

REDWOOD CITY POLICE DEPARTMENT

# Citation Station Manual

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User Manual



# Table of Contents

<b>CITATION PROCESSING .....</b>	<b>2</b>
Admin Citations .....	4
Batch Scanning .....	4
Citation Dismissal Recommendation Forms .....	5
Citation Return Log .....	5
Citations Returned to Officers .....	5
Citation Supplements .....	5
Date Stamping.....	6
DMV (Verbal Notice by Peace Officer) .....	6
Notice of Corrections .....	6
Purging old Citations .....	6
Scanning Updates.....	7
Timeline / Notable Changes.....	7
<b>MEMORANDUM.....</b>	<b>18</b>
Subject: Redwood City Code Violations/ RWCINF / RIMS.....	18
<b>ATTACHMENTS – FORM EXAMPLES.....</b>	<b>21</b>
Citation Log .....	22
Citation Return Log .....	23
NOTICE OF CORRECTION REQUEST FORM.....	24
NOTICE OF CORRECTION AND PROOF OF SERVICE FORM .....	25
<b>EMAILS AND/OR PROCEDURE UPDATE DOCUMENTATION .....</b>	<b>27</b>
Genevieve Nguy 1-16-16 23109(a), 23109(b), 23109(c), 23109(d).....	28
John Gunderson 9-17-15 CVC 14601 Half Sheets .....	29
John Gunderson 3-4-16 Citations w/warrants (pg 1 of 2).....	30
John Gunderson 3-4-16 Citations w/warrants (pg 2 of 2).....	31

## CITATION PROCESSING

1. Pick up all citations from the Report Writing Room
  - a. Sort out other documents that don't belong. Examples:
    - i. 602 Trespass Notifications – In Rims, open the person record and add history “Trespass Notification issued on date” and scan and attach to the persons attachments with note “Trespass Notification issued date / location”
    - ii. Cite/Release Reports – Route to Case Processors via “Approved Reports by Sergeants” tray
    - iii. Barking Dog Notifications – search for incident number, scan into incident, forward original to the CCAT tray in the copy room
2. Sort out parking citations from traffic citations
3. Process Parking Citations
  - a. Separate White and Green Copies by date and place in numerical order
  - b. Put White Copies at the front desk in the TURBO DATA space
  - c. Put Green Copies in the month/year box in the citation tower (older parking tickets are located in the citation tower as well). <sup>1</sup>
4. Sort Traffic Cites and put count on the weekly Citation Log
  - a. Juveniles
  - b. License Related (14601/12500)
  - c. Citations with a case number in the upper right hand corner and offenses with 23109 H&S or B&P violations are put in the Case Processing Tray. These are not counted on the citation log. <sup>2</sup>
5. Check all citations for errors
  - a. Typical errors include: Missing information / No Location / No DOB / Wrong Court / Missing Violation description/badge #, warrant cite & release<sup>3</sup> without case #, etc.
  - b. Check citations for “Owner’s Responsibility”
    - i. If the violation on the citation is for the vehicle (ex. Correctable Citations), AND the vehicle owner is NOT the driver cited, then the box on line 2 for “Owner’s Responsibility” should be checked
  - c. Verify correct court date based on court calendar
  - d. For juveniles cited, make sure the Juvenile Traffic box is checked and no court date/time is entered
  - e. 14601 violations must have a cite supplement attached. <sup>4</sup>
6. Cites requiring correction need to be entered into the RIMs database, with note of correction required, prior to returning for correction to the officer. Using a notice of

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<sup>1</sup> Parking tickets moved to citation tower as of 1-21-16 per Genevieve Nguy verbal approval

<sup>2</sup> Refer to email from Genevieve Nguy dated 1-26-16

<sup>3</sup> Refer to email from John Gunderson dated 3-4-6

<sup>4</sup> Refer to email from John Gunderson dated 9-17-15

correction request form, attach to cite(s) that need amendment and put in the Watch Folders in the Sergeants' Office. (see section Notice of Corrections for instructions on what to do when corrections are returned)

7. Put citations in numerical order in each stack.
8. Separate Court Copies from File Copies in all stacks
  - a. Set aside File copies (in one pile)
  - b. Juvenile Citations
    - i. Place white Court copies in envelope to Hillcrest Traffic
    - ii. Place in court officer's tray
  - c. License Related Citations
    - i. Run DLs in CLETS for 14601.1 PC violations only. Attach DL printouts to Court copy of cite<sup>5</sup>
    - ii. 12500 does not need DL printout attachment.
    - iii. 14601 violations must have a cite supplement attached, separate and attach the top copy of the Supplement to the White Court copy along with DL printout and forward to court. Attach the yellow copy of the supplement to our cite File copy.
    - iv. Place the court copy w/ DL printout at the bottom of the court copy stack.
  - d. All Other Cites & License Related white copies
    - i. Clip all Court copies together and put in court officers tray
9. Collect and Stamp ALL File copies with date of process on lower right hand corner
  - a. \*See section on Date Stamping for additional info
10. Enter Citations into RIMS using File copies.
  - a. \*See Section on Citation Entry
  - b. Mondays – cites are to be entered no later than 3pm
  - c. Tuesday thru Fridays – cites are to be entered no later than 5:30pm
  - d. Lead Clerk to notify Traffic Sergeant (Mondays only) when citations are entered
11. Scan citations and attach to citation record in RIMS
  - a. \*See Section on Batch Scanning
12. File entered Cites in Citation File cabinet.
  - a. Place in numerical order in the month/year box corresponding with the date the cite was written

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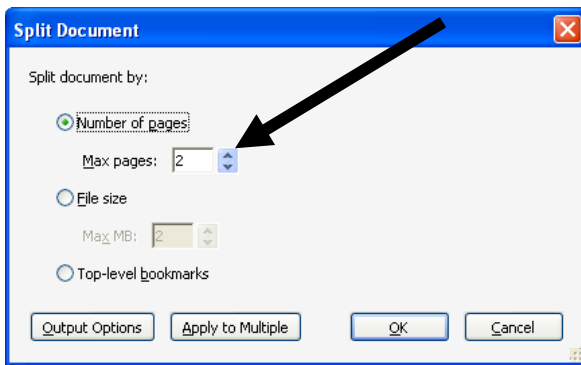
<sup>5</sup> Amended per email received from DA Joseph Cannon on 08-26-14

## Admin Citations

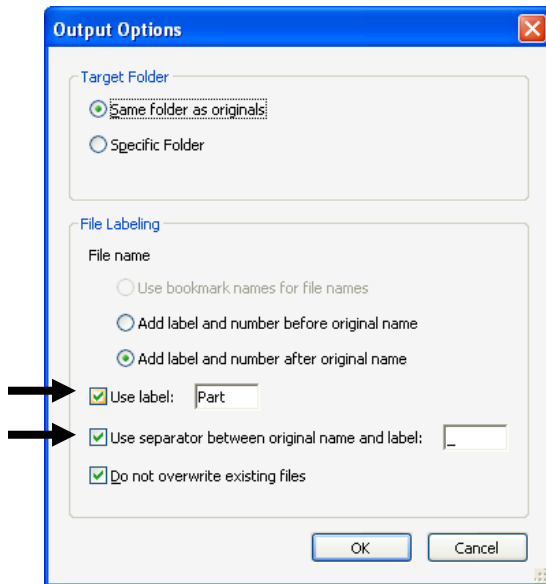
- Forward Payment Copy to Redwood City Finance through interoffice mail
- Stamp File Copy with date sent to Finance on bottom right
- Scan into incident
- File Copy is filed separate from Traffic Citations

## Batch Scanning

- Keeping a pile of citations together, scan them together creating one file
- Name the file (the easiest is a single letter)
- Open the file in Adobe Acrobat (not Adobe Reader)
  - This program may not be available on all computers
- Select Document, from the toolbar. Then select Split Document.
- Verify the number of pages is set to 2



- Select Output Options and uncheck “Use Label” and “Use Separator...”



