

OPERATION

CLEANSWEEP

School Safety Program

Success With Enforcement / Education Partnership

Cite Writer Manual



JOHN McMAHON, SHERIFF - CORONER

San Bernardino County Sheriff's Department



JOHN McMAHON, SHERIFF-CORONER



From the Office of the Sheriff

Dear CleanSWEEP Participant,

Thank you for taking part in one of the most important and innovative community-policing programs to come along in the last few years – Operation CleanSWEEP. This Sheriff's Department/School District partnership has gone, and will continue to go, a long way toward reducing incidents of violence, disruption, and disrespect on the school campuses of San Bernardino County.

It is due to committed and involved professionals like yourselves that this program has the chance to improve the educational environment. You may be sure that the Sheriff's Department will do everything in its power to back you up in the performance of your CleanSWEEP duties, and to help make this significant undertaking the success we all want it to be.

Again, thank you for taking part in today's training activities, and the best of luck in your endeavors.

Best Wishes,

A handwritten signature in blue ink, appearing to read "John McMahon".

John McMahon, Sheriff – Coroner
San Bernardino County

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OPERATION CleanSWEEP*

Cite Writer Manual Table of Contents

Part I	Curriculum.....	4
Part II	Overview.....	7
Part III	Crime Elements.....	10
Part IV	Forms.....	21
Part V	Disposition and Routing.....	32

Success With Enforcement / Education Partnership

OPERATION CleanSWEEP*

Part I

Curriculum Guide

Success With Enforcement / Education Partnership *CURRICULUM GUIDE*

OPERATION CleanSWEEP Juvenile Citation Program

I. Program

Operation CleanSweep is a coalition of law enforcement, educators and courts whose focus is to promote a safe learning environment for our children. The program was created to help schools within San Bernardino County manage the challenges they are facing when dealing with the safety of students.

II. Course Description

This course is designed to train San Bernardino County School personnel on the Juvenile Citation portion of Operation CleanSWEEP. The course will focus on the elements of various crimes involving students on campuses. It will also assist administrators on the proper procedures for citing students directly into court for violations.

III. Course Objective

A. Description

The Juvenile Citation Program is designed to familiarize faculty and administrators with the proper procedure for issuing citations to juvenile offenders on the school campus.

B. Procedures for recognizing the elements of the crimes.

C. Completion of citation and accompanying synopsis.

D. Filling out the Marijuana Kit and proper sealing for evidentiary purposes.

E. Evidence Collection for CleanSWEEP.

IV. Scope and Content of Training

A. What is a citation?

The citation is a Notice to Appear which lists the date, time, and location of the incident as well as the specific crime itself. The offender signs the citation (upon the deputy's direction), indicating a promise to appear in court. Signing the notice is not an admission

of guilt. Cite writers will be instructed on the proper procedure for filling out the citations and the continuation sheet, as well as how to accurately write the synopsis.

B. Who can be cited?

The cite writers can cite all students from the age of 10 through 17. Students who are 18 or older will be handled by the local law enforcement agency.

C. Where does the citation go?

All citations that have been written at the school will be picked up by a Deputy Sheriff. The officer will review the citations and accompanying continuation sheet for completeness. He or she will then instruct the juvenile to sign, and personally issue the citation to the juvenile offender. The officer will then forward all the signed citations to the appropriate Superior Court.

D. Court Procedures

The juvenile citations will be heard by a Judge who will impose the sentence at the time of the hearing. The Judge may give the juvenile a chance to tell his/her version of the incident as well as any mitigating circumstances. All juveniles must show up in court with their parent or legal guardian. The Judge can impose fines, community service, probation stipulations, and several other options as he or she sees fit.

E. What crimes will be covered?

The elements of each crime will be outlined thoroughly so that the cite writers understand what constitutes each of the crimes. Cite writers will be shown how to properly fill out the citations and continuation sheet as well as how to handle any evidence that is collected.

OPERATION CleanSWEEP*

Part II

Overview

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OPERATION CLEANSWEEP OVERVIEW

I. Statement of the Problem

- A. Although juvenile crime trends show a decrease in overall numbers since the early 1990's, youth violence remains unacceptably prevalent. Multiple-victim homicides involving juvenile offenders have more than doubled since the mid 1980's. Meanwhile, many "at risk" youth believe that carrying a firearm is a status symbol. Regardless of the causes, crime committed by young people may escalate at a frightening rate.
- B. Criminally-disposed youth bring crime onto campuses with them. This creates a swelling problem for school administrators and teachers who find more and more of their time spent disciplining offenders. And of course it creates a more dangerous atmosphere for students who are interested more in getting through school with an education than in causing trouble.

