

REFERRAL SOURCES FOR CIVIL CITATION CLIENTS

- Capital City Youth Services
- DISC Village, Inc.
- TurnAbout, Inc.
- Various Mentor Programs
- Referrals may be made to any local agency that offers services to assist clients



COMMUNITY SERVICE WORKSITES FOR THE CIVIL CITATION PROGRAM

- American Red Cross
- Boys & Girls Club
- Bond Community Library
- Easter Seal Society
- Elder Care Services
- Goodwill Industries
- Jake Gaither Community Center
- Lemoyne Art Foundation
- Leon County Division of Operations
- Leon County Public Library
- Palmer Munroe Community Center
- Ronald McDonald House
- Tallahassee Senior Citizens Center
- Tallahassee Parks & Recreation
- Tallahassee Museum of History and Natural Science
- Walker Ford Community Center
- Y.M.C.A.
- Any other available worksite identified as suitable



DISC Village, Inc.

Leon County
**CIVIL
CITATION
PROGRAM**

*A Component of the
Juvenile Assessment Center (JAC):*

3333 West Pensacola Street
Suite 100
Tallahassee, FL 32304
Telephone: (850) 575-4025
FAX: (850) 575-0047
Web: www.discvillage.com

Brenda Mueller
Juvenile Services Director

Lisa Sherry
Intervention Coordinator

WHAT IS THE CIVIL CITATION PROGRAM?

The Civil Citation Program, derived from Florida Statutes 985.301, is administered in Leon County by DISC Village, Inc. Implemented in April 1996, this program offers early intervention, counseling, education, and other appropriate community resources to divert appropriate juvenile misdemeanor offenders from the juvenile justice system. The Civil Citation Program works with other Community Partners in the effort to reduce juvenile crime, and to provide services for at-risk youth.

WHO IS ELIGIBLE TO PARTICIPATE?

Any juvenile who commits a misdemeanor or violates a county or municipal ordinance and has no prior arrests or juvenile sanctions is eligible for the Civil Citation Program. Both the child and the parent/legal guardian must agree to participate in the program and abide by the rules of the supervision process. **The Law Enforcement Officer has the discretion of issuing a civil citation or arresting the child.**

WHO IS INELIGIBLE FOR THE PROGRAM?

The juvenile is not eligible when the juvenile has a previous arrest history or has previously completed juvenile sanctions, is charged with a felony, or if the current offense requires restitution.

WHAT ARE THE REQUIREMENTS OF THE PROGRAM?

The Law Enforcement Officer issues the Civil Citation at the scene, giving the juvenile seven (7) calendar days to contact the program office to schedule an appointment for the initial assessment. A parent or legal guardian must accompany the child to the assessment.

The issuing officer will designate the number of community service hours to be completed, which will not exceed 50 hours. The Intervention Coordinator/Case Manager will determine where the juvenile will complete the hours and set a due date. The Law Enforcement Officer will also inform the client that additional sanctions and/or services may be assigned by the Civil Citation Program. The client must complete the hours and any additional sanctions/services to be considered successful.

WHAT HAPPENS IF A JUVENILE DOES NOT ABIDE BY THE RULES OF THE PROGRAM?

If the juvenile fails to successfully complete their assigned sanctions/services for any reason, or if they are charged with another crime while they are in the program, he/she will be arrested for the original offense and transported to the Juvenile Assessment Center for processing. The State Attorney's Office will then evaluate the need to pursue further legal action to address the initial civil citation.

WHAT WILL THE JUVENILE'S LEGAL RECORD BE AFTER COMPLETING THE PROGRAM?

Upon successful completion of the Civil Citation Program, the juvenile's record will be closed out of the Juvenile Justice Information System. The citation will remain on the juvenile's record as a Civil Citation.