



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

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.

The screenshot shows the mobile app interface for Brazos Ecite. At the top, the status bar displays the time 5:43, signal strength, Wi-Fi, and battery. Below the status bar is a dark red header with a back arrow, the citation number CS0478508, and a menu icon. A navigation bar below the header contains icons for User, Court (selected), Sub, Veh, RO, and Loc. The main content area is titled "Court Information" and shows a dropdown menu for "Court" with "SAC COUNTY JUVENILE COURT" selected. Below this is a field for "Court Date" with the value "To Be Notified". At the bottom, there is a field for "Full Court Name" with "SAC JUVENILE COURT" selected.



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

A screenshot of a mobile application interface. At the top, a dark red header bar contains the time "5:43", signal and battery icons, and navigation options: "< Back", "CS0478508", and "Menu". Below the header is a horizontal menu with icons and labels: "eh", "RO", "Loc", "Vio" (highlighted with a blue icon), "Info", "Cond", and "Bu". The main content area is titled "Offenses" and features a "Category" dropdown menu with a downward arrow. Below the dropdown is a blue "+ Add" button. The bottom of the screen shows a white rectangular input field.

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

A screenshot of the mobile application interface showing search results. The header bar is dark red with "Offenses" in the center and "Done" in blue on the right. Below the header is a "Category" dropdown menu. A search bar contains the text "Felony" with a magnifying glass icon on the left and a close button (X) on the right. Below the search bar, two identical search results are displayed: "- Felony - (F) Felony Juvenile Citation". Each result has a light purple background and a darker purple bar at the bottom.

- e. Select Non-Correctable.



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

Cancel Offense Info Save

Citation Type: Citation Non Corre...

245(A)(1) PC 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.

| | | | | |
|--|---|---|---|---|
| Registered Owner / Lessee | <input type="checkbox"/> Same as Driver | <input type="checkbox"/> Owner's Responsibility (VC, § 40001) | Model | Body Style PASS |
| Address (no., street, city, state, zip) | | | <input type="checkbox"/> Same as Driver | Color |
| Reason for Stop Reas suspicion of criminal activity | | | CHP / DOT / PUC / ICC | |
| CITATION DETAILS | | | | |
| Correctable (Fix-It) | Code/Section | Description | Type | |
| <input type="checkbox"/> Y <input checked="" type="checkbox"/> N | ZZ Felony | (F) Felony Juvenile Citation Offense Notes: 245(A)(1) PC ACCELERATED CITATION | M | |
| <input type="checkbox"/> Booking Required (see below) | | | | |
| M - Misdemeanor I - Infraction | | | | |
| Approx. Speed | PF/Max Speed | Veh. Limit | Safe Speed | Radar/Lidar |
| Location of Violation | | | | <input type="checkbox"/> Commercial Veh. VC, §15210(b) <input type="checkbox"/> Hazardous Mat. |

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



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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).