- Click OK and then OK again, your document has now been split and saved as a separate file for each citation
- NOTE: the files are named in numerical order; therefore, you must keep your citations in the same order.

- Open the citation file in RIMS and attach the file in the attachments tab

## **Citation Dismissal Recommendation Forms**

- These Forms are available for use by an Officer, which require the traffic Sergeant's signature as authorization to dismiss the citation.
- The Dismissal Form should be attached to the Citation.
- Citation should be entered into RIMS.
- Attach the Court copy of the citation to the Dismissal Form and forward to Traffic Court.
- If the court approves the dismissal, they will send the form back to us with approval for dismissal notated.
- Scan and attach the approved Dismissal Form into the Citation record and attach to file copy of cite in the cabinet.
- A letter referencing the Citation needs to be sent to inform the defendant that the citation is dismissed and he does not need to attend court. Scan and attach copy of the letter to the citation file. A copy of this letter can be found in the "R" drive.

## **Citation Return Log**

- This log is for tracking which citations have been turned into records and then returned to the officer for corrections.
- The clerk returning the citation to the officer shall follow the guidelines in the next section Citations Returned to Officers.
- When the corrected citation is received in Records, the log will be updated
- The Citation Clerk shall follow up on citations not returned by the officers within the week it was sent back to the officer

## **Citations Returned to Officers**

- When returning a citation to officer for corrections you will need to complete the following steps. This applies to all citations whether forwarded to court or not.
  1. Enter the citation into RIMS (minus what needs to be corrected) and indicate in the Notes field why it is being returned to the officer.
  2. Log the Citation on the Citation Return Log
  3. Complete a Notice of Correction Request Form (yellow half sheet) and attach to the citation
  4. Put the citation w/ the request form in the watch file folder (for the applicable Sergeant) the Sergeant's office.
- When the corrected citation is received in Records, follow the following steps:
  1. Update the Citation Return Log with the date received
  2. Update the Citation entry in RIMS with the corrected information and remove the info in the Notes field
  3. Forward the court copy of the citation and correction to court.

## **Citation Supplements**

- These are required for 14601 VC offenses

- Attach Citation Supplement copy to Court copy of cite and put in court officers tray.
- Yellow File copy attaches to File copy of citation

## Date Stamping

The following steps describe how you can “Date Stamp” the citations using your computer and a printer. This is only beneficial if you have something you can do while the printer date stamps for you.

- Open citation dating file (the date automatically updates to the current date)
- Select print
- Choose the printer you wish to print on
- Select the number of copies you need (equal to the number of citations you have)
- Click OK
- Go to the Printer you selected (the orange/red light will be flashing)
- Open the manual feed tray (Tray 1)
- Place your citations in the tray
  - Face Up / Top (Header) In (for Rear 2 Printer closest to supply room)
  - Place up to 50 at a time
  - The printer should do the rest

## DMV (Verbal Notice by Peace Officer)

- White copy (with DL attached, if available) goes to DMV
- Yellow copy is attached to File Copy of citation (integrate w/ stack)
- If you receive this form without a citation
  - White copy still goes to DMV
  - Yellow copy – search for person in RIMS, if there is an associated citation: scan yellow copy and file with that citation. If no citation exists, scan to the person record and file with citations at the front of the month it was issued.
- The Verbal Notices and DL are mailed to the DMV using the address on the notice.

## Notice of Corrections

- Attach the top **original copy** of the amendment with the court copy of the citation
  - Put in court officers tray with white copies of cites
- Attach **file copy** with file copy of citation
- If yellow copy is present, mail it to the defendant

## Purging old Citations

- Keep the File Copy for 3 years. (2 full years + current year)
- For cites over 3 years old, spot check to make sure they are attached in RIMS and then dispose of them in shredder bin

## **Scanning Updates**

- As of 3/01/10 - Starting with the entry of MARCH 2010 citations, all new citations are scanned and attached to the citation record in RIMS
- As of 3/12/10 – all 2006 citations are scanned and attached to the citation record in RIMS
- As of 10/8/10 – FEBRUARY 2010 citations have been scanned and attached in RIMS
- As of 11/9/10 – JANUARY 2010 citations have been scanned and attached in RIMS
  - This completes all of 2010 cites in RIMS
- As of 11/19/10 – DECEMBER 2009 citations are scanned and attached in RIMS
- As of 01/25/11 – NOVEMBER 2009 citations are scanned and attached in RIMS
- 3/29/12 – Dispatch given box of JUL/AUG/SEPT 2009 Citations to be scanned
- As of 04/10/12 – OCTOBER 2009 citations are scanned and attached in RIMS
- As of 5/1/12 – JANUARY 2008 citations are scanned and attached in RIMS
- As of 5/18/12 – FEBRUARY 2008 citations are scanned and attached in RIMS
- As of 7/17/12 – MARCH 2008 citations are scanned and attached in RIMS
- As of 11/28/12 – 2008 citations for APRIL / JULY / AUG / SEPT / OCT / NOV / DEC are scanned and attached in RIMS
- As of 11/28/12 – 2009 citations for MARCH / APRIL / MAY / OCT / NOV are scanned and attached in RIMS

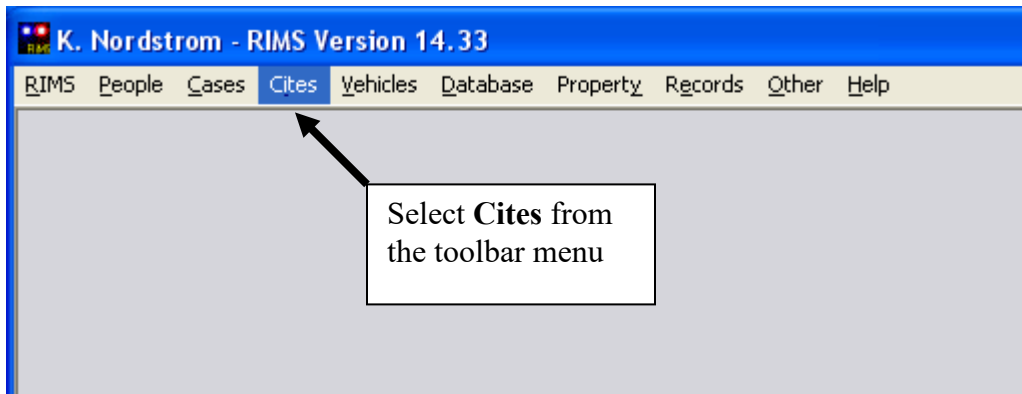
## **Timeline / Notable Changes**

- Beginning January 29, 2013 – a log was created to track citations returned to officers (see section **Citation Return Log**)

