAL & TRAFFIC J-cites & E-cites (NOT for Warrant Citations) ||

JANUARY	FEBRUARY	MARCH	APRIL
01/01 – 3 rd TUE	02/01 – 4 th TUE	03/01 – 5 th FRI	04/01 – 6 th MON
01/02 – 3 rd WED	02/02 – 4 th TUE	03/02 – 5 th MON	04/02 – 6 th MON
01/03 – 3 rd THU	02/03 – 4 th WED	03/03 – 5 th TUE	04/03 – 6 th TUE
01/04 – 3 rd FRI	02/04 – 4 th THU	03/04 – 5 th WED	04/04 – 6 th WED
01/05 – 3 rd MON	02/05 – 4 th FRI	03/05 – 5 th WED	04/05 – 6 th THU
01/06 – 3 rd TUE	02/06 – 4 th MON	03/06 – 5 th THU	04/06 – 6 th FRI
01/07 – 3 rd WED	02/07 – 4 th TUE	03/07 – 5 th FRI	04/07 – 6 th FRI
01/08 – 3 rd THU	02/08 – 4 th TUE	03/08 – 5 th MON	04/08 – 6 th MON
01/09 – 3 rd FRI	02/09 – 4 th WED	03/09 – 5 th TUE	04/09 – 6 th MON
01/10 – 3 rd MON	02/10 – 4 th THU	03/10 – 5 th WED	04/10 – 6 th TUE
01/11 – 3 rd TUE	02/11 – 4 th FRI	03/11 – 5 th THU	04/11 – 6 th TUE
01/12 – 3 rd WED	02/12 – 4 th FRI	03/12 – 5 th FRI	04/12 – 6 th WED
01/13 – 3 rd THU	02/13 – 4 th MON	03/13 – 5 th TUE	04/13 – 6 th THU
01/14 – 3 rd FRI	02/14 – 4 th TUE	03/14 – 5 th TUE	04/14 – 6 th THU
01/15 – 3 rd MON	02/15 – 4 th WED	03/15 – 5 th WED	04/15 – 6 th FRI
01/16 – 3 rd TUE	02/16 – 4 th WED	03/16 – 5 th THU	04/16 – 6 th FRI
01/17 – 3 rd WED	02/17 – 4 th THU	03/17 – 5 th FRI	04/17 – 6 th MON
01/18 – 3 rd THU	02/18 – 4 th FRI	03/18 – 5 th MON	04/18 – 6 th MON
01/19 – 3 rd FRI	02/19 – 4 th MON	03/19 – 5 th MON	04/19 – 6 th TUE
01/20 – 3 rd MON	02/20 – 4 th TUE	03/20 – 5 th TUE	04/20 – 6 th TUE
01/21 – 3 rd TUE	02/21 – 4 th WED	03/21 – 5 th WED	04/21 – 6 th THU
01/22 – 3 rd WED	02/22 – 4 th THU	03/22 – 5 th WED	04/22 – 6 th THU
01/23 – 3 rd THU	02/23 – 4 th FRI	03/23 – 5 th THU	04/23 – 6 th MON
01/24 – 3 rd FRI	02/24 – 4 th MON	03/24 – 5 th FRI	04/24 – 6 th MON
01/25 – 3 rd MON	02/25 – 4 th TUE	03/25 – 5 th FRI	04/25 – 6 th TUE
01/26 – 3 rd TUE	02/26 – 4 th WED	03/26 – 5 th MON	04/26 – 6 th WED
01/27 – 3 rd WED	02/27 – 4 th THU	03/27 – 5 th TUE	04/27 – 6 th WED
01/28 – 3 rd THU	02/28 – 4 th FRI	03/28 – 5 th WED	04/28 – 6 th THU
01/29 – 3 rd FRI	02/29 – 4 th MON	03/29 – 5 th THU	04/29 – 6 th THU
01/30 – 3 rd MON	02/30 – 4 th TUE	03/30 – 5 th FRI	04/30 – 6 th FRI
01/31 – 4 th MON		03/31 – 6 th FRI	
MAY	JUNE	JULY	AUGUST
