



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

## TRAINING BULLETIN

#25-002

### **CORRECTION TO TRAINING BULLETIN #24-006 & COMPLETING NOTICES OF CORRECTION**

VCCCD PD Training Bulletin #24-006, titled *Updated Notice to Appear & AB 2773*, requires a correction regarding the “To be notified” checkbox. Additionally, due to an increase in questions related to the proper completion of the “NOTICE TO:” box on the top of the citations, this Training Bulletin will provide examples of how to complete the appropriate selection depending on the citations’ circumstances. Furthermore, due to an increase in citations being returned by the courthouse, this Training Bulletin will provide guidelines for police officers completing a Notice of Correction.

### **BACKGROUND INFORMATION ON THE “TO BE NOTIFIED” CHECKBOX**

Pursuant to California Vehicle Code Section 40501(b), as it related to appearance dates/times, “In the case of juveniles, the court having jurisdiction over the offense charged may require the arresting officer to indicate on the notice “to be notified” rather than specifying a specific date pursuant to subdivision (a).”

In accordance with the Ventura County Superior Court’s standard operating procedures, police officers will only mark the “To be notified” checkbox when citing and releasing a juvenile for a misdemeanor citation or for a violation of Section 11357 the California Health and Safety Code (H&S). Because the Ventura County Juvenile Court does not publish nor provide an appearance date calendar, and because arrested juveniles’ court cases are not conducted in the Ventura County Superior Court’s Hall of Justice, officers must mark notices to appear as “to be notified” when issuing a citation to a juvenile for a misdemeanor criminal offense or a violation of Section 11357 H&S (see example below).

### **PROCEDURES FOR COMPLETING APPEARANCE DATE/TIME**

#### **ADULT AND JUVENILE TRAFFIC INFRACTIONS**

Police officers who are issuing a Notice to Appear to any individual (adult or juvenile) for an infraction (except for § 11357 H&S for juveniles) shall mark the “RESPOND TO CITATION **BEFORE:**” checkbox and provide an appearance date in accordance with the Ventura County Superior Court’s HOJ/Simi Appearance Date Schedule calendar.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
POLICE DEPARTMENT

0000000

**NOTICE TO:**  
☐ APPEAR IN COURT AT \_\_\_\_ ☐ AM ☐ PM **ON:**  
OR  
☒ **RESPOND TO CITATION BEFORE:**  
**DATE: 4 / 31 / 16**  
See back for detailed instructions  
☐ To be notified

☐ Superior Court of California, County of Ventura  
800 S. Victoria Ave., RM #118, Ventura, CA 93009  
☎ (805) 299-8545 → [www.ventura.courts.ca.gov](http://www.ventura.courts.ca.gov)  
☐ Superior Court of California, County of Ventura  
3855-F Alamo St., Simi Valley, CA 93063  
☎ (805) 299-8545 → [www.ventura.courts.ca.gov](http://www.ventura.courts.ca.gov)

**ACT BY THIS DATE TO AVOID A  
WARRANT OR ADDED FEES**

Date of Violation (mm/dd/yy) Time ☐ AM ☐ PM Driver's License Number (all states) Class State  
Name (first, middle, last)



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

## TRAINING BULLETIN

#25-002

### ADULT MISDEMEANOR ARRESTS

Police officers who are issuing a Notice to Appear to any adult for a misdemeanor (i.e., cite-and-release) shall mark the “APPEAR IN COURT AT \_\_\_\_ **ON:**” checkbox and provide an appearance date and time in accordance with the Ventura County Superior Court’s HOJ/Simi Appearance Date Schedule calendar.

### JUVENILE MISDEMEANOR ARRESTS

Police officers who are issuing a Notice to Appear to any juvenile for a violation of § 11357 H&S or any misdemeanor (i.e., cite-and-release) shall mark the “To be notified” checkbox and will not provide an appearance date nor time on the citation.

### COURTHOUSE SELECTION

Officers assigned to the Oxnard College Station or the Ventura College Station shall mark the courthouse located in Ventura, while those assigned to the Moorpark College Station shall mark the courthouse located in Simi Valley. Regardless of courthouse, all white copies of citations shall be submitted to Police Services.

**Oxnard & Ventura College Stations**

**Moorpark College Station**



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT

## TRAINING BULLETIN

#25-002

### PROCEDURES FOR NOTICES OF CORRECTION

California law requires any correction or modification to a Notice to Appear to also have a Notice of Correction and Proof of Service (TR-100) form mailed to the accused violator before filing the citation with the courts (§ 40505 CVC). In order to streamline the correction process and satisfy the requirements of the Vehicle Code, officers shall follow these procedures when completing a TR-100.

Officers will only complete the left side of the TR-100 form, being sure to sign the document in blue ink. Signatures must be original, pen-on-paper signatures, and cannot be digital. Once the left side of the TR-100 form is complete, the officer will send the form to Police Services for processing. Police Services will complete the right side of the form and ensure the TR-100 is submitted to the courts along with the appropriate Notice to Appear.

#### COMPLETE ONLY THIS SIDE

|   |   |
|---|---|
| NAME OF COURT: Superior Court of California<br>STREET ADDRESS: 600 S. Victoria Avenue, Room #118<br>MAILING ADDRESS: 600 S. Victoria Avenue, Room #118<br>CITY AND ZIP CODE: Ventura, CA 93009<br>BRANCH NAME: County of Ventura<br>TELEPHONE: (805) 269-6545   |   |
| PEOPLE OF THE STATE OF CALIFORNIA<br>vs.<br>DEFENDANT: John Doe   |   |
| NOTICE OF CORRECTION AND PROOF OF SERVICE<br>(Vehicle Code, § 40505)  |   |
| AMENDING OFFICER NAME/ID NO.:<br>J. Smith #1234   | DEPARTMENT/AGENCY:<br>VCCCD Police Department |
| CITATION NUMBER:<br>0123456   | CASE NUMBER:<br>00-0123                       |
| <p>1. A <i>Notice to Appear/Notice to Correct Violation</i> was issued to you by an officer of this department on (date): 04/15/2025</p> <p>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.</p> <p><input type="checkbox"/> Date/time of violation should be _____</p> <p><input checked="" type="checkbox"/> Date/time of court appearance should be changed<br/>from 04/15/2025 to 05/14/2025</p> <p><input type="checkbox"/> Violation section(s) should be changed<br/>from _____ to _____</p> <p><input type="checkbox"/> Location of violation should be changed<br/>from _____ to _____</p> <p><input type="checkbox"/> Other (specify): _____</p> <p>I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <p>Date: 04/15/2025 <u>J. Smith #1234</u><br/>(signature of officer)</p> <p><small>Form Adopted for Mandatory Use<br/>Judicial Council of California<br/>TR-100 [Rev. January 1, 2004]</small></p> |   |
| <p>I am at least 18 years of age, not a party to this action, and I am a resident of or employed in the county where the mailing took place. My business address is: _____</p> <p>On (date): _____, I served this Notice of Correction on the parties at the address listed below by depositing in a sealed envelope, postage prepaid, with the United States Postal Service at (city and state): _____</p> <p>I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <p>Date: _____</p> <p>Original to court _____<br/>(Type or print name) (SIGNATURE)</p> <p>Defendant's Address: _____</p>  |   |

Training Outline composed by:  
CSO Andrew Bumblis