

Civil Citation Tracking

Civil Citation gives misdemeanor offenders the opportunity to participate in intervention services at the earliest stage of delinquency. Florida law requires law enforcement to provide a reason to DJJ when youth who are eligible for Civil Citation are referred to DJJ instead.

Registration Wizard

When adding new charges into JJIS on Step 7 of the Registration Wizard (add new referral; intake); you will be asked if youth is eligible for civil citation? If Yes, you will be required to identify the reason why the youth was not referred. The question must be answered even if the charge is a felony. The question is disabled for FS 999. You will need to answer the question for every charge in the referral.

NOTE: Civil Citation eligible should be selected as “YES” for all first-time misdemeanor offenses and any other offenses that meet local policy eligibility.

Is this offense eligible for Civil Citation program? *

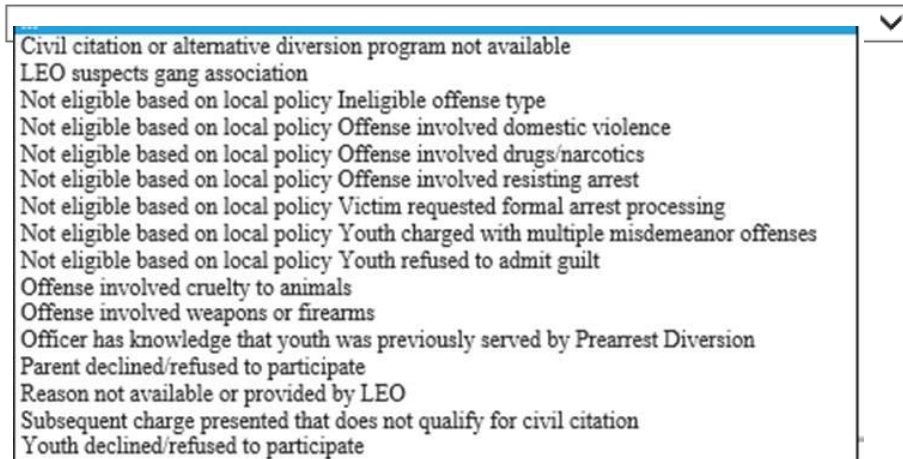
Is this offense eligible for Civil Citation program? * Yes No

Answer YES or NO

If you answer YES, you will be required to provide the reason why the youth was not referred (from the list provided).

Select reason why the youth was not referred to Civil Citation program? *

Select reason why the youth was not referred to Civil Citation program?*



Civil citation or alternative diversion program not available
LEO suspects gang association
Not eligible based on local policy Ineligible offense type
Not eligible based on local policy Offense involved domestic violence
Not eligible based on local policy Offense involved drugs/narcotics
Not eligible based on local policy Offense involved resisting arrest
Not eligible based on local policy Victim requested formal arrest processing
Not eligible based on local policy Youth charged with multiple misdemeanor offenses
Not eligible based on local policy Youth refused to admit guilt
Offense involved cruelty to animals
Offense involved weapons or firearms
Officer has knowledge that youth was previously served by Prearrest Diversion
Parent declined/refused to participate
Reason not available or provided by LEO
Subsequent charge presented that does not qualify for civil citation
Youth declined/refused to participate

Save the charge; add new charge if applicable. You will repeat for each charge entered. SAVE and either add new referral or move to Step 8.

If you answer NO, the reason list will be disabled.

Maintenance Modules- Referral/Charge Maintenance

If adding new charges to an existing referral, if editing an existing charge- you will be required to answer if offense was eligible for civil citation and if yes, why the youth was not referred. The question must be answered for each charge entered within a referral. The question must be answered even if the charge is a felony. The question is disabled for FS 999.

NOTE: Civil Citation eligible should be selected as “YES” for all first-time misdemeanor offenses and any other offenses that meet local policy eligibility.

Is this offense eligible for Civil Citation program? *

**Is this offense eligible
for Civil Citation
program? *** Yes No

Answer YES or NO

If you answer YES, you will be required to provide the reason why the youth was not referred (from the list provided).

Select reason why the youth was not referred to Civil Citation program? *

**Select reason why
the youth was not
referred to Civil
Citation program?***

- Civil citation or alternative diversion program not available
- LEO suspects gang association
- Not eligible based on local policy Ineligible offense type
- Not eligible based on local policy Offense involved domestic violence
- Not eligible based on local policy Offense involved drugs/narcotics
- Not eligible based on local policy Offense involved resisting arrest
- Not eligible based on local policy Victim requested formal arrest processing
- Not eligible based on local policy Youth charged with multiple misdemeanor offenses
- Not eligible based on local policy Youth refused to admit guilt
- Offense involved cruelty to animals
- Offense involved weapons or firearms
- Officer has knowledge that youth was previously served by Prearrest Diversion
- Parent declined/refused to participate
- Reason not available or provided by LEO
- Subsequent charge presented that does not qualify for civil citation
- Youth declined/refused to participate

Save for each charge. Repeat as necessary.

If you answer NO, the reason list will be disabled.

IT Management Reports

Report are available in IT management reports for permissioned users. User will go to IT Management Report, select prevention and then select desired report from drop down:

Civil Citation Program Participant Information

Civil Citation Eligible Offenses Tracking Report