

TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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CHIEF OF POLICE

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NOTICE TO APPEAR REVISIONS

Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 7923.600.

I. PURPOSE

To provide guidance on filling out new and/or revised portions of the new Notice to Appear (PD-177) forms.

II. SCOPE

This Training Bulletin applies to all sworn Department personnel.

III. BACKGROUND

An extensive revision of the Notice to Appear (PD-177) was recently released for statewide utilization. The revision included mandatory changes and corrections required per the format established by the California Judicial Council (TR-130). All previous forms of the PD-177 are obsolete and shall no longer be utilized.

IV. PROCEDURES

A. Notice to Appear or Notice to Respond.

1. If one or more of the offenses charged is a misdemeanor, officers shall mark the "APPEAR IN COURT AT" box and complete the time and date to appear data fields. The appearance date must be in the Month/Day/Year format.

2. If all the offenses charged are infractions, officers shall mark the “RESPOND TO CITATION BEFORE” box and complete the date data field to indicate the deadline by which the defendant must act to avoid added penalties. The deadline date must be in the Month/Day/Year format.
3. The San Diego Superior Court publishes an annual Court Holiday Appearance Scheduler (SDSC MO-030) to provide court-wide general scheduling guidelines.

Figure 1.

B. Reason for Stop

1. Effective January 1, 2024, California Vehicle Code 2806.5 requires that officers write the reason for the traffic or pedestrian stop. Officers shall document this reason in the box labeled “Reason for Stop”.
 - a. If the reason for the traffic or pedestrian stop that led to the issuance of the Notice to Appear is the same as the first violation charged on the Notice to Appear, officers may mark the “Same as Violation #1” box instead of filling in the box.

Figure 2

C. Email – Optional line

When officers present the citation for signature, there is an optional e-mail section located in the same box. Subjects may provide their e-mail

address in this location for reminders or other notifications from the courts, if they choose to do so. It is optional, not required.

Figure 3

up of this citation. Signing DOES NOT admit guilt.

EMAIL - OPTIONAL (may be used for reminders)

SIGNATURE

D. Agency Case Number

The Agency Case number box shall be filled out if the Notice to Appear is issued for a misdemeanor crime.

Figure 4

City/County of Occurrence Agency Case No.

Comments (weather, road, traffic conditions) Crash

E. Violations of 27156(a) or 27150(b) CVC

1. If an officer cites a subject for a violation of 27156(b), the officer shall also select the State Referee Inspection Required box on the Notice to Appear.
2. If an officer cites a subject for a violation of 27150(a) CVC and believes the modification was intentional, they shall select the Certificate of Compliance Required box on the Notice to Appear.

Figure 5

State Referee Inspection Required [VC §27156(b)]

Certificate of Compliance Required [VC §27150(a)]

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NOTE: For further information on referee and certificate of compliance, subjects may review the information card attached to their citation.

If you have any questions regarding this Training Bulletin, please contact Traffic Division Sergeant (~~Deleted~~ – records of security).