



DONNY YOUNGBLOOD
Sheriff-Coroner

1350 Norris Road, Bakersfield, California 93308-2231
Telephone (661) 391-7500

Kern County

SHERIFF

ISSUE: 23-50

TRAINING BULLETIN

DATE: November 1, 2023

CITATIONS

This training bulletin is to provide training and updates regarding the completion of a citation. Accurately filling out citations is pertinent to limiting clerical workloads and prosecuting cases in a timely manner.

Citation requirements:

Ensure you are addressing every line and box listed on the citation. The citation will no longer be accepted if you are missing information. If there is a section that does not apply to your contact, ensure you cross it out, put unknown or N/A.

Complete the citation with your name/badge number and a signature from the arrestee. Your name is also needed on citation amendment letters. If the subject does not have satisfactory identification, request they provide their right/left thumb print on the back of the white copy in the box provided and labeled.

If you contact a subject who has an open charge and warrants, you need to complete separate citations even if they are going to the same court.

EX: John Doe is in possession of narcotics, has a BM warrant and an MM warrant. You will need to complete three separate citations. The court will no longer accept the open charge and BM warrant on one citation and the MM on another citation. Courts' process warrants citations different than they do an open charge citation. In this scenario, you are to complete three citations.

If your citation is for open charges, you are required to put the appropriate charge and a description of the charge. Ensure you are checking your charge against the description. Clerical staff utilize CJIS to confirm the charge and description match. If completed incorrectly your citation may get rejected.

All Misdemeanor violation go to MISD Court, even if they are traffic violations. Traffic Court will only process infractions. Traffic Courts start time is at 0730 hours. If you complete a citation that is a wobbler, it will go to MISD Court.

Court dates, times and divisions vary throughout the county. It is pertinent you utilize the updated court schedules to ensure you are not scheduling on a weekend or holiday and that you are citing to the proper division/court room at the proper time. Dispatch can

provide court dates if requested but it can also be found on the Patrol Hot Sheet in the top left corner located on Sheriffs Net. [Home - Patrol Hot Sheet](#)

If completing a direct file citation in Metropolitan Patrol, you shall complete the front of the citation (white COURT COPY) and the back of the (yellow RECORDERS COPY.) The narrative on the back of the citation is sufficient for filing if you complete it. If you fail to complete it, you will be required to complete and submit a full report.

- If you are working at a substation, you will need to confirm with your clerical staff and prosecuting District Attorney. They may or may not require you to complete a report for direct files.

Citation amendment requirements:

If the citation is rejected after being reviewed, the Complaint Unit will place the citation and the court's cover sheet in the issuing deputy's supervisor's box.

The affected deputy shall complete their own "Notice of Amended Citation" form in its entirety and provide a new court date. This form shall be completed and submitted within seven days of the supervisor receiving the packet from the Complaint Unit.

The old citation, court cover sheet, and completed "Notice of Amended Citation" will be placed in the Complaint Unit box on the Crime Reports counter or in the appropriate box at substations for refiling. The complaint unit will mail the original "Notice of Amended Citation" form to the defendant and send a copy to the court for filing.

Supervisor responsibility:

All citations shall be reviewed by either a Senior Deputy or Sergeant prior to submitting them to clerical staff. This will assist in identifying missing information and mistakes, allowing the citation to be returned to the deputy for amendment. If the citation is rejected, it will be placed in the issuing deputy's supervisor's box. It will be the responsibility of the supervisor to ensure the affected deputy completes and resubmits the amendment within seven days.

Documents for review:

- ❖ Kern County District Attorney Office Memorandum; Direct file and offenses 9/5/2023
 - ❖ Example notice of amended citation form.
 - ❖ Court house information.
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KERN COUNTY DISTRICT ATTORNEY OFFICE MEMORANDUM

TO: All Law Enforcement Agencies

FROM: Ken Russell, Chief Deputy District Attorney

DATE: September 7, 2023

SUBJECT: Direct File and Offenses reviewed by KCDA – UPDATED 9/5/23

Please be advised that effective immediately the Kern County District Attorney's Office will advise law enforcement agencies to direct file the offenses listed below:

Business & Professions Code

4060

4149(a)

22435.2(f)

25662

25665

25658 – any subsection

Health & Safety Code

11357 – all except (b)(2) and (c) subsections (1) and (2)