# Citation Entry into RIMS

Use the following Citation as the Sample

REDWOOD CITY POLICE DEPARTMENT									
<b>NOTICE TO APPEAR</b>					<input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Nontraffic		68-		
Date of Violation		Time		<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM		Day of Week		Case No.	
5/29/09		0700				S M T W T F S			
<input checked="" type="checkbox"/> Owner's Responsibility (Veh. Code, § 40001)									
City			State		ZIP Code		<input type="checkbox"/> Juvenile (Phone No.)		
REDWOOD CITY			CA		94061				
Class		Commercial		Age					
		<input type="checkbox"/> Yes <input type="checkbox"/> No							
Sex	Hair	Eyes	Height	Weight	Race	Other Description			
M	BLK	BRN	6-01	200					
Reg. MO/YR.					<input type="checkbox"/> COMMERCIAL VEHICLE (Veh. Code, § 15210(b))				
02/09									
Yr of Veh.	Make	Model	Body Style	Color	<input type="checkbox"/> HAZARDOUS MATERIAL (Veh. Code, § 353)				
2000	ACURA	INT.	2DR	BLK					
Evidence of Financial Responsibility			CHP/DOT/PUC/ICC		<input type="checkbox"/> Same as Driver				
YES									
Re					<input type="checkbox"/> Same as Driver				
Address					<input checked="" type="checkbox"/> Same as Driver				
City			State		ZIP Code				
12. Correctable Violation (Veh. Code, § 40610) <input type="checkbox"/> Booking Required (see reverse) Misdemeanor or Infraction (Circle)									
Yes		No		Code and Section		Description		M I	
<input type="checkbox"/>		<input checked="" type="checkbox"/>		22450(a)		CVC: STOP SIGN VIOLATION		M I	
<input type="checkbox"/>		<input type="checkbox"/>						M I	
<input checked="" type="checkbox"/>		<input type="checkbox"/>		12500(a)		CVC: UNLIC. DRIVER		M I	
<input type="checkbox"/>		<input type="checkbox"/>						M I	
Speed Approx.	P.F./Max. Spd.	Veh. Lmt.	Safe	Radar	<input type="checkbox"/> Continuation Form Issued		N		
5	9	10							
Location of Violation(s)			City/County of Occurrence		W E				
at HUDSON ST. / OAK AVE			RWC		W ↑ E				
Comments (Weather, Road & Traffic Conditions)					<input type="checkbox"/> Accident				
					S				
<input type="checkbox"/> Violations not committed in my presence, declared on information and belief.									
20. I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.									
Executed at (place)			Violation location		To		To		
D. DENKING			389		Serial No.		Dates Off		
Arresting or Citing Officer									
Date		Name of Arresting Officer, if different from Citing Officer		Serial No.		Dates Off			
1/1									
23. WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.									
<input checked="" type="checkbox"/> Signature									
24. WHEN: ON OR BEFORE THIS DATE: 6, 9, 09 Time: 0830 AM <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM									
WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.									
WHERE: Superior Court of California, County of San Mateo.									
<input checked="" type="checkbox"/> SOUTHERN BRANCH - TRAFFIC (650) 363-4300					68-684407				
<input type="checkbox"/> 500 COUNTY CENTER, REDWOOD CITY, CA 94063									
<input type="checkbox"/> CRIMINAL DIVISIONS -4th FLOOR - HALL OF JUSTICE (650) 363-4300									
<input type="checkbox"/> 400 COUNTY CENTER, REDWOOD CITY, CA 94063									
<input type="checkbox"/> JUVENILE TRAFFIC COURT (650) 312-8887									
222 Paul Scannell Drive, SAN MATEO, CA 94402									
26. <input type="checkbox"/> To be notified <input type="checkbox"/> You may arrange with clerk to appear at a night session of the court.									
MAY 07 2009									
FILE COPY									
Judicial Council of California Form					SEE REVERSE				
Rev. 09-20-05 (Veh. Code, §§ 40500(b), 40513(b), 40522, 40600; Pen. Code, § 853.9)					TR-130				



Once you have selected **Cites**, this screen opens up:



1. Enter your citation number (no dashes)

2. Click **Add Citation**

Once you have clicked **Add Citation**, this screen pops up.

Enter in data from Citation

- Location (of violation)
  - Full Address (1301 Maple St)
  - Intersection (Maple/Veterans)
    - Keep it short ex. Map/Vet
  - 100 Block (.100 Woodside Rd)
  - Street only (.Brewster)
    - In notes put DOT if on cite (S/B)
- City (will automatically fill in)
- Issued – date / time officer wrote ticket
- Ct Date – Court date and Time – 8:30
  - NO DATE if Juvenile
- Note
  - For direction of travel if applicable
  - For reason returned to officer if applicable
- Status
- Type (in ranking order)
  - Criminal – if sent to criminal court
  - Misdemeanor Traffic – if M is circled by violation on ticket
  - Moving Vehicle – if moving citation
  - Muni Codes – if violation is a muni code (see RWCINF Memorandum)
  - Infraction – if correctable ticket
- Issued by – officer name (most senior officer / FTO)
- Assisted by – less senior officer / probationary officer (if applicable)
- Routed To – court sent to/date citation sent to court (stamped bottom right on cite)
  - SOUTHERN TRAFFIC
  - CRIMINAL
  - JUVENILE TRAFFIC
- Dispo (in ranking order)
  - Notice to Appear – if non correctable violation

Dismissed
<b>Processed</b>
Voided

<b>Administrative Citations</b>
Boat
Criminal
Infraction
Misdemeanor Traffic
<b>Moving Vehicle</b>
Muni Codes
Parking

Correctable Ticket
In Custody Arrest / Booking Rec
<b>Notice to Appear</b>
Notice to Pay Fine

- Correctable ticket – if violation is correctable
- Violation – violation code

After information is entered:

The screenshot shows the 'Citation' window with the following data:

Cite Info		Person and Vehicle	
Cite #		Cited	
Location	HUDSON ST/OAK AV	Vehicle	
City	Redwood City	Officers/Routing	
Place		Issued By	DENNING, D
Area	6 Beat 6	Assisted By	
Note		Approved By	
Issued	05/04/2009 Time 0700	Routed To	SOUTHERN TRAFFIC 05/07/2009
Ct Date	06/09/2009 Time	Sent to DMV	Warning Ltr
Status	Processed	Dispositions	
Type	Moving Vehicle	Dispo	Notice to Appear Date
Ref Case		Ct Dispo	Date

Violation	Class	Description	Fine
22450(A) VC	Moving	STOP REQUIRED	
12500(A) VC	Moving	UNLICENSED DRIVER	

Buttons at the bottom: Prev, OK, Cancel, Person, Owner, Vehicle, Delete, Print, Next.