II. Purpose of Operation CleanSWEEP

- A. The philosophy behind Operation CleanSWEEP is to tackle the problem of youthful offenders on campus with a multi-pronged approach, that is, with several complementary components that work together to accomplish the goal of reducing juvenile offenses on school campuses.
- B. Another purpose of the Operation is to foster a spirit of cooperation between the Sheriff's Department and the schools (and, indirectly, the public).
- C. Yet another goal of the Operation is to change the way deputies view crime on campus. Traditionally, deputies have looked on offenses at school as negligible incidents to be handled exclusively by administrators. This attitude left the two groups estranged, and overlooked the fact that crimes against persons committed on a campus are just as serious as crimes committed at a mall. We intend to get officers interested in bettering both the school environment, and their relations with the schools themselves.
- D. Moreover, the Operation hopes to be able to create a perception of increased safety on campus, and to promote willingness on the part of students to support the effort. To do this, such tactics as logo-printed promotional giveaways, CleanSWEEP awards and contests, and program posters and announcements will be used to stir up interest in what everyone desires anyway -- safer surroundings.

III. Components of Operation CleanSWEEP

- A. The first component of the program is the “Juvenile Citation” element. This is the part that will be covered in detail by the instructors.
- B. Another element of the Operation is the Security Assessment, whereby a CleanSWEEP team does a poll of staff and students to “snapshot” attitudes revolving around the question of security. Then the team does a complete assessment of the physical plant of the school and makes confidential recommendations to the on-site administrator on how the Sheriff’s Department and the school can work together to make the necessary improvements.
- C. Furthermore, CleanSWEEP crime-prevention programs can be offered to the school, based on requests by staff, results of the poll, or the Security Assessment. These programs can cover S.L.A.M. presentations, date rape, and more (ask for resource list).
- D. Perhaps most importantly, Operation CleanSWEEP seeks to establish a close, harmonious, fruitful, and long-term partnership among the Sheriff’s Department, the County Probation Department, the County District Attorney’s Office, the County Superintendent of Schools, the Court, and the public.
- E. Finally, the Operation intends to be something of a clearinghouse on campus for all safety-related issues and activities, whether Sheriff’s Department-initiated or not. Here we see CleanSWEEP cooperating with such efforts as the Probation Officers on Campus program, the Community Coalition, GRIT, etc.
- F. The Juvenile Intervention Program (JIP) is a Sheriff’s program designed to show troubled teens the reality of incarceration. Juveniles between the ages of 13 and 17 spend a day learning firsthand the realities of jail life, while their parents are shown videos on good parenting skills and what to look for when it comes to juvenile drug use and gang involvement. This program is not for all juveniles. It is geared toward those who have begun a negative lifestyle or are on the verge of heading down the wrong path, though youth involved in the juvenile justice system are not allowed.

OPERATION CleanSWEEP*

Part III

Crime Elements

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CRIME ELEMENTS

SBCO 25.0202 (a) Daytime Loitering (Minors)

It is unlawful for persons under the age of 18 years, who are subject to compulsory education or to compulsory continuation education, to loiter, idle, wander, stroll, or play in or upon any public street, highway, road, alley, park, playground, parking area, or other public ground, public place or building, place of amusement or eating place, vacant lot, or any place open to the public in the unincorporated area of the County of San Bernardino, State of California, during the hours that his or her school is in session.

Requirements for this citation:

1. Adult witness (sees the violator off campus or sees violator not on campus). The name of the adult witness must be on the continuation sheet.
2. Hours applicable to student (his/her school hours). The student hours must be on the continuation sheet.
3. Verify with teacher and parent prior to citation. The name of the teacher and the class missed must be on the continuation sheet. The parent/legal guardian statement must also be on the continuation sheet.
4. Attempt to get admission (cop-out).
5. Citation must be written within two days of date of violation.

City/Town Ordinance: _____

If your city/town uses a local ordinance, write that in for reference; local ordinances usually mirror the San Bernardino County Ordinance.

Sample: On February 24, at about 10:30 a.m., Mrs. Davidson (Principal) spoke to Gregory East, Barney East's father. I asked if there was any reason why Barney East was not in school/class on Friday, February 10. Gregory East replied that he drove Barney to school on February 10, dropping him off at 7:15a.m. That morning Barney was supposed to be at school.

