



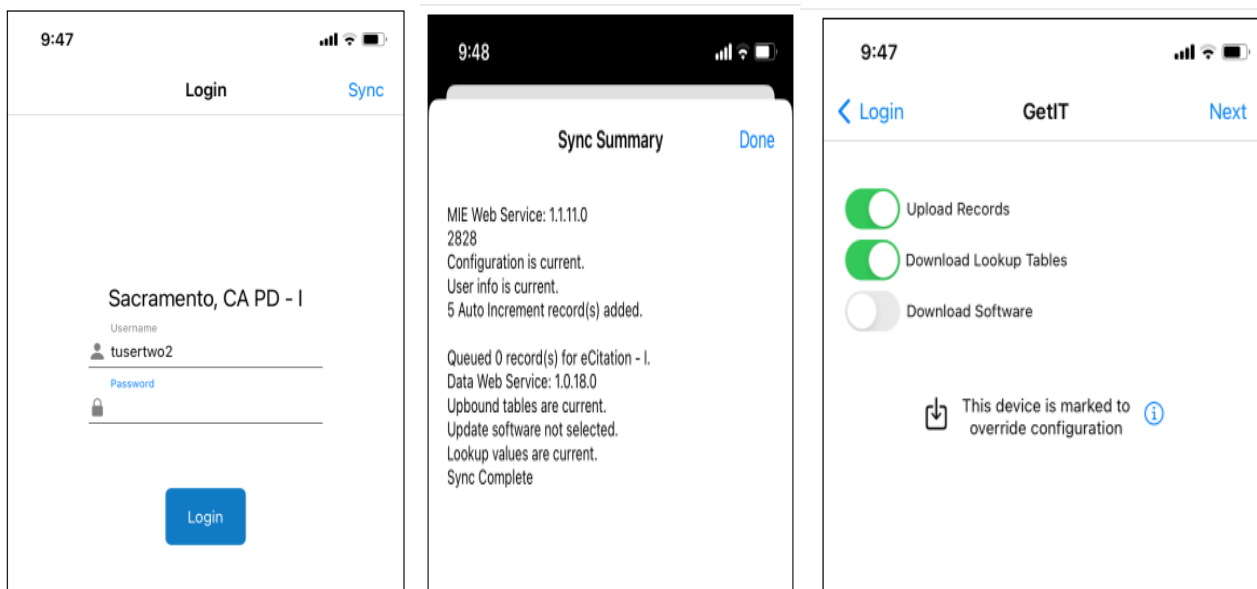
Roll Call Training Bulletin

Produced by: James Light/Doug Nelson, Sustainment
Prepared by: Jeremy Ratcliffe, PSU

Katherine Lester, Chief of Police
Volume 134

E-Cite Update, 2024 12-23-2023

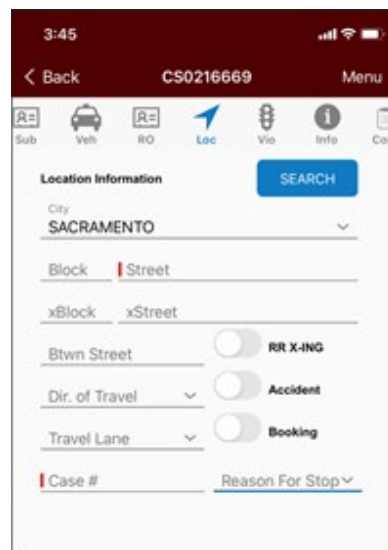
On January 1, 2024, Electronic Citations will move to a new format approved by the California Judicial Council. There will be changes to the Brazos App and the printed citation. SPD personnel will need to SYNC the Brazos E-cite App on their phones any time after 0001 hours on January 1, 2024, for the updates. The SYNC button can be found in the top right corner of the app. Follow the prompts to complete the sync prior to log in.



CHANGES TO THE BRAZOS APPLICATION:

REASON FOR STOP has been added to the LOCATION TAB

- This is a Mandatory field for all citations.
- This should match the REASON FOR STOP ENTRY on your RIPA entry





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EMAIL and **PHONE NUMBER** fields have been moved to the **SUBJECT** tab.

