

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 04/04/2017	Supersedes Policy Dated: 10/06/2015	Rescinds:	SOG Number: 101.5
Accreditation Index:			
Part Title: Administration	Chapter Title: Role and Authority		
Chief of Police:			

Adult Cite and Release

I Policy

It is the policy of the Springfield Police Department to conserve the resources of the Greene County Jail through the use of sound discretion and in accordance with established laws and procedures. Included in the use of discretion and policy is the utilization of non-arrest alternatives which includes citations to appear. It is the policy of the Springfield Police Department to issue citations for misdemeanor arrests or infractions unless one or more of the criteria set forth in this policy exists.

II Definitions

Arrest – As used in this policy shall mean: the taking of a person into temporary custody in the field either by actual restraint or by the person’s submission to detention; OR the taking of a person into custody and transporting them to jail.

Citation – A notice to appear which releases an arrested person and directs them to appear in court on a particular day to respond to the arrest charge. Citations may be issued after either an arrest or a physical arrest. The citation will either be an e-ticket or a traditional, handwritten paper summons.

E-Ticket – Electronically generated citation which is stored/retained within the RMS system. The offender’s copy is printed by the officer.

Infraction – An offense (not a crime) for which a suspect, if convicted, may be assessed a fine and/or forfeiture. Does not allow for incarceration.

SOG 101.5

Adult Cite and Release

Effective Date: 04/04/2017

Misdemeanor – A crime for which a suspect, if convicted, may be incarcerated for a term not to exceed one year. (RSMO 556.061) ¹

III Procedure

1 Considerations for Cite and Release

- 1.1 The investigating officer may determine the suspect is ineligible for Cite and Release under the following circumstances:
 - 1.1.1 Violence
 - 1.1.2 An offense involving firearms
 - 1.1.3 Resisting arrest
 - 1.1.4 Giving false information to a police officer
 - 1.1.5 The suspect/prisoner is a danger to themselves or others due to intoxication or being under the influence of drugs or narcotics.
 - 1.1.6 The suspect/prisoner has other charges pending, if known, against them that would make them ineligible for citation.
 - 1.1.7 There is reasonable likelihood that the offense(s) would continue/resume, or that the safety of person(s)/property would be immediately endangered by the release of the person.
 - 1.1.8 The suspect/prisoner cannot provide satisfactory evidence of personal identification.
 - 1.1.9 Any instance in which the arresting officer, with supervisor's approval, deems the arrest necessary. The supervisor must review the circumstances prior to approval for booking.
 - 1.1.10 The prosecution of the offense(s) for which the person is arrested, or the prosecution of any other offense(s) would be jeopardized by the immediate release of the person arrested.
 - 1.1.11 The offense is covered under a statutory provision, which mandates an arrest, such as the adult abuse statute.

2 Issuing Citations

- 2.1 Whether an officer decides to arrest or cite and release, officers are required to issue citations using the E-Ticketing System unless certain circumstance exists. Officers may issue a traditional, handwritten summons under the following conditions:
 - 2.1.1 Officer safety issues exist;
 - 2.1.2 The officer's vehicle is not readily accessible;
 - 2.1.3 The vehicle is not equipped with an e-ticket printer;

¹ Definition revised, RSMo reference corrected, per Policy Change Order 17-009.

SOG 101.5

Adult Cite and Release

Effective Date: 04/04/2017

- 2.1.4 The printer is not working properly.
 - 2.1.4(a) Officers are required to test their vehicle's printer prior to beginning their shift. If a printer is not functioning properly, officers shall document this on their Daily Vehicle Maintenance and Equipment Inspection form (SPD Form # 02-OP-0466) and notify their supervisor. Officers are not allowed to unplug or remove printers without the approval of Information Systems.
 - 2.1.4(b) If the e-ticket printer in the jail is not functioning properly, officers should notify the jail staff.
- 2.2 When the victim of a crime wants to pursue charges against an offender (e.g. shoplifting, noise disturbance, common assault, etc.), officers are not required to have the complainant sign an e-ticket citation; however, the officer shall note in their report the complainant's desire to prosecute.
 - 2.2.1 If the officer has to issue a traditional paper ticket, they should have the complainant sign the citation and note in their report the victim's desire to prosecute.

IV Attachments