PC 308 (b) Possession of Tobacco Products

Every person under the age of 18 years who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument of paraphernalia that is designed for the smoking of tobacco, products prepared from tobacco, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

RECEIVING:

If one student passes any cigarettes or other tobacco products to another student, the student who received the tobacco is guilty of this section.

When a student claims he or she is simply “holding” the items for another student, he or she is guilty of this section.

POSSESSION:

Whatever is determined to be within the span of control of a student will constitute possession. If it is within their clothing, backpack, purse, or other personal item, they are in possession.

A locked unshared locker, in most cases, could be considered within the span of control of the student.

TOBACCO, CIGARETTE, OR CIGARETTE PAPERS:

The paraphernalia should be for the smoking of tobacco products. Ordinary paper torn for the purposes of rolling tobacco would not necessarily fit this category,

A marijuana pipe is designed for the smoking of tobacco. Therefore, possession of a “pot pipe” constitutes a violation of PC 308(b).

**For the purposes of this section, possession includes any time a student has any tobacco products while involved in a school activity. Possession at an after school event on campus constitutes a violation as well as while on a school bus or bus chartered for a school function.

Sample: On January 25, I was on the campus at Alta Loma High School. At about 12:30 p.m., I made contact with a student by the name of Sabrina Torrey. I smelled the odor of tobacco on Torrey’s person. I asked Torrey if I could search her belongings and person. Torrey agreed. I found an open pack of cigarettes and a lighter in Torrey’s left pants pocket. I asked Torrey why she had cigarettes and a lighter on her person. Torrey said, “I like smoking.” Torrey is under eighteen (18) years of age.

PC 374.4(a) Littering on Public or Private Property

Any person who:

1. Litters or causes to be littered in or upon any public or private property.
2. Littering means to discard, drop, or scatter small quantities of waste matter including, but not limited to, beverage containers and closures, packaging wrappers, waste paper, newspaper, or magazines in any place other than a place or container for the proper disposal thereof.
3. Violators shall be punished by a fine. Additional violations carry increasing fines.
4. A condition of probation may be imposed, as well as community service requiring violator to pick up litter.

A public place is defined as any place which is open to common or general use, participation and enjoyment by members of the public. A person may be guilty of a crime in a public place even if he or she is not visible to public view.

A public place is also a location that is readily accessible to all those who may wish to go there even though not a place that the general public also frequents. This would include a school campus, school bus, or any bus which has been chartered for a school event.

Sample: On January 19, Alex Depp (Security Officer) was on duty at the Redlands East Valley High School campus. At approximately 1:30 p.m., Depp saw David Tyler pick up a piece of paper, crumple it up, and throw it at another student. The piece of paper missed the student and landed on the ground. Tyler made no attempt to pick up the paper. Depp told Tyler to pick it up, but he refused.

PC 485 Keeping Lost Property

Any person who finds property not his or her own, should reasonably know it to be lost and appropriates (keeps) it for his/her or another's benefit is guilty of theft.

Sample: On May 8, Eric Morales (Security Officer) was working at Ruben Ayala High School. At approximately 10:30 a.m., Morales was working security in the Main Quad during a nutrition break on campus. Morales observed a student fumbling with a Walkman CD player. Morales walked over to the student to ask if he could help her work the unit. The student, known to Morales as Samantha Stevens, said yes, she would like the assistance. Morales looked at the unit and thought that it did not appear "new". Morales asked Stevens how she got the item. Stevens replied that she found it in the locker room two days ago. Morales remembered a report of a lost CD player about that time by another student, Christina Slater. Morales turned the CD player over and found the name C SLATER etched on the bottom of the CD player.

PC 490.1(a) Petty Theft

Every person who:

1. Steals, takes, carry, leads, or drives away the personal property of another with the specific intent to deprive the owner permanently of his or her property is guilty of theft.
2. The property taken does not need to be retained by the perpetrator.
3. The value of the property taken must be less that \$50.00 (depreciated value).

**The "fair market value" of the stolen item must be written in the continuation. This may be gained by asking the victim the value of the item.