05/01 – 7 th FRI	06/01 – 8 th THU	07/01 – 9 th THU	08/01 – 10 th FRI
05/02 – 7 th MON	06/02 – 8 th FRI	07/02 – 9 th FRI	08/02 – 10 th FRI
05/03 – 7 th TUE	06/03 – 8 th MON	07/03 – 9 th MON	08/03 – 10 th TUE
05/04 – 7 th WED	06/04 – 8 th TUE	07/04 – 9 th TUE	08/04 – 10 th TUE
05/05 – 7 th THU	06/05 – 8 th WED	07/05 – 9 th WED	08/05 – 10 th WED
05/06 – 7 th FRI	06/06 – 8 th THU	07/06 – 9 th THU	08/06 – 10 th THU
05/07 – 7 th MON	06/07 – 8 th FRI	07/07 – 9 th FRI	08/07 – 10 th FRI
05/08 – 7 th TUE	06/08 – 8 th MON	07/08 – 9 th MON	08/08 – 10 th MON
05/09 – 7 th WED	06/09 – 8 th TUE	07/09 – 9 th TUE	08/09 – 10 th TUE
05/10 – 7 th THU	06/10 – 8 th WED	07/10 – 9 th WED	08/10 – 10 th WED
05/11 – 7 th FRI	06/11 – 8 th THU	07/11 – 9 th THU	08/11 – 10 th THU
05/12 – 7 th MON	06/12 – 8 th FRI	07/12 – 9 th FRI	08/12 – 10 th FRI
05/13 – 7 th TUE	06/13 – 8 th MON	07/13 – 9 th MON	08/13 – 10 th MON
05/14 – 7 th WED	06/14 – 8 th TUE	07/14 – 9 th TUE	08/14 – 10 th TUE
05/15 – 7 th THU	06/15 – 8 th WED	07/15 – 9 th WED	08/15 – 10 th WED
05/16 – 7 th FRI	06/16 – 8 th THU	07/16 – 9 th THU	08/16 – 10 th THU
05/17 – 7 th MON	06/17 – 8 th FRI	07/17 – 9 th FRI	08/17 – 10 th FRI
05/18 – 7 th TUE	06/18 – 8 th MON	07/18 – 9 th MON	08/18 – 10 th MON
05/19 – 7 th WED	06/19 – 8 th TUE	07/19 – 9 th TUE	08/19 – 10 th TUE
05/20 – 7 th THU	06/20 – 8 th WED	07/20 – 9 th WED	08/20 – 10 th WED
05/21 – 7 th FRI	06/21 – 8 th THU	07/21 – 9 th THU	08/21 – 10 th THU
05/22 – 7 th MON	06/22 – 8 th FRI	07/22 – 9 th FRI	08/22 – 10 th FRI
05/23 – 7 th TUE	06/23 – 8 th MON	07/23 – 9 th MON	08/23 – 10 th MON
05/24 – 7 th WED	06/24 – 8 th TUE	07/24 – 9 th TUE	08/24 – 10 th TUE
05/25 – 7 th THU	06/25 – 8 th WED	07/25 – 9 th WED	08/25 – 10 th WED
05/26 – 7 th FRI	06/26 – 8 th THU	07/26 – 9 th THU	08/26 – 10 th THU
05/27 – 7 th MON	06/27 – 8 th FRI	07/27 – 9 th FRI	08/27 – 10 th FRI
05/28 – 7 th TUE	06/28 – 8 th MON	07/28 – 9 th MON	08/28 – 10 th MON
05/29 – 7 th WED	06/29 – 8 th TUE	07/29 – 9 th TUE	08/29 – 10 th TUE
05/30 – 7 th THU	06/30 – 8 th WED	07/30 – 9 th WED	08/30 – 10 th WED
05/31 – 7 th FRI	06/31 – 8 th THU	07/31 – 9 th THU	08/31 – 10 th THU
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
