
	<b>Florida State University Police Department</b>	
<b>Juvenile Civil Citation Program</b>		
Revision Effective Date: 09/01/17	<b>General Order 710</b>	Attachments: <i>Instructions for Form Completion</i>
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**Policy - Juvenile Civil Citation Program Policy**

There is established a juvenile civil citation process for the purpose of providing an efficient and innovative alternative to custody by the Department of Juvenile Justice of children who commit **non serious delinquent acts** and to ensure swift and appropriate consequences. It is the policy of the FSU Police Department (FSU PD) to be an active participant in the Juvenile Civil Citation Program as established by the Department of Juvenile Justice for the local law enforcement agencies within Leon County. Under such a juvenile civil citation program any law enforcement officer, upon making contact with **a juvenile who admits having committed a misdemeanor**, may issue a civil citation assessing not more than 50 community service hours in lieu of being charged with a criminal offense.

**Procedures**

**A. Criteria for Issuance of a Civil Citation**

An officer may issue a civil citation upon making contact with or taking into custody a juvenile who meets the following criteria:

1. Has no prior arrests.
2. Has no prior civil citations.
3. Agrees to the issuance of the civil citation.
4. Resides in Liberty, Leon, Franklin, Wakulla, Gadsden, and/or Jefferson Counties.
5. Juvenile admits to having committed the misdemeanor offense.

**B. Procedures for Issuing a Civil Citation**

Officers shall determine the eligibility of the juvenile for the issuance of a civil citation as defined in the previous section of this General Order. Officer may determine the prior history of the juvenile by contacting the Truancy Center, or after hours, the Juvenile Assessment Center (JAC).

1. Officers must advise the juvenile of the option to refuse the civil citation and, as an alternative, to receive a referral to the JAC. The signature of the juvenile on the Civil Citation Form attests to this agreement. Officers shall attempt to notify a parent/guardian and document the results on the Civil Citation Form. Officers shall ensure that the right thumbprint of the juvenile is placed on the Civil Citation Form.

2. Officers shall not assess more than 50 community service hours. The JAC Civil Citation Case Manager may require participation in intervention services appropriate to the identified needs of the juvenile, including family counseling, urinalysis monitoring, substance services, and mental health services.
3. Officers shall include elements of the crime and pertinent information on the Civil Citation Form, which will serve as the incident report. This shall be in addition to a complete incident report records in the Spillman System.
4. A case number shall be generated and biographical information of the juvenile offender entered into the Master Name File on the Spillman System.
5. Officers shall issue Miranda warnings prior to the signature of the juvenile on the Civil Citation Form. Officers must explain to the juvenile the difference between an actual arrest and a civil citation. Officers shall document this information on the Civil Citation Form for use by the Lieutenant for Accreditation and Professional Standards, who, at a future point, may require the initiating officer to complete an arrest affidavit in the event the juvenile fails to complete his or her program assignment.
6. The issuance of a civil citation does not constitute an arrest as defined in Section 985.301, F.S. A copy of the Civil Citation Form shall be forwarded to JAC.
7. The juvenile must contact the JAC Civil Citation Case Manager within seven (7) working days after the citation issuance date. The community service work assignment shall be accomplished at a rate of not less than five (5) hours per week.
8. If the issuance of a Civil Citation Form is not the appropriate course of action, the officer must document on the arrest affidavit or incident report the specific reason(s) for not utilizing the Juvenile Civil Citation Program. For example, uncooperative juvenile, failure to admit to offense, restitution a requirement for the offense, prior arrests and/or civil citations, the offense is a traffic violation or the offense is a felony.
9. Supervisors are directed to mark all Civil Citation Forms with an "open case" status.

**C. Responsibilities of the JAC Case Officer and Lieutenant for Accreditation and Professional Standards**

When notified by the JAC Civil Citation Case Manager that the juvenile has completed the Program, the officer initiating the civil citation against the juvenile shall complete a continuation report with the case status designated of "closed by exceptional clearance."

1. Should the juvenile fail to report for a work assignment in a timely manner, fails to complete a work assignment, fails to comply with the assigned intervention services within the prescribed time period, or commits a new offense, the Lieutenant for Accreditation and Professional Standards shall forward the information to the officer initiating the civil citation against the juvenile. Subsequently, that officer shall complete the appropriate arrest affidavit and incident report alleging that the juvenile has committed a delinquent act.
2. Should the juvenile commit a new offense prior to completing the Program requirements, the juvenile shall be charged with both the original and new offenses.

**Glossary**

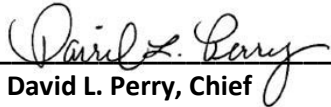
**Civil Citation Program**—A formal process established through the Chief of the 2<sup>nd</sup> Judicial Circuit, the State Attorney, and the Public Defender that permit an arresting officer to offer a youth upon initial contact/custody up to 50 hours of community service in lieu of being charged with a criminal offense. See **FFS. 985.12**

**JAC Civil Citation Case Manager**—A employee working in the JAC who coordinates the administration of the Civil Citation Program and reports on the progress of each juvenile through all requirements of the program.

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Juveniles, Civil Citations

**Attachment**—*Instructions for Form Completion*

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