Sample: On July 26th, Andrea Ahle was at Twentynine Palms High School. At approximately 12:15 p.m., Andrea put her backpack down on the ground in the lunch area. Andrea walked several feet away, leaving her backpack behind on the ground. When Andrea turned around she saw a male student reach into her backpack and remove her wallet. The male student placed Andrea's wallet into his right pant pocket and walk away. Andrea contacted Nick Morales (Security Officer) and told him about the incident. Andrea went with Morales and identified the male student who was still in the lunch area. Morales contacted the male student who was pointed out by Andrea and identified as Mitchell Anderson. Morales escorted Anderson to the Dean's office and recovered a wallet from Anderson's right pant pocket. Morales showed the wallet to Andrea who confirmed the wallet was hers. Morales asked Anderson why he had Andrea's wallet and he stated that he found the wallet. There was \$15 inside Andrea's wallet along with her school identification. Anderson did not have permission from Andrea to have her wallet.

PC 594.1(e) (1) Minor in Possession of Aerosol Paint Container

Any person under the age of 18 who:

Possesses an etching cream or an aerosol container of paint or etching cream for the purpose of defacing property while in any public place.

Sample: On December 6th, at approximately 4:20 p.m., Vanessa Cyndle (Security officer) saw a male student standing outside of the boy's restroom. The male student, later identified as Julian Martinez, had an aerosol paint container in his hand and was spraying graffiti onto the concrete wall of the restroom building. Cyndle approached Martinez and escorted him to the Security office while confiscating the aerosol paint container (evidence). During the interview, Martinez confessed to Cyndle that he was tagging his "moniker" onto the bathroom wall with the paint container.

PC 640.6 (a) (1) Affix Graffiti

Any person who:

Defaces any real or personal property not his or her own with graffiti amounting to less than \$250.00.

Definitions:

“Graffiti” is defined as any unauthorized inscription, word, figure, mark, or design that is written, marked, etched, scratched, drawn, or painted on real or personal property.

“Felt tip marker” is defined as any broad tip marker with the width of the tip exceeding 3/8”, or any similar implement containing ink that is not water-soluble.

“Marking substance” is defined as any substance or implement other than aerosol paint containers and felt tip markers that could be used to draw, spray, paint, etch, or mark.

Sample: On April 25th, at approximately 8:45 a.m., Security Officer Brandon Alan was informed by a teacher that several students were gathered by the girl’s bathroom. Alan walked to the girl’s bathroom and noticed several female students milling around. As Alan approached closer, he noticed a female student, later identified as Myrna Guardsmoe, writing on the wall with a marker. Alan contacted Guardsmoe and escorted her to the Security office. During the interview, Guardsmoe stated that she was tagging the female bathroom wall with a marker. Guardsmoe further stated that she knew it was wrong and illegal to tag. The marker was found in the possession of Guardsmoe and taken into evidence.

BP 25662(a) Possession of Alcohol

Any person under the age of 18 who:

1. Is found to have an alcoholic beverage in his or her possession.
2. The alcohol beverage is either open or sealed.

*Possession can be on the minor’s person, clothing, purse, backpack, or other personal property. A locker could be possession; however, it would have to be proven that the minor was the only person who had access to the locker.

Sample: On August 31, Andrew Gobus was on the school bus enroute to a football game against Jurupa Valley High School. Coach van Dissel was also on the bus accompanying the players to the game. Gobus had a sports bag with him on his seat. Another player pushed the bag onto the floor, and an unopened bottle of Jack Daniels Whiskey fell out. Coach van Dissel picked up the bottle and asked Gobus what he was doing with the alcohol in his bag. Gobus stated, “It’s to keep us warm during half-time.”

PC 647(f) Under the Influence of Alcohol or Controlled Substance in a Public Place

Any person who:

1. Is found in a public place under the influence of any intoxicating liquor, drug, controlled substance, toluene, or any combination thereof.
2. Is in such a condition that he/she is unable to exercise care for his or her own safety.
3. By reason of being under the influence, interfered with or obstructed or prevented the free use of any street, sidewalk, or public way.

*While it seems intoxication with an alcoholic substance might be easily recognized by the odor of alcohol, this is not always the case, since a diabetic in “insulin shock” will emit the same type of “alcohol breath smell.” As with marijuana, you might not always be able to detect these distinct odors. To achieve a conviction it is important to list physical and psychomotor symptoms of the defined alcohol or drug within the narrative of the citation. It is equally important that the subject’s condition be clearly described to show that he/she is incapable of taking care of him/herself or others

**Cite writers must have completed the S.T.A.R. (or similar class) to cite for this section.

Liability issues:

Use at least two staff members to escort student.