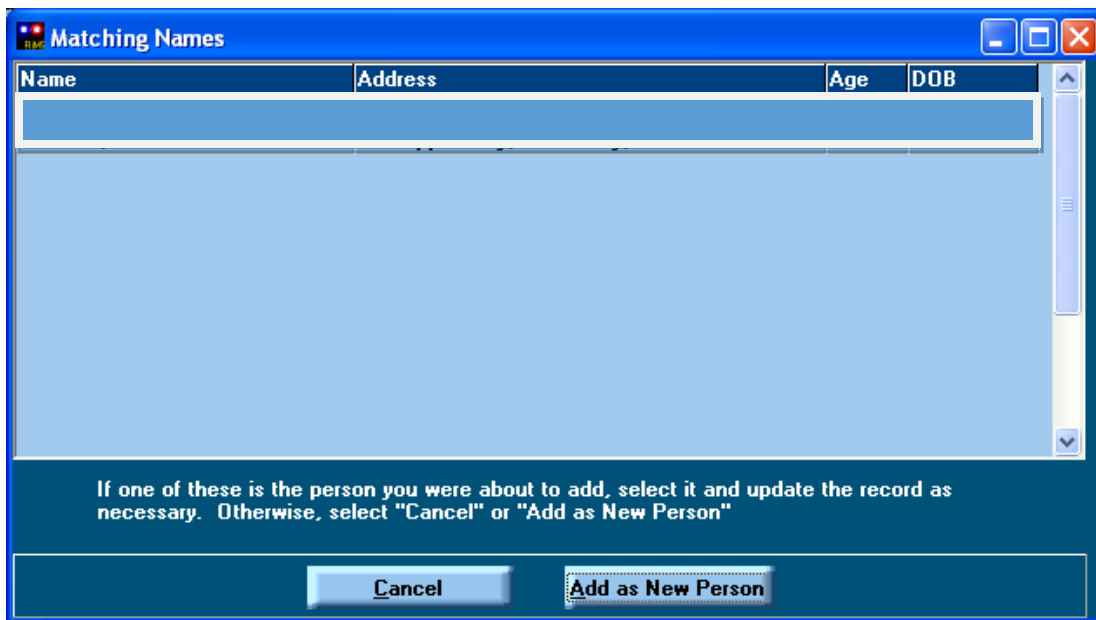
Click **Person**

Once you have clicked **Person**, you get this pop up

The 'Person Cited' dialog box contains a text input field with the label 'Enter name of person cited' and two buttons: 'OK' and 'Cancel'.

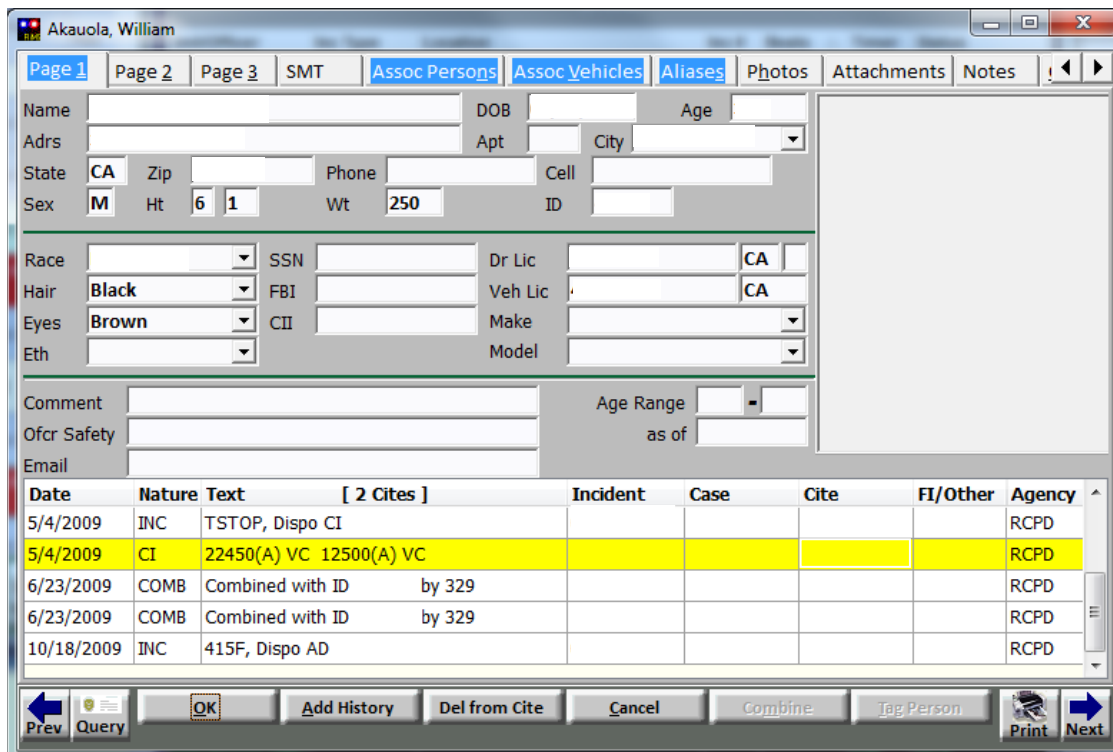
1. Enter in person's name  
LAST NAME, FIRST  
(with comma and space)

2 Then, click **OK**



1. If person is listed with same DOB, double click that person
2. If not, Select **Add as New Person**

Either way, this screen pops up.



1. Fill in or update all available information from the citation.
  - a. If **Race** is blank or unknown, please select **“Other”** from the drop down.
  - b. No need to put **Veh Lic** (will auto fill after entering vehicle)
2. Then, click **OK**

Citation

Page 1 Page 2 Narrative Photos Attachments Queries Audit

Cite Info  
 Cite # 68684407  
 Location HUDSON ST/OAK AV  
 City Redwood City  
 Place  
 Area 6 Beat 6  
 Note  
 Issued 05/04/2009 Time 0700  
 Ct Date 06/09/2009 Time  
 Status Processed  
 Type Moving Vehicle  
 Ref Case

Person and Vehicle  
 Cited  
 Vehicle

Officers/Routing  
 Issued By DENNING, D  
 Assisted By  
 Approved By  
 Routed To SOUTHERN TRAFFIC 05/07/2009  
 Sent to DMV Warning Ltr

Dispositions  
 Dispo Notice to Appear Date  
 Ct Dispo Date

Violation	Class	Description	Fine
22450(A) VC	Moving	STOP REQUIRED	
12500(A) VC	Moving	UNLICENSED DRIVER	

Radar Cite  
 Lidar Cite  
 Student  
 Driver is RO  
 Searched Veh

Prev OK Cancel Person Owner Vehicle Delete Print Next

After you have entered **Person**,  
Click **Vehicle**

Add Vehicle

License [Redacted]

State [Redacted]

Add without a license

OK Cancel

1. Enter in license plate  
(enter state if not CA)

2. Click OK

After you click **OK**, this vehicle screen pops up.

