



Roll Call Training Bulletin

Produced by: Jason Contreras, SPD Records Division
Prepared by: James Light, SPD Sustainment Team

Sam Somers Jr., Chief of Police

December 11th, 2013

This is a request from the SPD records, Sacramento County DA and the Sacramento County Traffic Court and is effective immediately.

There is a new procedure when issuing a citation for 484 PC, Petty Theft, when the dollar amount of the theft is \$50.00 (fifty) dollars or less. This change is due to the fact that all 484 PC, Petty Theft \$50.00 or less will now be handled by the traffic court at CMJC. **This only applies to 484PC, Petty Theft \$50.00 or less for Adults. Juvenile citations will continue to be written as Juvenile Misdemeanors and forwarded to the Juvenile Court.**

When issuing a citation for 484 PC, petty theft \$50.00 or less, officers should:

- Select the Misdemeanor check box on top of the citation
- Document the violation as 484PC Petty Theft, “ \$50.00 or less ”
- Circle the misdemeanor “M” for the misdemeanor violation
- Select the check box for the TRAFFIC COURT
- Use the Traffic Court Calendar Grid for CMJC to issue a court appearance date
- The rest of the citation should be filled out as normal with complete information

Please see below for a sample of a completed citation.

*****Exceptions*****

There will be two additional scenarios for officers to be aware of regarding 484PC, petty theft \$50.00 or less:

EXCEPTION #1

When an LPO/Security is holding a Suspect for 484PC \$50.00 or less and the suspect has additional fresh charges [drugs/weapons/etc]

- The Officer will take the entire report including the 484PC \$50.00 or less and book the suspect on all charges.
 - If an in custody citation is required, issue one citation with all charges to the superior court
- If the suspect meets the criteria for cite and release,
 - Issue one citation with all charges to the Superior Court.

EXCEPTION #2

When an LPO/Security is holding a Suspect for 484PC \$50.00 or less and the suspect has warrants.

- If the Officer takes the Suspect into custody for the warrants only, the entire 484PC \$50.00 or less will be left for the LPO/Security to submit for a warrant request through SPD Records as is their normal process.

If you have any questions please contact SPD Records Division or CMJC.



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CITY OF SACRAMENTO
POLICE DEPARTMENT
NOTICE TO APPEAR

MISDEMEANOR
 TRAFFIC
 NON-TRAFFIC

1104928

DATE OF VIOLATION	TIME	DAY OF WEEK	REPORT NUMBER		
NAME (FIRST, MIDDLE, LAST) ADULT SUSPECT					<input type="checkbox"/> Owner's Responsibility (Veh. Code, § 40001)
RESIDENCE ADDRESS					
CITY		STATE	ZIP CODE	<input type="checkbox"/> JUVENILE (Phone No.)	
DRIVER LICENSE NO.	STATE	CLASS	COMMERCIAL <input type="checkbox"/> YES <input type="checkbox"/> NO	AGE	BIRTH DATE
SEX	HAIR	EYES	HEIGHT	WEIGHT	RACE
VEHICLE LIC. NO. OR VIN		STATE	EXP DATE	<input type="checkbox"/> COMMERCIAL VEHICLE (Veh. Code, § 16210(b))	
YR OF VEH	MAKE	MODEL	BODY STYLE	COLOR	<input type="checkbox"/> HAZARDOUS MATERIAL (Veh. Code, § 363)
REGISTERED OWNER OR LESSEE (FIRST, MIDDLE, LAST)				<input type="checkbox"/> SAME AS DRIVER	
ADDRESS				<input type="checkbox"/> SAME AS DRIVER	
CITY		STATE	ZIP CODE		
CORRECTABLE VIOLATION (Veh. Code, § 40610)			<input type="checkbox"/> BOOKING REQUIRED		MISDEMEANOR OR INFRACTION (CIRCLE)
YES	NO	CODE AND SECTION	DESCRIPTION		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	484 PC	PETTY THEFT	<input checked="" type="checkbox"/>	M
<input type="checkbox"/>	<input type="checkbox"/>		" \$50.00 or less "		M
<input type="checkbox"/>	<input type="checkbox"/>				M
<input type="checkbox"/>	<input type="checkbox"/>				M
SPEED APPROX.	PFMAX SPD	VEH. LMT.	SAFE	RADAR	DIRECTION OF TRAVEL
LOCATION OF VIOLATION(S):				<input type="checkbox"/> ACCIDENT	CITIZEN'S <input type="checkbox"/> YES ARREST <input type="checkbox"/> NO
COMMENTS:(WEATHER, ROAD AND TRAFFIC COND.)			X-REFERENCE NO.	<input type="checkbox"/> CONT. FORM ISSUED	
<input type="checkbox"/> VIOLATION(S) 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.					
ARRESTING OR CITING OFFICER AND BADGE			DATE		
NAME OF ARRESTING OFFICER IF DIFFERENT FROM CITING OFFICER					
WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.					
<input checked="" type="checkbox"/> SIGNATURE					
WHEN AND WHERE: * DATE ISSUED PER * TRAFFIC 6E10					
<input checked="" type="checkbox"/> TRAFFIC - YOU MUST APPEAR ON OR BEFORE TRAFFIC 6E10 AT THE CLERK OF SACRAMENTO COURTS, 301 BICENTENNIAL CIRCLE - ROOM 100, SACRAMENTO, CA 95814. (916) 875-7800. HOURS 8:30 AM TO 4:00 PM M-F (916) 875-7800					
<input type="checkbox"/> ADULT MISDEMEANOR - YOU MUST APPEAR AT 8:30 AM ON _____ AT DEPARTMENT 3, MUNICIPAL COURT, 720 9TH STREET, SACRAMENTO, CA 95814. (916) 874-6744					
<input type="checkbox"/> JUVENILE MISDEMEANOR - YOU WILL BE NOTIFIED BY THE JUVENILE COURT DEPARTMENT BY LETTER WHEN TO APPEAR. THEY WILL CONTACT YOU. (916) 876-6122					

RIGHT THUMB PRINT

WHAT TO DO:
FOLLOW THE
INSTRUCTIONS
ON THE REVERSE

ORIGINAL



* 1 1 0 4 9 2 8 *

Judicial Council of California Form
Rev 08/20/06 (Veh Code § 5 40500(b),
40613(b), 40622, 40600; Pen Code, § 863.9)

SEE REVERSE
TR-130