3:40

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User Court Sub Veh RO Loc

Suspect Information

DL # DL St
CA

Class Com

Last Name Suffix

First Name Middle

Address Apt #

City State
CA Zip

DOB Hair Eyes

Height Weight Sex

Race Ethnicity

Phone Email

VEHICLE DOT NUMBER is now available for entry on the **VEHICLE** tab.

3:41

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User Court Sub Veh RO Loc Vio

Vehicle Information

Type
Motor Vehicle

VIN Hzmt

License Plate CMV

State
CA Year

Make

Model

Color

Type
PASS Style

RegExp (MMYY) DOT #



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PRINTED CITATION, NEW FORMAT:

Court Appearance Time and Location has been moved to the top of the citation to make it more visible to the violator.

SACRAMENTO POLICE DEPARTMENT **CS0216668**

NOTICE TO:
 APPEAR IN COURT AT **08:00 AM** ON:
OR
 RESPOND TO CITATION BEFORE:
DATE: 03/18/2024
See below for detailed instructions

CAROL MILLER JUSTICE COURT
301 BICENTENNIAL CIR.
SACRAMENTO, CA 95828
(916) 669-5712
WWW.SACCOURT.CA.GOV

To Be Notified **>>>** **ACT BY THIS DATE TO AVOID A WARRANT OR ADDED FEES**

| Date of Violation | Time | Driver's License Number | Class | State |
|-------------------|------|-------------------------|-------|-------|
| | | | | CA |

CELL PHONE and **EMAIL** fields are visible on the violator copy

DECL. DATE _____ ARRESTING OFFICER, (if different from above) _____ SERIAL NO. _____

I promise to act by the date at the top of this citation. Signing DOES NOT admit guilt.

9167654534 **Test@test**

CELLPHONE - OPTIONAL (may be used for reminders) EMAIL - OPTIONAL (may be used for reminders)

X SIGNATURE

DEFENDANT COPY | FORM INFO
 Form Adopted for Mandatory Use
 Judicial Council of California
 TR-130, Traffic/Nontraffic Notice to Appear
 [Rev. Jan. 1, 2024]

Vehicle Code, 40500(b), 40513(b), 40522, 40800, Pen. Code, 853 B

The new TR-130 Revision date for Jan 1, 2024 will appear on citation

WHAT YOU NEED TO DO has been revised to assist violators in what steps to take after being issued a citation.

WHAT YOU NEED TO DO

STEP (1) Which box is checked on the top of the citation: APPEAR IN COURT or RESPOND TO CITATION?

STEP (2) Follow instructions based on the box checked on the top.

If APPEAR IN COURT is checked on the top of the citation

Your next step: Go to court on the date, time, and location on the front. Appearing in court is your **ONLY OPTION**. You can plead guilty or not guilty.

IMPORTANT: Missing court may result in a warrant for your arrest. Don't let that happen - go to court! The judge will explain next steps.

-> **Helpful Tip:** Put the court date in your calendar, set a reminder, start planning now.
 -> **Juveniles:** If you were under 18 years old at the time of the violation, you must bring a parent or guardian with you to court.

If RESPOND TO CITATION is checked on the top of the citation

Citations can take up to 14 days to show up in the court system. Keep checking to find your citation, and then complete Option A, B, C, or D by the date listed above.

Your next step: Choose an option below and respond by the date.

IMPORTANT: Not responding by the date on the front can result in a "failure to appear" charge, a guilty finding, an additional fee of up to \$100, and a hold on your car registration (owners responsibility).

- Option A: Pay or Ask for a Reduction (Guilty Finding)
 - Pay (online, call, in person). If you cannot pay in full now, contact the court (see the top for contact information) to request a payment plan or extension.
 - Ask for a reduction at MYCITATIONS.COURTS.CA.GOV (takes about 10 minutes).
Note: This option may add points to your driving record and affect insurance.

- Option B: Request Traffic School
 To avoid points on your driving record, you can request traffic school. You pay the citation plus an additional traffic school fee and complete traffic school. Contact the court to see if you are eligible.