Vehicle

Page 1 | Assoc Persons | Photos | Queries | Audit | Attachments

Lic/St/Yr: [ ] CA 2009  
 Colors: BLACK  
 Make: ACURA  
 Model: INTEGRA  
 Year: 2000  
 Lic Type: [ ]

VIN: [ ]  
 Status: [ ]  
 Veh Type: Passenger Car/Station Wagon  
 Body Style: 2 Door  
 Stolen  
 Inactive

Assoc Person: [ ]  
 Owner: [ ]  
 Notes: [ ]  
 Ofcr Safety: [ ]

Tow FCN: [ ]  
 Tow Date: [ ]  
 Impound Release Date: [ ]

Date	Nature	Text	Incident	Case	Cite	FI/Other	Agency
3/25/2002	INC	Traffic - NO MTYPE CODE					RCPD
2/17/2007	INC	SUBSERVE - Subpoena Service					RCPD
5/4/2009	INC	TSTOP, Dispo CI					RCPD
5/4/2009	CIT	22450(A) VC 12500(A) VC					RCPD
8/3/2014	INC	TSTOP, Dispo WA					RCPD

Prev Query Entry OK Add History Del from Cite Cancel Print Next

Enter/Update Vehicle information. Then... Click **OK**.

Citation

Page 1 | Page 2 | Narrative | Photos | Attachments | Queries | Audit

Cite Info  
 Cite #: [ ]  
 Location: HUDSON ST/OAK AV  
 City: Redwood City  
 Place: [ ]  
 Area: 6 Beat: 6  
 Note: [ ]  
 Issued: 05/04/2009 Time: 0700  
 Ct Date: 06/09/2009 Time: [ ]  
 Status: Processed  
 Type: Moving Vehicle  
 Ref Case: [ ]

Person and Vehicle  
 Cited: [ ]  
 Vehicle: Black Acura, [ ]

Officers/Routing  
 Issued By: DENNING, D  
 Assisted By: [ ]  
 Approved By: [ ]  
 Routed To: SOUTHERN TRAFFIC 05/07/2009  
 Sent to DMV: [ ] Warning Ltr: [ ]

Dispositions  
 Dispo: Notice to Appear Date: [ ]  
 Ct Dispo: [ ] Date: [ ]

Violation	Class	Description	Fine
22450(A) VC	Moving	STOP REQUIRED	
12500(A) VC	Moving	UNLICENSED DRIVER	
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]

Prev OK Cancel Person Owner Vehicle Delete Print Next

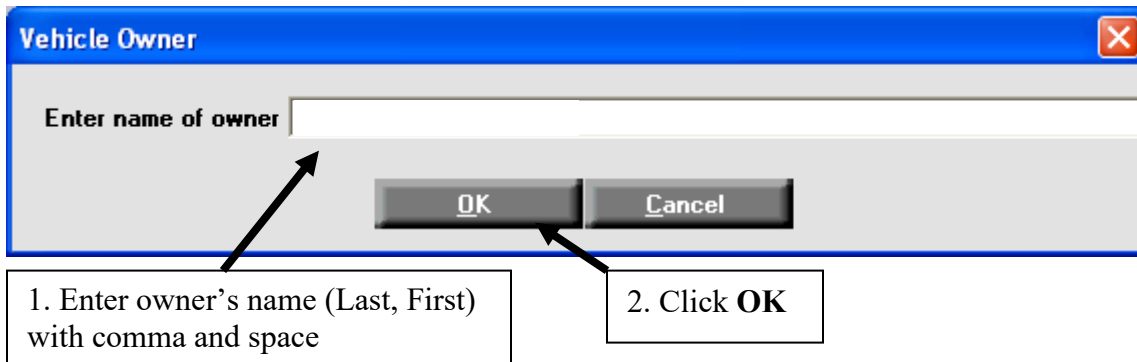
Radar Cite  
 Lidar Cite  
 Student  
 Driver is RO  
 Searched Veh

Click **Owner** if the owner is different than the driver (see next page)

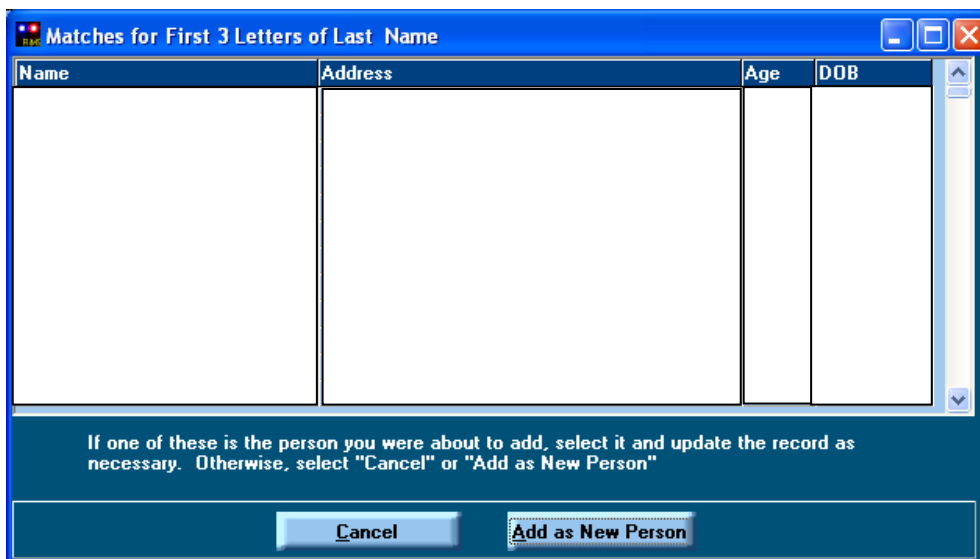
14

If the owner is the driver, click **Driver is RO** (skip next page)

If Owner is different than the driver...



The screenshot shows a dialog box titled "Vehicle Owner" with a blue header and a close button (X) in the top right corner. The main area is light gray and contains a text input field with the placeholder text "Enter name of owner". Below the input field are two buttons: "OK" and "Cancel". An arrow points from the "OK" button to a callout box containing the text "2. Click OK". Another arrow points from the text input field to a callout box containing the text "1. Enter owner's name (Last, First) with comma and space".



The screenshot shows a dialog box titled "Matches for First 3 Letters of Last Name" with a blue header and standard window controls (minimize, maximize, close) in the top right corner. The main area is a table with four columns: "Name", "Address", "Age", and "DOB". The table is currently empty. Below the table is a blue footer area containing the text: "If one of these is the person you were about to add, select it and update the record as necessary. Otherwise, select 'Cancel' or 'Add as New Person'". At the bottom of the dialog are two buttons: "Cancel" and "Add as New Person".

