

A. PURPOSE. To outline the procedure for the issuance of appearance tickets.

B. PROCEDURE

1. Officers **shall** issue an appearance ticket when a physical arrest is made, or in lieu of a physical arrest, for any applicable City Ordinance violation, which carries a maximum penalty that does not exceed 1 year in jail or a fine, or both, with the exception of:
 - a. Traffic Offenses – refer to MOP Chapter 5 Traffic/Accident Procedures
 - b. Retail Frauds – refer to MOP 7-11 Retail Frauds
 - c. Assault and Battery
2. Officers **shall not** issue appearance tickets:
 - a. To juveniles, 17 years and younger. In this circumstance, officers shall follow the juvenile arrest procedure outlined in [Section 8-16, Youth Interactions](#), of the Manual of Procedures.
 - b. If the person is arrested for domestic assault ([MCL 750.81](#)) or other “serious misdemeanor” as described under [MCL 780.811\(1\)\(a\)](#)
 - d. If the person is subject to detainment for violating a personal protection order, condition of bond, or other condition of release.
3. Officers **may** arrest and lodge a suspect for any applicable City Ordinance violation if one or more of the following circumstances are present. An appearance ticket shall be created with an arrest, or in lieu of a physical arrest.
 - a. The arrested person refuses to follow the officer’s reasonable instructions.
 - b. The arrested person cannot be satisfactorily identified.
 - c. There is a reasonable likelihood that the offense would continue or resume, or that another person or property would be endangered if the arrested person is released from custody.
 - d. The arrested person presents an immediate danger to himself or herself or requires immediate medical examination or medical care.

- e. The person requests to be taken immediately before a magistrate.
 - f. For “any other reason that the police officer may deem reasonable to arrest the person, which must be articulated in the arrest report.”
 - (1) Officers must seek arrest approval from a supervisor for this exception.
 - (2) Review [Legal Update 21-01](#) for more information.
4. Officers issuing appearance tickets shall:
- a. Assign an appearance date of “**lodged**” or “**within 10 days**” from the issue date.
 - b. Detail the method of positive identification used in the appropriate incident report.
 - c. Completely fill out the appearance ticket including physical description and related incident number.
 - d. Complete an incident report, detailing the incident. Include the ticket number(s) issued and any evidence seized in the body of the report.