Have the school nurse check the student.

Release student only to a responsible party (Parent or Deputy).

Sample: On January 9th, several students notified Campus Security Monitor Rudy Rules that Sabrina Spears was lying on the ground in the middle of the Quad. Rules went to the area and Spears was on the ground with her friend, Carin Kano, kneeling alongside her. Kano told Rules that Spears had mixed vodka with a soda at lunchtime. Rules called for additional personnel to assist in taking Spears to the office. Rules noted a strong alcoholic odor emitting from Spears.

Upon arrival in the office, the school nurse was called to check on the condition of Spears. He did a preliminary examination of Spears and found that she was exhibiting signs of intoxication.

Rules attempted to conduct several Field Sobriety Tests (per Sheriff Department’s training). But due to Spears’ level of intoxication, she was unable to stand unassisted or follow any directions. Spear’s mother was contacted to pick up her daughter.

H & S 11357(b) Minor in Possession of less than 28.5 grams (1oz) of Marijuana

Every person under the age of 18 who:

1. Possesses not more than 28.5 grams (1oz) of marijuana
2. Upon the grounds of, or within, any school providing instruction in grades K-12 during school hours or during any school related event/program.

Sample: On June 11, at approximately 10:19 p.m., while working the Prom event at Rim of the World High School, Betty Snow entered the girl's restroom to check on a report of smoking being done in the restroom.

Upon entering the restroom, Snow noticed the distinct odor of burning marijuana and also noticed that the handicap bathroom stall was occupied. She glanced under the stall door and saw at least three sets of feet in the handicap stall. She pushed in the door and saw three girls huddled in the corner; one holding a small pipe.

Snow instructed all three to come out of the stall; all three exited the stall and were later identified as Cathy Kay, Jeannine Crook, and Belinda Sanders. All three were current students at Rim of the World High School. The girls were escorted to the Security office along with the confiscated marijuana pipe, which was still burning.

Once inside the office, the girls were searched and Kay was found in possession of a small baggy of marijuana, Crook was found in possession of a lighter, and Sanders was found to be in possession of the burning marijuana pipe.

Each girl admitted to smoking marijuana in the handicapped bathroom stall.

OPERATION CleanSWEEP*

Part IV

***Forms:
Notice to Appear,
Continuation, Gladys R***

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Procedures for filling out the Notice to Appear, Continuation Sheet, and Gladys R Forms

Notice to Appear

1. Notice to Appear:
Check “Non-Traffic”
2. Date of Violation (Mo/Day/Yr):
Date of incident
3. Time:
Time of violation
4. Day of Week:
Circle day of violation
5. Case No.
Leave blank
6. Name:
Name of student (First, Middle, Last)
Leave Owner’s Responsibility box blank.
7. Address:
Student’s physical address from school records.
If P.O. Box or R.R. used for mailing address, place both the physical & mailing address on citation.
8. Driver’s License Number, State, and Class:
If student possesses a CDL or DMV ID card
9. Age:
Age of student at time of violation
10. Birth date:
Student’s Date of Birth (DOB) MMDDYY
11. Juvenile Phone Number:
Student’s home number
12. Sex:
M- Male F-Female
13. Hair
Use the following abbreviations only: BLK – Black; BLN – Blonde; BRO

Brown; GRY – Gray; MUL – Multicolor; RED – Red; WHT – White

14. Eyes:

Use the following abbreviations only:

BLK – Black BLU – Blue BRO – Brown

GRN – Green GRY – Gray HZL - Hazel

15. Height:

Feet & Inches – 5’11’

16. Weight:

In Pounds – 190 lbs.

17. Race:

B – Black or African American H – Hispanic O- Other W- White

18. Vehicle License Number – Registered Owner

Leave blank (6 lines)

19. Correctable Violation and Booking Required:

Leave blank

20. Code and Section:

Code & Section

PC Keeping Lost Property

Description

Kept wristwatch

21. Misdemeanor or Infraction Column:

Circle I (for Infraction)

22. Speed approximate Box through Radar/Laser:

Leave blank

23. Location of Violation:

Physical address of school site

24. Weather:

Leave blank

25. Violation Declaration Statement box:

Leave blank

26. Arresting or Issuing Officer:

SRO/Deputy signs on this line.

27. Name of Arresting Officer:

Cite writer prints his/her name on this line.

28. Red Box:

Leave blank. SRO/Deputy will have the student sign on this line.