- If owner is listed, double click
- If not, select **Add as New Person**

Benighi, Concepcion

Page 1 | Page 2 | Page 3 | SMT | Assoc Persons | Assoc Vehicles | Aliases | Photos | Attachments | Notes

Name: [ ] DOB: [ ] Age: 34  
 Adrs: [ ] Apt: 205 City: REDWOOD CITY  
 State: CA Zip: 94061 Phone: [ ] Cell: [ ]  
 Sex: [ ] Ht: [ ] Wt: [ ] ID: [ ]

Race: [ ] SSN: [ ] Dr Lic: [ ]  
 Hair: [ ] FBI: [ ] Veh Lic: [ ] CA  
 Eyes: [ ] CII: [ ] Make: [ ]  
 Eth: [ ] Model: [ ]

Comment: [ ] Age Range: [ ]  
 Ofcr Safety: [ ] as of: [ ]  
 Email: [ ]

Date	Nature	Text	Incident	Case	Cite	FI/Other	Agency
5/4/2009	RO	22450(A) VC 12500(A) VC					RCPD

Prev Query OK Add History Del from Cite Cancel Combine Tag Person Print Next

1. Fill in or update all available information from the citation.
2. Then, click **OK**

Citation

Page 1 | Page 2 | Narrative | Photos | Attachments | Queries | Audit

Cite Info  
 Cite #: [ ]  
 Location: HUDSON ST/OAK AV  
 City: Redwood City  
 Place: [ ]  
 Area: 6 Beat: 6  
 Note: [ ]  
 Issued: 05/04/2009 Time: 0700  
 Ct Date: 06/09/2009 Time: [ ]  
 Status: Processed  
 Type: Moving Vehicle  
 Ref Case: [ ]

Person and Vehicle  
 Cited: [ ]  
 Vehicle: Black Acura, [ ]

Officers/Routing  
 Issued By: DENNING, D  
 Assisted By: [ ]  
 Approved By: [ ]  
 Routed To: SOUTHERN TRAFFIC 05/07/2009  
 Sent to DMV: [ ] Warning Ltr: [ ]

Dispositions  
 Dispo: Notice to Appear Date: [ ]  
 Ct Dispo: [ ] Date: [ ]

Violation	Class	Description	Fine
22450(A) VC	Moving	STOP REQUIRED	
12500(A) VC	Moving	UNLICENSED DRIVER	
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]

Radar Cite  
 Lidar Cite  
 Student  
 Driver is RO  
 Searched Veh

Prev OK Cancel Person Owner Vehicle Delete Print Next

Click OK

Date	Citation	Person Cited	Violation #1	Officer	Type
5/4/2009			21461(A) VC -FAILURE TO OBEY SIGN/SIGNAL	Donovan, C	Infraction
5/4/2009			27315(D)(1) VC -SEAT BELT	Donovan, C	Infraction
5/4/2009			23123(A) VC -HANDHELD DEVICE PROHIBITED	Livingston, L	Infraction
5/4/2009			22450(A) VC -STOP REQUIRED	Denning, D	Moving Veh
5/4/2009			16028(A) VC -PROOF OF FINANCIAL RESPONSIBILITY	Denning, D	Infraction
5/4/2009			22450(A) VC -STOP REQUIRED	Denning, D	Infraction
5/4/2009			21461(A) VC -FAILURE TO OBEY SIGN/SIGNAL	Neal, K	Infraction
5/4/2009			21802(A) VC -FAILURE TO YIELD AFTER STOPPING	Neal, K	Infraction
5/4/2009			16028(A) VC -PROOF OF FINANCIAL RESPONSIBILITY	Kammuller, Ken	Infraction

Citation Number

YOU ARE DONE ENTERING A CITATION!

# MEMORANDUM

**March 4, 2010**

**To:** All Personnel

**From:** Sergeant James Stoney

**Subject:** Redwood City Code Violations/ RWCINF / RIMS

The City recently took the step of enacting legislation that prohibits certain behavior at Courthouse Square (2216 Broadway). Violations of these municipal code sections are infractions and violators can be issued citations.

Effective immediately, all citations issued for a violation of any municipal code will include; 1) the agency identifying code used by the court to determine bail (RWCINF1, RWCINF2, and RWCINF3); 2) the specific section of the municipal code that is violated.

The following procedure will be used when citing persons for violations of a City Code:

## **Issuing Officer Responsibility:**

Officers intending to issue a citation for a municipal code violation shall:

- Check the local RIMS Database via a request through dispatch to determine whether the subject(s) they intend to cite has had prior citations issued within the past 12 months.
- The officer must provide the dispatcher with the specific section they are inquiring about.

Depending on the subject(s) citation history within the preceding 12 months, the officer may complete a citation citing the appropriate agency identifying code and the municipal code violated. Here is an example of how the first offense for sleeping in a vehicle would look: “20.227, RWCINF1.....Sleeping in vehicle.” If this was the subject’s second offense, the agency code would be “RWCINF2.”

- Turn in the citation for processing like any other.

## **Dispatch Responsibility:**

Dispatchers shall:

- Automatically check people run by officers for contacts in RIMS. If a contact exists the dispatcher will provide that basic response to the field unit. An example would be: “Your subject is 10-31; prior contact in RIMS”.
- The dispatcher will access the person’s RIMS record and provide the date of the last violation matching the officers’ request. (See Figure 1)
- If there are multiple person records matching the name given by the officer, the dispatcher shall notify the RIMS System Administrators by sending an e-mail to “PD RIMS ISSUES”. Include the Last Name, First Name and date of birth of the person with multiple records and they will be combined. (See Figure 2)
- If a dispatcher possesses records capabilities within RIMS and has been trained to combine person records, he/she shall combine the records and skip notifying RIMS System Administrators.

**Records Responsibility:**

Records Clerks entering citations shall:

- Review all citations issued for violations of the municipal code to ensure that they include court's agency identifying code of "RWCINF1, RWCINF2 or RWCINF3" along with the code section violated.

