



RECORDING CITATIONS IN RIMS UPDATE

Current Department operating procedure requires all patrol officers to input issued Notice to Appear citations in Citations database in RIMS. Due to the new requirements of AB 2773, the citation record window in RIMS has been updated to include a "Reason Given to Stopped Person" field.

This new field is a requirement for all citations being input into RIMS. The reason given must match the reason provided on the TR-130 Notice to Appear form. See the photo included below for an example of a completed Citation Record in RIMS, with emphasis on the newly added field.

VCCCD Police Department Policy Section 505 – *Parking and Traffic Citations* dictates all other policy and procedure guidelines for the handling and processing of citations.

The screenshot shows the RIMS Citation Record form with the following details:

- Cite Info:** Cite # [redacted], Location: WEST CAMPUS WAY, City: Ventura, Place: VENTURA COLLEGE, Area: VC, Beat: VC, Ct Date: 06/26/2024, Court: Ventura County Superior Court, Status: Filed, Type: Traffic.
- Person and Vehicle:** Cited: [redacted], Vehicle: [redacted].
- Officers/Routing:** Issued By: MEDINA, DAVID, Assisted By: MITCHELL, ALEXANDRIA, Approved By: PALLOTTO, MIKE, Dispo: Notice to Appear.
- Reason Given to Stopped Person:** Cell Phone (highlighted in red).
- Violations Table:**

Violation	Class	Description	Fine
23123(a) VC	Traffic	Use of Cell Phone While Driving	

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