09/01 – 11 th TUE	10/01 – 12 th WED	11/01 – 12 th TUE	12/01 – 28 th MON
09/02 – 11 th WED	10/02 – 12 th THU	11/02 – 12 th WED	12/02 – 29 th TUE
09/03 – 11 th THU	10/03 – 12 th FRI	11/03 – 12 th THU	12/03 – 29 th WED
09/04 – 11 th FRI	10/04 – 12 th MON	11/04 – 12 th FRI	12/04 – 30 th THU
09/05 – 11 th MON	10/05 – 12 th TUE	11/05 – 12 th MON	12/05 – 31 st FRI
09/06 – 11 th TUE	10/06 – 12 th WED	11/06 – 12 th TUE	12/06 – 31 st MON
09/07 – 11 th WED	10/07 – 12 th THU	11/07 – 12 th WED	12/07 – 31 st TUE
09/08 – 11 th THU	10/08 – 12 th FRI	11/08 – 12 th THU	12/08 – 31 st WED
09/09 – 11 th FRI	10/09 – 12 th MON	11/09 – 12 th FRI	12/09 – 31 st THU
09/10 – 11 th MON	10/10 – 12 th TUE	11/10 – 12 th MON	12/10 – 31 st FRI
09/11 – 11 th TUE	10/11 – 12 th WED	11/11 – 12 th TUE	12/11 – 31 st MON
09/12 – 11 th WED	10/12 – 12 th THU	11/12 – 12 th WED	12/12 – 31 st TUE
09/13 – 11 th THU	10/13 – 12 th FRI	11/13 – 12 th THU	12/13 – 31 st WED
09/14 – 11 th FRI	10/14 – 12 th MON	11/14 – 12 th FRI	12/14 – 31 st THU
09/15 – 11 th MON	10/15 – 12 th TUE	11/15 – 12 th MON	12/15 – 31 st FRI
09/16 – 11 th TUE	10/16 – 12 th WED	11/16 – 12 th TUE	12/16 – 31 st MON
09/17 – 11 th WED	10/17 – 12 th THU	11/17 – 12 th WED	12/17 – 31 st TUE
09/18 – 11 th THU	10/18 – 12 th FRI	11/18 – 12 th THU	12/18 – 31 st WED
09/19 – 11 th FRI	10/19 – 12 th MON	11/19 – 12 th FRI	12/19 – 31 st THU
09/20 – 11 th MON	10/20 – 12 th TUE	11/20 – 12 th MON	12/20 – 31 st FRI
09/21 – 11 th TUE	10/21 – 12 th WED	11/21 – 12 th TUE	12/21 – 31 st MON
09/22 – 11 th WED	10/22 – 12 th THU	11/22 – 12 th WED	12/22 – 31 st TUE
09/23 – 11 th THU	10/23 – 12 th FRI	11/23 – 12 th THU	12/23 – 31 st WED
09/24 – 11 th FRI	10/24 – 12 th MON	11/24 – 12 th FRI	12/24 – 31 st THU
09/25 – 11 th MON	10/25 – 12 th TUE	11/25 – 12 th MON	12/25 – 31 st FRI
09/26 – 11 th TUE	10/26 – 12 th WED	11/26 – 12 th TUE	12/26 – 31 st MON
09/27 – 11 th WED	10/27 – 12 th THU	11/27 – 12 th WED	12/27 – 31 st TUE
09/28 – 11 th THU	10/28 – 12 th FRI	11/28 – 12 th THU	12/28 – 31 st WED
09/29 – 11 th FRI	10/29 – 12 th MON	11/29 – 12 th FRI	12/29 – 31 st THU
09/30 – 11 th MON	10/30 – 12 th TUE	11/30 – 12 th MON	12/30 – 31 st FRI
	10/31 – 11 th MON		12/31 – 31 st WED