1. Return citations to officers for correction that do not meet this standard.
2. Begin RIMS citation entry using currently acceptable procedures.
3. Select the citation type as "MUNI CODE" in RIMS. (See Figure 3)
4. Whenever possible, enter the court's agency identifying code first as they enter the citation in RIMS. (See figure 3) <sup>6</sup>
5. Enter the class as "infraction" <sup>7</sup>
6. Enter the municipal code section violated into RIMS. ( see Figure 3) <sup>8</sup>
7. Enter the class as "infraction" <sup>9</sup>
8. Forward citation to court for adjudication. <sup>10</sup>

***Amended Procedures to Sergeant Stoney Memorandum dated 3-4-10***

*Whenever possible, enter the court's agency identifying code first as they enter the citation in RIMS. (See figure 3)*

*Enter the class as "infraction"*

*Enter the municipal code section violated into RIMS first. ( see Figure 3)*

*Enter the class as "infraction"*

*Forward citation to court for adjudication.*

---

<sup>6</sup> Amended per Bunny Blevins email dated 6-19-14

<sup>7</sup> Amended per Bunny Blevins email dated 6-19-14

<sup>8</sup> Amended per Bunny Blevins email dated 6-19-14

<sup>9</sup> Amended per Bunny Blevins email dated 6-19-14

<sup>10</sup> Amended per Bunny Blevins email dated 6-19-14

FIGURE 1

CITATIONS APPEAR IN YELLOW / RWCINF WILL APPEAR HERE

**Person**

Page 1 | Page 2 | Page 3 | Associated Persons | Associated Vehicles | Aliases | Photos | Investigation

Name: \_\_\_\_\_ Race: \_\_\_\_\_  
 Adrs: \_\_\_\_\_ Apt: \_\_\_\_\_ Hair: Black  
 City: REDWOOD CITY St: CA Zip: \_\_\_\_\_ Eyes: Brown  
 Phone: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Eth: \_\_\_\_\_  
 Sex: M Ht: 4 9 Wt: 190 ID: \_\_\_\_\_ SSN: \_\_\_\_\_  
 Dr Lic: \_\_\_\_\_ CA: \_\_\_\_\_ FBI: \_\_\_\_\_  
 Veh Lic: \_\_\_\_\_ CII: \_\_\_\_\_

Cmt: \_\_\_\_\_ Ofcr Safety: \_\_\_\_\_  
 Age Range: \_\_\_\_\_ as of: \_\_\_\_\_

Date	Nature	Text	Inc/Cite	Case/FI	Agency
9/23/2009	INC	10-95, Dispo AD			RCPD
10/3/2009	INC	415, Dispo AD			RCPD
10/16/2009	INC	11-540C, Dispo AD			RCPD
1/4/2010	INC	10-66			RCPD
1/4/2010	M	25662(A) BP: Minor Possess Alcohol			RCPD
2/1/2010	INC	10-95, Dispo FI			RCPD
2/1/2010	CI	8.4 RCC NO SIDEWALK BICYCLE RIDING			RCPD

Prev DL OK Add History Delete Person Cancel Combine Print Next

FIGURE 2

EXAMPLE OF A DUPLICATE PERSON RECORD / REPORT TO RIMS ADMINISTRATORS

**Matching Names**

Name	Address	Age	DOB

OK Add as New Person

**FIGURE 3**

Citation Type = Muni Codes  
Citation Class = Infraction

The screenshot shows a software window titled "Citation" with several tabs: Page 1, Page 2, Narrative, Photos, Attachments, Queries, and Audit. The "Page 1" tab is active, displaying the following information:

**Cite Info**

Cite #: [Redacted]  
Location: [Redacted]  
City: Redwood City  
Place: MADDUX PARK  
Area: 8 Beat: 8  
Note: [Redacted]  
Issued: 02/19/2010 Time: 2200  
Ct Date: [Redacted] Time: [Redacted]  
Status: Processed  
Type: Muni Codes  
Ref Case: [Redacted]

**Person and Vehicle**

Cited: [Redacted]  
Vehicle: [Redacted]

**Officers/Routing**

Issued By: 389 DENNING, D  
Assisted By: [Redacted]  
Approved By: [Redacted]  
Routed To: JUVENILE CT 02/24/2010  
Sent to DMV: [Redacted] Warning Ltr: [Redacted]

**Dispositions**

Dispo: Notice to Appear Date: [Redacted]  
Ct Dispo: [Redacted] Date: [Redacted]

Violation	Class	Description	Fine
25.1.9 RCC	Infraction	IN PARK AFTER DARK	
RWCINF1	Infraction	CITY CODE OFFENSE #1	100

At the bottom right, there are checkboxes for: Radar Cite, Lidar Cite, Student, Driver is RO, and Searched Veh.

At the bottom of the window, there are navigation buttons: Prev, OK, Cancel, Person, Owner, Vehicle, Delete, Print, and Next.

❖ Figure 3 updated per email received from Records Supervisor Bunny Blevins dated 06/19/2014.

## ATTACHMENTS – FORM EXAMPLES

- Citation Log
- Citation Return Log
- Notice of Correction Request Form
- Notice of Correction and Proof of Service Form Example
- Traffic Citation Dismissal Letter to Defendant

## Citation Log

Week of \_\_\_\_\_

Date	# Processed	# Entered	# Returned	# Voided
Monday  _____	Juvenile _____ License _____ Other _____  Total: _____	# _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ Total: _____		
Tuesday  _____	Juvenile _____ License _____ Other _____  Total: _____	# _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ Total: _____		
Wednesday  _____	Juvenile _____ License _____ Other _____  Total: _____	# _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ Total: _____		
Thursday  _____	Juvenile _____ License _____ Other _____  Total: _____	# _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ Total: _____		
Friday  _____	Juvenile _____ License _____ Other _____  Total: _____	# _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ # _____ by _____ Total: _____		





# NOTICE OF CORRECTION AND PROOF OF SERVICE FORM

ROCKY MOUNT, LLC (89) 873-8898

MH6025 (0/08)

## Redwood City Police Department

NAME OF COURT: STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME: TELEPHONE:	
<b>PEOPLE OF THE STATE OF CALIFORNIA</b> VS. DEFENDANT:	
<b>NOTICE OF CORRECTION AND PROOF OF SERVICE</b> (Vehicle Code, § 40505)	
AMENDING OFFICER NAME/NO.:	DEPARTMENT/AGENCY: Redwood City P.D.
CITATION NUMBER:	CASE NUMBER:

1. A *Notice to Appear/Notice to Correct Violation* was issued to you by an officer of this department on *(date)*:
2. The citation issued to you contained an error as indicated by the items checked below. This notice of correction does not affect the validity of the citation or the required court appearance.

- Date/time of violation should be \_\_\_\_\_
- Date/time of court appearance should be changed from \_\_\_\_\_ to \_\_\_\_\_
- Violation section(s) should be changed from \_\_\_\_\_ to \_\_\_\_\_
- Location of violation should be changed from \_\_\_\_\_ to \_\_\_\_\_
- Other (specify): \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_ (Signature of officer)

Form Adopted for Mandatory Law  
 Judicial Council of California  
 TR-100 (New January 1, 2005)

(Proof of service on reverse)

COURT COPY

### PROOF OF SERVICE

On *(date)*: I served this Notice of Correction on the parties at the address listed below by mailing it, postage prepaid, in the United States postal mailbox at (address):

Redwood City Police Department 1301 Maple Street, Redwood City, CA 94063

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_ (ORIGINAL FILE)

Defendant's Address:

Page Two

TR-100 (New January 1, 2005)

# TRAFFIC CITATION DISMISSAL LETTER TO DEFENDANT

October 14, 2014

[REDACTED]  
[REDACTED]  
SAN CARLOS, CA 94070

Re: Traffic Citation: [REDACTED]  
Citation Date: 06-24-15

This letter is notification that the officer has requested dismissal of the above mentioned citation issued to you in Redwood City. Your citation has been DISMISSED. This letter serves as your verification that your citation has been excused. [REDACTED]

If you have any questions, please call me at the number listed below.

