

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: JANUARY 26, 2024 1400 HOURS
NUMBER: OR 24-03
SUBJECT: REVISED NOTICE TO APPEAR FORMS
SCOPE: ALL MEMBERS OF THE DEPARTMENT
DEPARTMENT PROCEDURE AFFECTED: 7.01

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.

A revised version of the Notice to Appear (PD-177) has been produced. This revision includes mandatory changes and corrections required per the format established by the California Judicial Council (TR-130).

Effective immediately, once commands receive the new Notice to Appear books, each officer will be required to obtain the new version in accordance with their command's established issuance procedure. Supervisors shall collect their officers' obsolete Notice to Appear citation books and complete the attached, "Notice to Appear Citation Book Destruction Log."

Supervisors shall then place the old Notice to Appear citation books into the secure shred bins at their command. These books shall be shredded and discarded. Commands shall maintain the original copies of the destruction log and scan/e-mail or interoffice mail a copy of the log to Kristi Baca at Traffic Division, MS732. The logs shall be maintained for a minimum of two years.

New Driver Information Card

The Driver Information Card (PD-177b) on the citation shall be given to all drivers cited for correctable violations, emission violations, loud/defective muffler violations, and known participants in street racing, sideshow, and illicit car meets. The form provides detailed instructions for equipment violation corrections, state referee information, a notice of unlawful operation (Section 24004 CVC), and a Watson admonishment for the dangers of street racing and sideshow participation. If applicable, officers shall document the Watson admonishment was provided verbally or in writing on the front of the citation or in a report narrative.

Any questions should be directed to **(Deleted – records of security)**

Please read at squad conferences and give a copy to all personnel.