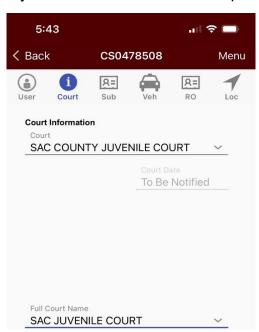
Produced by: Officer James Light, Sustainment Team Prepared by: Officer Mark Kimble, PSU Katherine Lester, Chief of Police Volume 25-3

Accelerated Juvenile Citation Update

5-29-2025

With paper citations no longer being utilized (reference Departmental Memorandum 24-19), the Sustainment Team has developed the necessary steps to complete an accelerated juvenile citation in Brazos. Below is the process to be followed.

- 1. Log into Brazos Ecite and start your new citation:
 - a. Court: Select "Sac County Juvenile Court" from the drop-down menu.





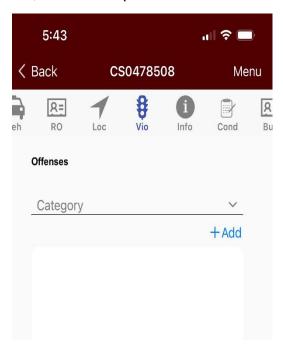
Roll Call Training Bulletin

Produced by: Officer James Light, Sustainment Team

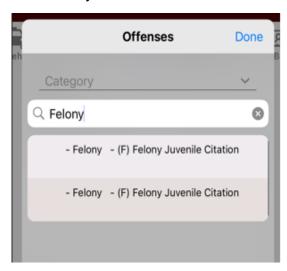
Prepared by: Officer Mark Kimble, PSU

Katherine Lester, Chief of Police Volume 25-3

b. From the Violation tab, select the option to add a violation:



- c. Type in the keyword FELONY.
- d. Select either option for Felony Juvenile Citation.



e. Select Non-Correctable.



Roll Call Training Bulletin

Produced by: Officer James Light, Sustainment Team

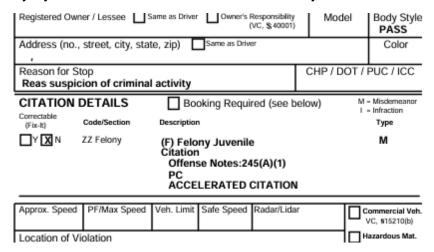
Prepared by: Officer Mark Kimble, PSU

Katherine Lester, Chief of Police Volume 25-3

f. In the notes area, type in the full charge followed by "Accelerated Citation."



- g. Complete the citation to include your signature.
- h. Print the citation.
 - Your charge and notes will appear in the description field.
 - Disregard the Misdemeanor notation in the Type field. The citation will be processed as a felony by Records and the Sacramento County Juvenile Court.



i. Complete your MRE report with the appropriate charges to match the citation.



Roll Call Training Bulletin

Produced by: Officer James Light, Sustainment Team Katherine Lester, Chief of Police Prepared by: Officer Mark Kimble, PSU Volume 25-3 Should you have any questions, or have any issues, with completing an accelerated juvenile citation, please contact Officers James Light or Doug Nelson (Office: 916-808-0322).