Thank you,

[REDACTED] ↓  
Police Clerk, Records  
Redwood City Police Department  
650-780-7100

## EMAILS AND/OR PROCEDURE UPDATE DOCUMENTATION

<b>Author</b>	<b>Dated</b>	<b>Subject / Reference</b>
Genevieve Nguy	1-16-16	23109(a), 23109(b), 23109(c), 23109(d)
John Gunderson	9-17-15	CVC 14601 Half Sheets
John Gunderson	3-4-16	Citations w/warrants (pg 1 of 2)
John Gunderson	3-4-16	Citations w/warrants (pg 2 of 2)
Genevieve Nguy	3-22-16	Approved Updated Citation Manual

Genevieve Nguy 1-16-16

23109(a), 23109(b), 23109(c), 23109(d)

**PD Nicole Stoney**

---

**From:** PD Genevieve Nguy  
**Sent:** Tuesday, January 26, 2016 11:38 AM  
**To:** PD Records  
**Subject:** 23109(a), 23109(b), 23109(c) & 23109 (d) VC are MISDEMEANOR

Ladies,

FYI-

When processing traffic citations please look out for 23109(a), 23109(b) 23109(c) & 23109(d) defined as illegal speed contest , exhibition of speed, obstruct road for speed contest. If the Officer wrote infraction on their cite, please return for corrections to a misdemeanor.

Thank you-

Genevieve Nguy  
Records Supervisor  
Redwood City Police Department  
1301 Maple St.  
Redwood City, Ca. 94063  
Ph: 650-780-7154 Fax: 650-780-7112  
Email: [gnguy@redwoodcity.org](mailto:gnguy@redwoodcity.org)

*"Providing Excellent Service with Integrity and Respect"*

**PD Nicole Stoney**

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**From:** PD John Gunderson  
**Sent:** Thursday, September 17, 2015 12:19 PM  
**To:** PD Sworn All  
**Cc:** PD Adrianna Molina; PD Records  
**Subject:** RE: CVC 14601 half sheets

For clarification, the half sheet is always required for 14601 citations. For 12500 citations, it is only required if you cited that as a misdemeanor violation. Generally, 12500's should be cited to traffic court as infractions unless the person is a repeat offender or there are other extenuating circumstances that you feel require a prosecution in criminal court.

---

**From:** PD John Gunderson  
**Sent:** Thursday, July 30, 2015 3:37 PM  
**To:** PD Sworn All  
**Cc:** PD Adrianna Molina; PD Records  
**Subject:** CVC 14601 half sheets

Please remember when turning in a citation that includes a violation of CVC 14601 or 12500 to complete the required half sheet. Several 14601 citations have recently been forwarded to the DA's office without those forms and that is causing Goldenrods to be sent over requesting report narratives. The half sheets were specifically designed to allow officers to submit them with the citations instead of having to complete an entire report for a simple misdemeanor traffic violation. Please take advantage of that option.

Thanks...John

**PD Nicole Stoney**

---

**From:** PD John Gunderson  
**Sent:** Friday, March 04, 2016 9:43 AM  
**To:** PD Nicole Stoney  
**Subject:** FW: CITATION

This should help clear it up...always need a narrative

---

**From:** PD Naomi Yamauchi  
**Sent:** Thursday, May 17, 2012 2:27 PM  
**To:** PD John Gunderson  
**Cc:** PD Naomi Yamauchi  
**Subject:** RE: CITATION

Hi John:

I finally got the scoop from the court :

NO BOOKING SHEET IS NEEDED, HOWEVER THEY REQUIRE A RIMS NARRATIVE. SO A CASE NUMBER WILL HAVE TO BE GENERATED FOR BOTH SUBJECTS AND A BRIEF NARRATIVE WILL HAVE TO BE WRITTEN. ALSO A NOTICE OF CORRECTION WILL HAVE TO BE ISSUED FOR BOTH SINCE THE CASE NUMBER WERE NOT INDICATED ON THEM.

I placed a copy of both cites and attached (2) Notice of Corrections for them. Records has the original cites.

THANK YOU !

--NAOMI

*Naomi Yamauchi*  
*Police Clerk*  
*Redwood City Police Dept.*  
*1301 Maple St.*  
*Redwood City, CA 94063*  
*Ph: 650-780-4991 / Fax: 650-780-7112*  
*[nyamauchi@redwoodcity.org](mailto:nyamauchi@redwoodcity.org)*

---

**From:** PD John Gunderson  
**Sent:** Wednesday, May 16, 2012 9:54 AM  
**To:** PD Naomi Yamauchi  
**Subject:** Re: CITATION

Got it, standing by!

On May 16, 2012, at 9:33, "PD Naomi Yamauchi" <[NYamauchi@redwoodcity.org](mailto:NYamauchi@redwoodcity.org)> wrote:

Hi John:

Just to follow-up : I'm having the court officer check with the courts to see what is required on their end. Once I hear back from her, I will let you know the verdict.

You did make me think about the procedures because Records always requires a booking sheet with a warrant arrest. However since these are infractions, the courts probably don't need a booking sheet. I just don't know what in addition to the cites that they may require..... so please stand by.....

Thank you !

--Naomi

*Naomi Yamauchi*  
*Police Clerk*  
*Redwood City Police Dept.*  
*1301 Maple St.*  
*Redwood City, CA 94063*  
*Ph: 650-780-4991 / Fax: 650-780-7112*  
[nyamauchi@redwoodcity.org](mailto:nyamauchi@redwoodcity.org)

---

**From:** PD John Gunderson  
**Sent:** Tuesday, May 15, 2012 2:30 PM  
**To:** PD Naomi Yamauchi  
**Subject:** Re: CITATION

Hey Naomi,

Thanks for the email. I wondered about that, but the warrants were infraction warrants, so I treated it like any other infraction citation, i.e. when I stop someone for a cell phone violation they are technically under arrest, but I let them go with a citation. Out of curiosity, why is an infraction warrant treated differently?

Thanks...John

On May 15, 2012, at 14:21, "PD Naomi Yamauchi" <[NYamauchi@redwoodcity.org](mailto:NYamauchi@redwoodcity.org)> wrote:

Hi John: --- FYI----

Even though citations were issued for both subjects for their respective warrants, they are still considered an arrest. A case number will have to be generated for both subjects since this is considered an arrest, a narrative will have to be written in RIMS for both cases and booking sheets will have to be submitted to be attached to the citations already received here in Records.

Thank you !

--Naomi

*Naomi Yamauchi*  
*Police Clerk*  
*Redwood City Police Dept.*  
*1301 Maple St.*  
*Redwood City, CA 94063*  
*Ph: 650-780-4991 / Fax: 650-780-7112*