11358 (b) and (c) – cases not involving a commercial or illegal growing operation

11359 (b) – cases not involving a commercial or illegal growing operation

11364

11550(a) – only if the defendant admits or there is a lab results

11350 (unless the defendant has a prior strike conviction)

11377 (unless the defendant has a prior strike conviction)

Penal Code

415

597.7 (a)

602 – any subsection

647 – subsections (b)/(c)/(d)/(f)/(h)

Vehicle Code

20

2800.1
4461 – (a)/(b)/(c)/(d)
4462.5
5753a
5901 – (a)/(b)/(c)
11700
11700.3
11800
12120
12500 - (a)/(b)
14601(a)
14601.1(a)
14601.2(a)
14604
20002
21651 – all sections except (c)
23109 – all section
23114 – (a)/(b)
23140
23152 all except sub (C) or (f) – above .08% only
23223
23224

Municipal Code Violations

Kern County Ordinance Violations

Citations issued by the Kern County District Attorney's Office

Uniform Fire Code Citations

Fish and Game Citations

CCR Title 14 Citations

Park and Recreation Citations

All Infractions

Additionally, the Kern County District Attorney's Office will review the following charges:

- 1) All felonies.**
- 2) All in-custody defendants.**
- 3) All domestic violence cases.**
- 4) All cases involving a citizen arrest, except shoplifting and retail theft cases.**
- 5) All DUI (a)/(b) under .08%, any DUI>drugs, any DUI with priors.**
- 6) All assault crimes on public officers (148/69/245(c), etc.)**
- 7) All cases in which a warrant will be required.**
- 8) Any case where charges or enhancements need to be added or changed.**
- 9) Any case involving a public figure, public official, law enforcement officer, or other notable person, as either a victim or a suspect.**



1350 Norris Road
Bakersfield, CA 93308

NOTICE OF AMENDED CITATION

Date: **10/27/2023**

Name: **JOHN SMITH**

Address: **1350 NORRIS ROAD**

City, State & Zip: **BAKERSFIELD, CA 93308**

A Notice to Appear was issued to you on: **October 2, 2023**

Citation Number: **BB123456**

Violation(s): **CVC 22108, CVC 14601.1(A)**

It has been necessary to amend the citation as follows:

The case number listed on the previous amendment was incorrect. The correct case number is 2023-00000000. The court appearance time and date have been adjusted and have been listed below. Please disregard the original date/time listed on the citation.

You will need to appear in Superior Court, Division MA, located at **1415 Truxtun Ave CA** at **7:30 A.M.** on **November 28, 2023**. If you have questions, you may call 661-610-6000.

Sincerely,

Donny Youngblood, Sheriff/Coroner, Kern County

By: **DEPUTY**
Issuing Deputy

Badge: **#1234**

CC: COURT

Metro Court

1415 Truxtun Av. Bakersfield, Ca 93301
661-610-6000
Misdemeanors
M-F 0730 (Div. MA)

Traffic Division

3131 Arrow St. Bakersfield, Ca 93308
661-610-7000
Infractions
M-F 0730 (Traffic Div.)

Delano Court

1122 Jefferson St. Delano, Ca 93215
661-610-7300
Traffic infractions
Wends at 1330 (Div. A)
Misdemeanors
Mon-Thurs at 0830 (Div. A)
Warrants
Mon, Weds and Thurs at 0830 (Div. A)

Lamont Court

12022 Main St. Lamont, Ca 93241
661-610-7100
Misdemeanors & Infractions
Mon-Fri at 0800 (Div. A)

Mojave Court

1773 Highway 58 Mojave, Ca 93501
661-610-7400
Misdemeanors & Infractions
Mon -Fri at 0830 (Div. A)

Ridgecrest Court

132 E. Coso Ave. Ridgecrest, Ca 93555
661-610-7450
Misdemeanors & Infractions
Mon, Tues, and Thurs at 0800 (Div. A).

Shafter Court

325 Central Valley Hwy. Shafter, Ca 93263
661-610-7200
Infractions Fri at 0830 (Div. A)
Misdemeanors Mon-Fri at 0830 (Div. A)

Metro Court

1415 Truxtun Av. Bakersfield, Ca 93301
661-610-6000
Misdemeanors
M-F 0730 (Div. MA)

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Infractions
M-F 0730 (Traffic Div.)

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