

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

B. PROCEDURE

1. Officers **shall** issue an appearance ticket in lieu of a physical arrest for any of the applicable offenses listed under MCL 764.9f, which carry a maximum penalty that does not exceed 1 year in jail or a fine, or both.
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 10-5, *Prisoner Processing*, of the Manual of Procedures.
  - b. When a physical arrest is made and the subject is lodged at the Kent County Correctional Facility or Kent County Juvenile Detention. Citations must still be issued for traffic offenses as outlined in MOP 5-6 and MOP 5-8.
  - c. 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 in lieu of an appearance ticket if one or more of the following circumstances are present:
  - 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 **“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.