



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 3

**Agenda Date:** September 25, 2024

**In Control:** Municipal Court Advisory Committee

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**DEPARTMENT:** Office of the City Attorney

**DEPARTMENT HEAD:** Andy Segovia

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Life Cycle of a Ticket in Municipal Court, from traffic violations to specialty court issues including Code, Animal, and Assault Unit violations.

**SUMMARY:**

The San Antonio Municipal Court processes hundreds of thousands of Class C Misdemeanor cases every year. The majority of these citations are traffic violations issued by peace officers. However, the Municipal Court also addresses various types of non-traffic violations (Family and Non-Family Assaults) as well as City Code violations from departments including but not limited to Fire, Development Services, Animal Care Services, and the Office of Historic Preservation.

**BACKGROUND INFORMATION:**

Upon witnessing a Class C criminal violation, officers will file either a written citation with the Court or submit an affidavit of probable cause to the City Attorney's Prosecution Division for review and determination. The defendant is subsequently set for arraignment at which an initial

plea is entered. Citations may be resolved at this stage with a plea of guilty or no contest. The defendant may choose to plead not guilty and exercise an absolute right to a trial by judge or jury. Defendants are provided a second opportunity at a pre-trial conference to resolve the matter without a trial. If a resolution cannot be reached, a trial shall be scheduled on a future date.

**ISSUE:**

This item is for briefing purposes only.

**FISCAL IMPACT:**

**This item is for briefing purposes only.**

**ALTERNATIVES:**

This item is for briefing purposes only.

**RECOMMENDATION:**

This item is for briefing purposes only.