

TRAINING TASK: PARKING ENFORCEMENT

TASK # 27

Purpose

To recognize parking violations and problem areas and completion of citation if necessary.

Preceding Task:

None

I. Statute and City Ordinances

- A. Chapter 404 of City Ordinances
- B. C.O. 436.09 Registrations
- C. Chapter 452 of City Ordinances

II. Policy and Procedure

- A. G.O. 61.1.13 Parking Enforcement Activities
- B. G.O. 61.4.3 Abandoned and Towed Vehicles
- C. Training Bulletin: The Law #8 Enforcement of Handicap Parking Restrictions
- D. Training Bulletin: Police Procedure #8 Vehicles Parked in City Right-Of-Way

III. Operational Procedure

- A. Recognize violations
 - 1. Overtime Parking
 - a. Public Street--Police enforce
 - b. Marking the vehicle
 - 1. Use marking crayon to mark pavement and tires, or use rock on a tire, or use a wire in ground in tree lawn
 - 2. Notify dispatch of marked vehicle so it can be entered into Overtime Parking File
 - 3. Attempt to contact owner
 - 4. Private Property--Zoning
 - 2. Other common violations
 - a. Expired registration
 - b. Handicap violations

c. Fire lanes

B. Writing the Citations

1. Fill out information on the owner: Name, address, city and state, zip code
2. Fill in the rest of citation after placed on vehicle (SSN and DOB should not be placed on violator's copy)
3. If citation served on vehicle then issue court date
4. If vehicle is towed put citation with tow ticket
 - a. Leave court date and issue date blank
 - b. Records or supervisor will issue citation to owner when releasing vehicle
5. If driver is different than owner
 - a. If no one comes up to you as you issue the citation, the citation goes to the owner of vehicle
 - b. If driver (different than owner) comes up while you write citation and admits that they parked the vehicle, reissue new citation to driver
 - c. Fill out Canceled Citation Form for incorrect citation and put on Sergeant's desk - Be sure to retrieve offender's copy if issued

C. Problem areas

1. Fairmont Stadium during football season
2. Shopping center for fire lane and handicap
3. Delphi Plant--handicap
4. Suicide Hill during snow
5. Residential areas for Garage sales, auctions, and selling cars left on streets
6. Rec Center--fire lane and handicap
7. Meijer--handicap
8. Town and Country during book signings

D. Common sense approach

1. On most overtime parking complaints the vehicle maybe towed after 72 hours so you can wait the 72 hours and then tow it and issue citation
2. Parking citations generate a lot of citizen's complaints

I certify that I have been trained and demonstrated proficiency in the above Training/Task Topics:

Probationary Officer

Date

Supervisor

Date

FTO

Date