



Dear Parent/Guardian,

As noted on the Civil Citation contract, an agreement was signed by you and your child to participate into the **Civil Citation Program** for a crime that has been committed. Per Florida state statute 985.12, your child must complete the designated community service hours and/or other sanctions assigned within a reasonable time frame.

Failure to successfully complete all designated sanctions could result in the criminal case being referred to the Collier County Juvenile Court system for prosecution. In addition, if your child is officially charged with any additional criminal offense while enrolled in the program the coordinator must be **notified immediately** as this may result in termination from the Civil Citation program. You cannot leave the state or move out of county without notifying the coordinator.

If your child completes all designated sanctions within the appropriate time frame then your child will be **successfully terminated** from the program and will not be required to appear in juvenile court and will remain free from criminal adjudication for this offense. Thus, leaving him/her with a clean juvenile record.

**In addition to community service hours:**

The Civil Citation Program may also require one or more of the following.

1. Participation in recommended intervention services appropriate to the identified needs of each juvenile and/or Parent. This may include participation in educational presentations, counseling, and/or mental health/substance abuse treatment services.
2. Participate in the Trinity Life Foundation educational/life skills program. Trinity Life Foundation will notify the Civil Citation Coordinator of completion.
3. Attend school daily and exhibit appropriate behavior. (School deputy can add or decrease hours depending on behavior.)
4. No associating with negative peers.
5. Comply with parents reasonable and lawful demands. (Parents can also recommend added hours.)

**There is a Random drug screening option for any and all charges.**

All drug and/or alcohol related charges require **mandatory** drug screening while in the program and all youth must have a clean reading prior to successful termination.

You and your child have the option to refuse the recommended sanctions of the Civil Citation Program at any time prior to completion. The criminal case will then be referred to the State Attorney's Office along with the Department of Juvenile Justice for prosecution through the Collier County Juvenile court system.

**Consistent participation is mandatory, must call, text or email the coordinator to be excused from an event. Multiple no shows without a valid excuse may result in violation from the program.**

Community service work details are normally held on Saturdays, from 8:00 a.m. – 1:00 p.m. during the school year, changes for school holidays and summer break.

### **Civil Citation Dress Code:**

No open-toe shoes, sandals, **SNEAKERS ONLY**.

No short shorts – must be med-thigh.

No Tank tops or spaghetti strap tops or mid-drift shirts.

Legging ok with a long shirt.

Shorts or pants must be fitted or cinched at the waist with a belt worn.

Hats and/or sunglasses allowed.

Hats and/or clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, drug or gang related.

**Gardening gloves will be issued to you or you can bring your own.**

### **Civil Citation Rules:**

No obscene or abusive language allowed.

**Absolutely No talking allowed.**

No gum chewing.

Youth will treat each other with respect.

Youth must put forth a good effort at work sites.

Youth must comply with all commands of Sheriff's Office personnel.

Youth must turn in all electronics, cell phones and car keys upon check in.

(The Sheriff's Office will not be held liable for lost or damaged items.)

**Youth are required to show up on time and be picked up on time.**

Any Dress code and/or Rule violation could result in youth being sent home, loss of credit for the day and/or hours added. Youth can also be violated from the program.

Youth will be given water and bathroom breaks throughout the day. Youth **are not** allowed to bring any water or food, unless there is a medical condition.

### **Work Site Schedules:**

Collier County Sheriff's Office website: [www.colliersheriff.org/civilcitation](http://www.colliersheriff.org/civilcitation)

(Click on My CCSO-Youth Relations Division-Prevention Services-Civil Citation Program)

Respectfully,

Civil Citation Coordinator

[civilcitation@colliersheriff.org](mailto:civilcitation@colliersheriff.org)

239-252-0076

239-252-0144 – Youth Relations Bureau

239-252-0900 – Youth Resource Center