



MIAMI-DADE JUVENILE SERVICES DEPARTMENT CIVIL CITATION PROGRAM

1. Civil Citation Program Description and Criteria for enrollment.
2. Law Enforcement Instructions: 24 / 7 JAC contact #s
**305-755-6130; 305-755-6136; 305-755-6137
and 305-755-6294.**
3. Miami Dade Civil Citation Form
4. Release Agreement and
5. 50 Day calendar
6. <http://www.miamidade.gov/juvenileservices/civil-citation.asp>
7. Brochure
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Criteria for Participation in Miami-Dade County Civil Citation Program

Eligible juvenile misdemeanor offenders are afforded the opportunity to participate in The Miami-Dade County Civil Citation Program. Participation is voluntary. A criterion for eligibility is as follows:

- a. Effective as of **October 1st, 2015** first, second and third time misdemeanor offenders are eligible to participate in the process/program.
- b. Presently all referred first time misdemeanor cases are processed under the program.

Other Accepted Charges

The program is designed to offer services to all cases with misdemeanor offenses including the five offenses listed below. Once a referral is made by LEO into the program, The State Attorney's Office reviews the information to allow the youth to receive services or to process the case as a regular arrest.

1. Potentially eligible with approval of victim/family and SAO:
 - a. Battery (includes domestic violence)
 - b. Assault
 - c. Weapon possession cases (non-firearm)
 - d. Animal Cruelty
 - e. Graffiti / Criminal Mischief cases will require 40 hours of community service and restitution to the victim

Excluded Charges

2. Ineligible for Civil Citation Program:
 - a. Any misdemeanor that involves the possession/use of a firearm
 - b. Any misdemeanor that involves exposure of sexual organ or other sexual related behavior (i.e. prostitution, lewd and lascivious behavior)
 - c. Any misdemeanor that is directly related to (or part of) gang activity

Civil Citation Program Law Enforcement Instructions

The Miami-Dade County-wide Civil Citation Program accepts all 1st time misdemeanor offenders. Effective October 1st, 2015 second and third time offenders will be afforded the opportunity as well. If an officer decides to issue a civil citation please follow one of the two sets of procedures listed below.

To issue a Civil Citation in the field

1. The Officer may issue the youth a Civil Citation in the field by completing the Miami-Dade Juvenile Services Department's Civil Citation form along with the original arrest form, and release agreement using the 50 day court calendar. The officer can then release the youth to a parent, relative, guardian, or other responsible adult.
2. The officer must positively identify the youth using contacting the JAC facility 24hours numbers 305-755-6130; 6136; 6137 and/or 6294. Cross reference identity by using a Florida ID card/driver's license, school picture ID, and/or parents.
3. After releasing the youth to a parent, guardian, or other responsible party, the officer will group the original arrest affidavit along with the Civil Citation form, and release agreement. The officer takes the package to their police station and speaks with or leaves a message for the **Referral Reduction Coordinator at 305-755-6239, and faxes a copy of the package to 305-755-6301.**
4. The original package will be forwarded to the Juvenile Services Department **at 275 NW 2nd Street, second floor Miami, Florida 33128** within 48 hours (*paperwork may be forwarded via interoffice mail or regular mail*).

When transporting an eligible Civil Citation juvenile to the JAC

1. If the Officer decides to transport the youth to the Juvenile Services Department's JAC for positive identification and Civil Citation processing, the officer will sign the Civil Citation form, and complete all of the required forms and paperwork for booking a juvenile into the JAC.
2. The officer will then bring the pink copy of the A-form to the SAO located on the second floor at the JAC.

Miami-Dade County Juvenile Services Department



Juvenile Civil Citation Form F.S. 985.12

275 N.W. 2nd Street Miami FL, 33128

Juvenile's Name: Citation, Johnny			PD Case # PD150519-123456		
DOB: 04/07/2000	Race:	Sex: Male	SSN or Student ID:		
S/M/T: Y / N	HT: 5'9	WT: 170lbs	Hair: Brown	Eyes: Brown	
Home Address: 1234 SW 56 th street #A					
City: Miami	State: FL	Zip: 33123	Phone #'s: 111-222-3333		
Incident Location: 567 NW 89 Street			Date: 5/19/15	Time: 1500 am/pm	
1st Offense: Resist W/O			2nd Offense: Disorderly Conduct		
School: City of Miami Sr. High School				Grade: 9 th	
Parent/Guardian: Citation, Parent		Cell# 111-222-3334	Work# 111-222-3345		

Demographics- Scars, marks or tattoos (S/M/T)

Narrative: See Arrest Affidavit Enclosed

You must call the Juvenile Services Department during business hours, Monday through Friday, 9:00 A.M- 5:00 P.M., to schedule an appointment at the location listed below within 5 to 7 business days. Failure to schedule an appointment will result in criminal charges being filed and your child will have an arrest record.

Juvenile Services Department
275 N.W. 2nd Street
Miami, Florida 33128
Phone #: (305) 755-6282 / 6283
(305) 755-6239
Fax #: (305) 755-6301

I further understand that under Florida Rules of Juvenile Procedures, I have a right to have my case brought to trial within ninety (90) days from the date of arrest. In order to be considered for participation in a Civil Citation Initiative, I do hereby freely and voluntarily waive my right to a speedy trial, pursuant to the Florida Rules of Juvenile Procedure, Juvenile Constitution and the United States Constitution. Additionally, I understand that if I am accepted into Civil Citation Initiative and I violate any of the rules of the Citation, my case will be forwarded to the appropriate court for prosecution.

