

- A. PURPOSE. To outline the procedure for the issuance of appearance tickets
- B. PROCEDURE
1. Officers **may** issue an appearance ticket in lieu of a physical arrest for any of the applicable offenses listed as appearance ticket offenses if:
 - a. The subject has credible identification or is able to be positively identified by other sources, i.e.; booking photo databases, Secretary of State photographic database, etc; and
 - b. The subject is not a danger to self or others.
 2. Officers **shall not** issue appearance tickets:
 - a. To juveniles, 16 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. If a physical arrest is made. The only exceptions to this are:
 - (1) When a physical arrest is made of a **driver** for open alcohol in a motor vehicle. A ticket must then be issued and the word “lodged” entered in the appearance date field.
 - (2) When a physical arrest is made of minor, aged 17–20, for Minor in Possession of Alcohol. A ticket must then be issued and the appearance date entered as “lodged.”
 - c. To subjects who cannot be positively identified.
 3. 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.