



Departmental Memorandum

Volume 24-19

To: All Police

Katherine Lester, Chief of Police

From: Captain James Harrington, Support Services Division

Paper Citations (No Longer Allowed) Update

11-19-2024

The purpose of this departmental memorandum is to provide an update to the usage of paper notices to appear (citations). This memorandum expires upon publication of General Order 523.04 (Notice to Appear [Citations]), last revised on 05-30-2017.

In 2024, the Judicial Council of California enacted recommendations to citations to improve understanding of cited persons, remove redundant fields, and standardize officer-recorded information.

To reflect the new requirements, the Sustainment Team updated the department's electronic citations and produced Roll Call Training Bulletin 134 (E-Cite Update) to ensure officers utilize the updated format.

Due to this, any existing paper citations do not comply with the updated notice to appear requirements and shall no longer be used to issue notices to appear. The department does not intend to procure additional paper citations since it requires additional work to comply with the Carol Miller Justice Center's electronic-citation submission requirements.

Officers without electronic citation access should request the assistance of an officer with a department issued smartphone to issue an electronic notice to appear. Officers should be aware of possible 4th amendment violations associated with lengthy delays in issuing a notice to appear to a detained subject. Officers should consider submitting a warrant request if waiting to issue a notice to appear would be unreasonable.