

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 523	Reviewed: New Issue
Subject: Appearance Tickets	NYS Accreditation:
Effective Date: 07/01/13 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish policy and procedure for the use of appearance tickets.

II. POLICY

- A.** Appearance tickets may be issued to persons arrested for violations or misdemeanors and specified felonies when appropriate.
- B.** The Criminal Procedure Law allows a police officer to issue an appearance ticket when an officer is authorized to arrest a person without a warrant for an offense.
- C.** An appearance ticket may also be issued when the officer is accepting a turnover arrest from another person.
- D.** The following criteria must be met for a person to be eligible for an appearance ticket without being transported to the Seneca Falls Police Department.
 - 1. The identity and residence of the person arrested must be established;
 - 2. No outstanding warrants exist for the person;
 - 3. The arrest does not require fingerprints and photos.
- E.** An appearance ticket will not be issued when the arrest is for:
 - 1. A bench warrant, (unless directed by the court to do so);
 - 2. A warrant issued by any court other than the Town Court of Seneca Falls;
 - 3. A Town Court warrant that requires posting of bail (which the defendant cannot raise in a reasonable amount of time), or indicates "no bail";
 - 4. Any situation not specifically delineated in this order that, in the judgment of the arresting officer, indicates that the issuance of an appearance ticket would be inappropriate (e.g., when it appears likely that the offense will continue or be repeated if the offender is not taken into custody).

III. PROCEDURE

- A.** Appearance tickets may be issued at the time and place of the arrest.
- B.** The officer will use the TRACS Appearance ticket at all times. If for some reason the TRACS ticket cannot be issued the officer can issue the three-ply appearance ticket.
- C.** The three-ply appearance ticket will be distributed as follows:
 - 1. **DEFENDANT'S COPY** - The issuing officer will give the defendant his copy of the

appearance ticket and direct him to appear in Town Court, at the date/time written on the appearance ticket;

2. COURT COPY - will be attached to the court documents (Information's, Supporting Depositions);
3. POLICE AGENCY AND OFFICER COPY - to be made a part of the arrest package.