

Civil Citation Tracking

Revised July 2020

The 2019 Florida Statutes

- Civil citation and similar prearrest diversion is vital to DJJ's efforts to reform the juvenile justice system by giving misdemeanor offenders the opportunity to participate in intervention services at the earliest stage of delinquency.
- When a law enforcement officer presents a youth to the Department for processing that was eligible for civil citation but not referred, the law enforcement officer will provide the reason on or with the arrest affidavit or notice to appear, as required by s. 985.126 4(b).
- The Department will select reason provided from drop down menu in JJIS when processing youth.

Reasons

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

Registration Wizard- Step 7

- When adding a new referral via Registration Wizard, on STEP 7 you will be asked if this offense is eligible for Civil Citation? [Civil Citation eligible should be selected as “YES” for all first-time misdemeanor offenses]
- If YES is selected, you will be required to identify the reason why the youth was not referred.
- This question must be answered for each charged entered on referral; including felonies.
- The question is disabled when entering FS 999.

Offense on School Property Yes No

* School Circuit*

School Location of Offense*

Domestic Violence* Yes No

Firearm seized/involved* Yes No

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? * Yes No

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

Charge Requires No Victim Information

If the charge does not meet civil citation eligibility- answer NO; the reason list will be disabled.

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

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

Select reason why youth was not referred

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

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

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Subsequent charge presented that does not qualify for civil citation
Youth declined/refused to participate

Maintenance Modules – Referral /Charge Maintenance

- If adding new charges to an existing referral OR editing an existing charge- you will be required to answer if offense was 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 for each charge; including felonies.
- The question is disabled for FS 999.
- If the charge does not meet civil citation eligibility- answer NO; the reason list will be disabled.

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? Yes No

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

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? Yes No

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
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- Reason not available or provided by LEO
- Subsequent charge presented that does not qualify for civil citation
- Youth declined/refused to participate