29. When:

Leave blank. SRO/Deputy will fill out when issuing citation.

30. Night Court:

Leave blank

31. Court Address:

Leave blank

32. Juvenile Court, Traffic Court – To Be Notified Box:

Leave blank

Sample Notice to Appear

County of San Bernardino Sheriff's Dept. MISDEMEANOR
NOTICE TO APPEAR Traffic Nontraffic **2787203**

Date of Violation 070809 Time 11:18 AM PM Day of Week (W) T F S Case No.

Name (First, Middle, Last) TOMMY VALENTINE ROSALES Owner's Responsibility (Veh. Code, § 40001)

Address 3127 HOLLY SPRINGS LANE

City CHINO HILLS State CA ZIP Code 91709 Juvenile (Phone No.) (951) 123-1234

Driver Lic. No. State Class Commercial Yes No Age 15 Birth Date 10 10 1993

Sex M Hair BEN Eyes GEN Height 5'10 Weight 124 Race O

Veh. Lic. No. State COMMERCIAL VEHICLE (Veh. Code, § 15210(b))

Yr. of Veh. Make Model Body Style Color HAZARDOUS MATERIAL (Veh. Code, § 353)

Evidence of Financial Responsibility

Registered Owner or Lessee RUBEN AYALA HIGH SCHOOL Same as Driver

Address (SCHOOL NAME) Same as Driver

City (SCHOOL NAME) ZIP Code

Correctable Violation (Veh. Code, § 40610)		Booking Required (see reverse)	Misdemeanor or Infraction (circle)
Yes	No	Description	
<input type="checkbox"/>	<input type="checkbox"/>	PC 415 DISTURBING THE PEACE	M (M)
<input type="checkbox"/>	<input type="checkbox"/>		M I
<input type="checkbox"/>	<input type="checkbox"/>		M I

Speed Approx. P.F./Max. Spd. Veh Lmt. Safe Radar/Laser Cont. Form Issued

Location of Violation(s) at 1255 PEYTON DRIVE CHINO HILLS City of Occurrence

Weather, Road, & Traffic Conditions Accident
 Clr Fog Rain Wet Dry Other Lt. Med. Hvy.

Violations not committed in my presence, declared on information and belief.
 I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.

Arresting or Citing Officer CITENWITER Serial No. Vac. Dates
 Date 1/1 Name of Arresting Officer, if different from Citing Officer Serial No. Vac. Dates

WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.
 X Signature

WHEN: Date: _____ Time: _____ A.M. P.M.
 NIGHT COURT: Date: _____ Time: _____ P.M.

WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE
 WHERE: COURT: _____
 ADDRESS: _____
 PHONE: _____

TO BE NOTIFIED BY JUVENILE COURT, TRAFFIC DIVISION
COURT COPY

Judicial Council of California Form Rev. 09-20-05 (Veh. Code, §§ 40500(b), 40513(b), 40522, 40600; Pen. Code, § 853.9) SEE REVERSE TR-130

Continuation Sheet

1. Code Section:
Enter the violation code section.
2. Citation Number:
Enter the number from the upper right hand corner of the citation.
3. Additional Information:
Enter names of any witnesses or other involved parties. There must be and adult percipient witness.
4. Date of violation (mm/eddy):
Enter the same date as the citation.
5. Time (am/pm)
Standard time (same as the citation)
6. Cite Writer Name/Title:
Name and title of cite writer.
7. Name of student:
Print first/last name and date of birth.
8. School Name:
Print the school name.
9. Synopsis of the violation:
 - **Include the elements of the crime.**
 - **Include who, what, where, when, and why of the incident.**
 - **Any spontaneous statement made by the student.**
10. Juvenile Statement:
Include the student's explanation of the incident.
11. Name and Date:
The cite writer must print his/her name and date.



CLEANSWEEP CONTINUATION SHEET

CODE SECTION:

CITATION#:

Gladys R (Parent/Juvenile) Form

This form is to be used for students under the age of fourteen (14). If the student refuses to answer the questions "From Minor", contact the parents to answer "From Minor's Parents" questions.

1. Date:
Enter the same date as the citation.
2. Citation Number:
Enter the number of the citation.
3. Juvenile Questions:
Ask the juvenile questions 1 through 7 relating the questions to the violation. For example: If cited for theft, ask the student what his parents have taught him about stealing.
4. Parent Questions:
Ask the parent questions 1 through 5 if the juvenile refuses to answer.





