A criminal summons may be completed in both felony and misdemeanor cases.

Felony crimes

A summons request should be completed on those felony cases where there is less than probable cause, but more than mere suspicion. The Prosecuting Attorney will review the case report and determine if there is legal sufficiency to prosecute the suspect.

Gross Misdemeanor/Misdemeanor

A summons request should be completed on those misdemeanor offenses that:

- Do not occur in the officer's presence
- Are not an extended powers incident as defined in Chapter 10.31 RCW

A review by the City Prosecutor is needed prior to filing a charge.