**2020 CITATION AND WARRANT CITATION PROCEDURE
FOR SUSPENDED DRIVER'S LICENSES**

****14601 Violations- ALWAYS CRIMINAL COURT &
ALWAYS a MISDEMEANOR****

9:00 Must be written on the citation
& **AM** must be marked.

0900 hours and 9AM is **NOT** acceptable to the court.

Suspended driver's license violations will be cited to Criminal Court. A court date and time will be set by utilizing the court calendar for correct court dates.

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:

14601.(a) 14601.1(a) 14601.2(a) 14601.2(b)
14601.5(a)

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.

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.

14601 is NOT eligible for dismissal.

****ALWAYS CHECK THE DRIVER'S DMV RECORD TO ENSURE YOU
ARE CITING FOR THE HIGHEST 14601 CODE****

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**

When citing for a license violation AND NO OTHER CHARGE(S) ARE ADDED, the officer MUST write what constituted the probable cause for the traffic stop on the FACE of the citation (example: "PC - no stop lights.").

NO PRE-BOOKING FOR 12500, 12951 OR 14601 VC VIOLATIONS.

23103 and 23109 VC (CRIMINAL COURT)

When citing for 23103(a,b) or 23109(a-d), a **Form 2 is not required IF the violation is explained on the front (white copy) of the citation.**

- Stating the offense "Reckless Driving" is **not** 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****

**FILL OUT ALL PORTIONS OF THE CITATION AS COMPLETELY AS
POSSIBLE OR THE CITATION WILL BE RETURNED TO YOU FOR
COMPLETION. A RIGHT THUMB PRINT IS REQUIRED ON ALL
CRIMINAL CITATIONS PER DUTY MANUAL SECTION L 3104.**



**SAN JOSE POLICE DEPARTMENT'S CITATION
& WARRANT CITATION PROCEDURE
FOR CITING INTO CRIMINAL COURT
(HALL OF JUSTICE SUPERIOR COURT)**

**Set a court date utilizing the court calendar on the reverse side
of this handout. The court time is ALWAYS 9:00 a.m.
0900 hours or 9 a.m. is NOT acceptable to the court.**

*****ALWAYS ASSIGN CO-DEFENDANTS THE SAME COURT DATE*****

When citing for a misdemeanor violation heard in Criminal Court in combination with an Infraction or Misdemeanor charge heard in Traffic Court, mark the citation for Criminal Court (HALL OF JUSTICE).

**ALL CRIMINAL CITATIONS MUST INCLUDE THE ARRESTEE'S RIGHT
THUMB PRINT. The thumb print MUST be placed on the backside of the
pink copy of the citation (per Duty Manual Section L 3104).**

****JUVENILES CITED FOR MISDEMEANOR VIOLATIONS WILL BE CITED
INTO THE SANTA CLARA COUNTY JUVENILE COURT -
840 GUADALUPE PARKWAY, SAN JOSE****

****JUVENILES CITED FOR TRAFFIC VIOLATIONS (INFRACTIONS) WILL BE
CITED INTO THE SANTA CLARA COUNTY TRAFFIC COURT-
1095 HOMESTEAD ROAD., SANTA CLARA.****

***** JUVENILES BEING CITED FOR 12500(a) CVC,
Misd will appear in Juvenile Court - 840 Guadalupe Pkwy, San Jose.
All Infraction 12500(a) CVC in conjunction with another infraction violation
will be heard in Traffic Court*****

****When citing juveniles for MISC traffic violations, do NOT put a date or time
Check the boxes labeled "Juvenile Misd" and "To Be Notified" on the citation.
When citing for a misdemeanor traffic violation, you MUST complete a JCR as
well as a Form 15****

**REFERENCE GUIDE FOR
MUNICIPAL CODES HEARD IN TRAFFIC COURT
(1095 Homestead Rd., Santa Clara)**

THE FOLLOWING IS A PARTIAL LIST OF THE **MOST COMMON** MUNICIPAL
CODES HEARD IN **TRAFFIC COURT**:

6.46.040	11.84.010	13.44.130
7.40.030	13.44.020	13.44.140(b) -1 st
7.40.040	13.44.040	13.44.150
10.12.010	13.44.050	13.44.160
10.12.030	13.44.060	13.44.230
10.12.110	13.44.090	13.44.240(a) or (c)
11.34.010	13.44.100	15.10.200
11.34.070	13.44.110 (some)	

MC 13.44.240 AND MC 13.44.140 MUST BE MISC (UNTIL REDUCED BY COURT)

**WHEN CITING INTO TRAFFIC COURT, DO NOT SET A TIME.
SET A COURT DATE BY REFERRING TO THE COURT CALENDAR
ON THE REVERSE SIDE.**

****REQUIRED CHARGE FORMATS****

VC 4000(A)(1)
VC 5200(A) **NOT** VC 5200
VC 12500(A) **NOT** VC 12500 OR VC 12500(A)(1)
VC 12951(A) **NOT** VC 12951
VC 21208(A) OR VC 21208(B) **NOT** VC 21208
VC 22450(A) **NOT** VC 22450
VC 24400(A) **NOT** VC 24400

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