Speedy waiver

Solely for the purpose of the Civil Citation Program (CCP), I admit to the offense(s) cited and waive my right to appear in court. I agree to have my case handled by the Miami-Dade County Juvenile Services Department Civil Citation Program. I understand that there may be sanctions assigned by the Civil Citation Program and/or partner agencies as authorized. **Additionally, I understand that I will be arrested and prosecuted for the offense(s) listed above if:**

- The victim objects to my participation in this program
- I fail to report to the Civil Citation Program assigned
- I am arrested for any other crime prior to completion of the Civil Citation Program
- I do not live, or continue to live in the State of Florida
- I fail to comply with the terms and conditions of the Civil Citation Contract

Rules

_____	5/19/15	_____
JUVENILE'S SIGNATURE	DATE	OFFICER/TRANSPORTER'S SIGNATURE
Officer, Law Cop	MDPD	111(02)
OFFICER/TRANSPORTER'S NAME (Print)	AGENCY NAME	COURT I.D #/LOC.CODE

Was Parent/Guardian Contacted? Y / N

1st Attempt Date 5/19/15 Time 1535
 2nd Attempt Date _____ Time _____

Parent or Responsible Adult's Signature _____

Distribution: White-Youth/Parent/Guardian • Yellow-JSD/Referral Reduction Coordinator

(Right Thumb Print)

**NOTICE TO APPEAR
RELEASE AGREEMENT**

Date: 5/19/15

CHILD'S NAME: Citation, Johnny P.C. #: PD150519-123456

You are hereby directed and agree to appear with the person named above, before the Circuit Court Juvenile Division, 155 N.W. 3rd Street, Miami, Florida, on Wednesday the 08th (date)

JUN, 2015 at 8:30 A.M. on the above mentioned case, pursuant to (month)

Administrative Order No. 94-20 and section 985.115(2)(a) Florida Statutes.

The State Attorney's office may refer your case to a special program. If this occurs, you will receive a notice by phone or by mail to bring the child named above to the program prior to the above date. If you appear with the child at the program, and the child is accepted into the program, you will be provided with a written notice that you do not have to appear in court on the above date and time. However, if at any time the child fails to comply with the terms of the program, the case will be returned to the State Attorney for filing in court. If you do not receive the written notice from the program, you must appear on the above date.

FAILURE TO APPEAR MAY RESULT IN AN ORDER BEING ISSUED TO TAKE THE ABOVE NAMED CHILD INTO CUSTODY AND YOUR BEING CITED FOR CONTEMPT OF COURT, WHICH COULD RESULT IN YOUR BEING PUNISHED BY A FINE OR JAIL OR BOTH.

You must notify the Clerk of the Court (Juvenile Division 305-679-2189) any time your address changes. By signing this agreement you waive the necessity of serving you with a summons for the above date.

(ATTACHED IS THE ARREST AFFIDAVIT WHICH INDICATES THE CHARGES)

X

Child's signature

X

Parent's or other responsible
adult's signature and relationship

Officer's signature
I swear the information in this release
agreement is true and correct to the best
of my knowledge and belief.

X

Address

Dept. I.D. Number

Karego DEPT. OF Juvenile Justice Telephone # 305-755-6239
Department of Juvenile Justice Intake Screener authorizing release

ATTACHED TO ARREST AFFIDAVIT

11701-101 3/15

DISTRIBUTION: WHITE - Parent GREEN - Respondent YELLOW - Court PINK - State Attorney GOLDENROD - Police Officer

What is Civil Citation - Statewide process authorized by FL Statue 985.12 that allows for certain misdemeanor offences to be eligible for the Civil Citation Program (CCP). This process can now be utilized up to three times for any eligible misdemeanor offence with approval from the State Attorney's Office (SAO).

All juvenile misdemeanor offences are eligible for CCP except for the following;

- Misdemeanor that involves the possession/use of a firearm
- Misdemeanor that involves exposure of sexual organ and/or other sexual related behavior (i.e. lewd and lascivious behavior)
- Misdemeanor that is directly related to (or part of) gang activity

Other misdemeanor offenses that are eligible, but require the victim(s) and/or SAO approval are as follows:

- Simple Battery (including domestic violence)
- Simple Assault
- Graffiti / Criminal Mischief cases (restitution may be required)
- Weapon possession cases – non-firearm (i.e. carrying concealed weapon)
- Animal Cruelty

How it works - The Law Enforcement Officer (LEO) will either issue an **On-Site** or **Off-Site** Civil Citation to an eligible youth and provide required documentation to the Miami-Dade Juvenile Services Department.

- **On-Site Process**

- LEO transports the youth to the Juvenile Assessment Center (JAC) for positive identification and processing
- LEO signs the Civil Citation Form and other required JAC facility forms.
- LEO takes copy of the Complaint/Arrest Affidavit to SAO and completed the case pre-file

- **Off-Site Process**

- Officer calls the 24/7 JAC phone #'s **(305) 755-6130; (305) 755-6136; (305) 755-6137; (305)755-6294** to verify eligibility and cross reference identity by using a Florida ID card/driver's license, school picture ID, and/or parents when at all possible.
- If youth eligible, the LEO completes the **Arrest Affidavit**, **Civil Citation Form** and **Notice to Appear-Release Agreement** (50 Day Court Calendar).
- Youth is released to parent, legal guardian or responsible adult. Paperwork is signed, and copies provided to the parent.
- Officer will fax over documentation to (305) 755-6301 prior to forwarding **original** arrest affidavit along with **signed** copies of the Civil Citation Form and Release Agreement to the Civil Citation Coordinator; Jeffrey Cordero at 275 NW 2nd St, 2nd Floor Miami FL, 33128. The documentation can also be forwarded via emailed to JAC0094@miamidade.gov