


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...accountability, integrity and respect."</i>		<b>SUBJECT:</b> <b>"SUMMARY CITATIONS/ARRESTS"</b>	<b>ORDER NUMBER:</b> <b>44-9</b>
		<b>PLEAC STANDARD:</b> <b>2.4.1</b>	<b>PAGE 1 OF 2</b>
<b>RE-ISSUE DATE:</b> <b>9/8/2017</b>	<b>EFFECTIVE DATE:</b> <b>6/1/00</b>	<b>ANNUAL REVIEW DATE:</b> <b>AUGUST</b>	<b>RESCINDS:</b> <b>COP 02-011</b>
		<b>AMENDS:</b> <b>ALL PREVIOS</b>	

### **1.0 POLICY/PURPOSE**

- 1.1 A warrantless arrest for a summary offense shall only be made when such an arrest is specifically authorized by law. In addition, the officer shall exhibit some sign of authority when instituting a summary offense proceeding by means of a warrantless arrest.
- 1.2 It is intended that these proceedings will be instituted by arrest only in exceptional circumstances such as those involving violence, or the imminent threat of violence, or those involving a danger that the defendant will flee.

### **2.0 PROCEDURE**

- 2.1 Generally, summary offenses cases will be initiated by issuing a traffic or non-traffic citation to the defendant at the time and in the place where the offense has occurred.
- 2.2 In those instances when an actor has been arrested for a summary offense without a warrant, the arresting officer shall, when the officer deems it appropriate, promptly release the defendant from custody rather than take the defendant before the issuing authority when the following conditions have been met:
  - 2.2.1 The defendant is a resident of this Commonwealth and,
  - 2.2.2 The defendant poses no threat of immediate physical harm to any other person or to himself or herself and,
  - 2.2.3 The arresting officer has reasonable grounds to believe that the defendant will appear as required and,
  - 2.2.4 The defendant does not demand to be taken before an issuing authority.
- 2.3. A citation shall be issued to the defendant at the time of his/her release.
  - 2.3.1 If the defendant has demanded to be taken before an issuing authority and no issuing authority is available to hold an immediate hearing, the defendant shall be given a citation and released.
  - 2.3.2 Warrant Office personnel shall ascertain the availability of the issuing authority and provide that information to the arresting officer.

### **3.0 COMPLETING THE CITATION**

- 3.1 Citations shall be completed legibly and in full by the arresting officer.
- 3.2 The box marked "docket number" is to be left blank. This box is used by the courts for the tracking number.
- 3.3 A "C-Number" (for "Citations") shall be obtained from the Warrant Office, and is to be listed in the narrative section.
- 3.4 In the "Officer's Signature" block, include the legibly printed name and assigned badge number of the arresting officer.
- 3.5 Title 18 is to be used for "Crimes Code" violations and Title 75 is to be used for "Vehicle Code" violations.
- 3.6 Title numbers are to be used for violations of City Ordinances. The ordinance number always begins with the Title number, i.e., 601.08(a) relating to Alcohol/Liquor consumption on streets/sidewalks, as in Title 6.
  - 3.6.1 Offense number must be complete, including subsection(s).
- 3.7 Citations must include the defendant's full name and complete address, including zip code.

- 3.8 On **Non-Traffic** Citations, obtain the defendant's phone number and include it on the citation.
- 3.9 Also on **Non-Traffic** Citations, the officer will include the Census Track number in the "remarks" section of the citation. An updated copy of the Census Track book is located, as an icon, on all computer desktops.
- 3.10 Rule 403 of the "Rules of Criminal Procedure" relating to the contents of a citation requires a law enforcement officer to give the defendant a paper copy of the citation containing all the information required by this rule. Nothing in this rule requires the defendant to sign the citation.
- 3.10.1 However, officers shall ask for the defendant's signature as an acknowledgement of receipt of the citation. If the defendant refuses, the officer shall write "refused" in the signature block.
- 3.11 If the citation will be filed to proceed by summons, the officer shall write "summons" in the signature block.

Approved By:



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Scott Schubert  
Chief of Police