OPERATION CleanSWEEP*

Part V

Disposition and Routing

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CITATION DISPOSITION AND ROUTING

I. Citation Security

- A. Each school shall appoint an individual who is responsible for the security of all the citation and narrative forms. This should be the principal or assistant principal who will oversee the program.
- B. The secured location should be accessible only to the school-appointed proctors (i.e., a locked drawer or safe in the principal's office).
 - 1. Under no circumstances shall any student have access to any citations, narrative forms, or file copies of written citations.
 - 2. Any confiscated evidence which needs to be turned over to a deputy will be kept locked with the citation (marijuana kits, etc.).
 - 3. The school will keep a copy of every citation and synopsis that they write in a file with the blank forms.

II. Citation Review

- A. A deputy (or police officer) shall review and attempt to issue the completed citation forms. The deputy has two weeks from the date of the incident to get the citation signed. (This is necessary to ensure that the citation is filled out properly and that there is no missing information. The synopsis will also be reviewed to make sure that the citation meets all of the elements of the crime cited).
- B. After the deputy has reviewed the citation, the student will be called into the office to sign and acknowledge the Notice to Appear. The deputy will assign the court jurisdiction and an appearance date and will give the student the yellow copy of the citation only.

If the student has been suspended or expelled, the deputy has the option of attempting to locate the student at his or her home to have the citation signed. If this is not possible, the deputy will check the "to be notified" box at the bottom of the citation and will forward it to Court. The Court will send a certified letter to the juvenile and his/her parents advising them when to appear.

- C. The deputy will deliver all the completed citation forms to the Court. Citations will be delivered to the Court within fourteen (14) days of being issued, as the court has only sixty (60) days to complete a disposition.

****If a deputy (or police officer) has not picked up citations within one (1) week of the date they were written, call an Operation CleanSWEEP representative.**

III. Jurisdiction

Tiburon Citation Entry – CLEANSWEEP Requirements

1. Traffic Citations:

Citation No

2. Date of Violation:

Date of Violation (MM/DD/YYYY)

3. Time:

Time of Violation (in military time)

4. Name:

Name of student (Last, First, Middle)

5. Sex:

M- Male F-Female

6. Race:

B – Black or African American H – Hispanic O- Other W- White

7. Date of Birth:

Birthday (MM/DD/YYYY)

8. Height:

In Inches (65" = 5'4)

9. Weight:

In Pounds

10. Hair Color:(Use the following abbreviations only)

**BLK – Black BLN – Blonde BRO – Brown GRY – Gray
MUL – Multicolor RED – Red WHT – White**

11. Eye Color:(Use the following abbreviations only)

**BLK – Black BLU – Blue BRO – Brown GRN – Green,
GRY – Gray HZL - Hazel**

12. Address, City, State and ZIP Code:

Address on citation

13. Violation (1):

CLEANSWEEP

14. Location, City:

Location of Violation, City of Occurrence

15. RD:

School Reporting District Number (RC018- Cucamonga Middle School)

16. Officer:

Serial Number of Arresting or Citing Officer

17. Court Date and Court Time:

Located on bottom portion of Cite

18. Court Location:

Initials of Court (CHSC – Chino Hills Superior Court)

19. Remarks:

Note: CLEANSWEEP, Violation Codes & Section (See example above)

VII. Citable Violations:

There are now eleven codes which cite writers can write citations for on their school campuses.

1. SBCO 25.0202(a) Daytime Loitering
2. PC 308 (b) Possession of Tobacco
3. PC 374.4(a) Littering
4. PC 485 Keeping Lost Property
5. PC 490.1 (a) Petty Theft
6. PC 594.1 (e)(1) Poss. Of Aerosol Paint Container
7. PC 640.6 (a) (1)Affixing Graffiti
8. PC 647 (f) Public Intoxication
9. BP 25662(a) Minor in Possession of Alcohol
10. HS 11357 (b) Minor in Possession of less than 1 oz. of Marijuana

These codes are the only code sections that may be written by cite writers. Do not use any Education Codes or subsections of the above codes. If a crime committed by a student is not one listed above, a law enforcement officer must be called to handle the incident.

Keep in mind that there are still mandatory reporting requirements for certain crimes. All incidents of controlled substances (any drugs other than less than 28.5 gram of marijuana), assaults on staff, any weapons, and any sexual assaults must be immediately reported to the Sheriff's Department.