

	POLICY & PROCEDURE	SERIES # 1138	PAGE 1 OF 4
	<b>PARKING ENFORCEMENT</b>		EFFECTIVE DATE <b>07/06/04</b>
			OVERSIGHT <b>Operations</b>
	DISTRIBUTION <b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS P&P #1012 dated 2/20/03	

I. PURPOSE:

The purpose of this policy is to take enforcement actions against parking violations that cause hazard and inconvenience to citizens in the City of Hampton.

II. POLICY:

- A. Patrol Officers, Police Cadets or other authorized representatives of the police division will monitor parking situations throughout the city and take appropriate actions to minimize complaints and other problems associated with improper or illegal parking.
- B. Parking tickets are controlled items and the Central Records Unit will be responsible for the maintenance and administration of parking tickets.

III. PROCEDURE:

A. ENFORCEMENT:

- 1. Patrol Officers, Police Cadets and other authorized representatives of the police division shall be responsible for parking law enforcement including, but not limited to:
  - a. Limited time zones
  - b. Handicapped parking zones
  - c. Fire hydrants
  - d. Loading zones
  - e. Residential parking zones
  - f. Bus stops
  - g. Tow zones
  - h. NO parking zones
  - i. Expired city decals
- 2. Use of wheel-lock devices are prohibited, unless authorized by the Chief of Police.

APPROVED:  
CHIEF OF POLICE



3. Patrol Officers, Police Cadets and other authorized representatives of the police division shall attend court, when necessary, for the final Adjudication of any parking ticket they have issued.
4. Parking enforcement responsibilities shall include, but not be limited to:
  - a. Strict parking enforcement during peak traffic hours on primary thoroughfares.
  - b. Enforcement of Tow away zones.
  - c. Time control zones (i.e., 2-hour parking zones)
  - d. General surveillance
  - e. Vehicle or foot patrol

B. PARKING TICKETS:

1. The established procedures for administering parking tickets will be as follows:
  - a. It shall be the responsibility of the Central Records Unit to maintain any and all records pertaining to the issuance of parking tickets.
  - b. Any police officer requesting parking tickets will receive such tickets from the Central Records Unit.
  - c. It will be required of the requesting officer to sign a Parking Ticket Log Sheet.
  - d. Parking tickets will be issued to Police Officers in books of twenty-five (25). A Police Officer will not be issued more than two (2) parking ticket books at any one time.
  - e. The Central Records Unit will maintain **no less** than five-hundred (500) parking tickets (20 books) on hand at any given time. The Central Records Unit will order, through Procurement, an adequate number of parking tickets as needed, when there are less than 500 tickets on hand. The number required will be determined by the Central Records Unit.
  - f. Parking tickets will be pre-numbered in consecutive order. It will be the responsibility of the Central Records Unit

Commander or his designee to notify any Police Officer who has not issued the parking tickets assigned to him in consecutive order.

2. Issuing Parking Tickets:

- a. Parking ticket books will be issued by the Central Records Unit Commander or his designee.
- b. If an officer gives his tickets to another officer, the Central Records Unit must be notified by Special Report that these tickets were given to another officer. The receiving officers name and CAD number must be provided so that the Records Unit's records may be updated.
- c. A log sheet will be filled out at the time the parking tickets are issued.
- d. This will be a permanent record of those parking tickets which have been issued and tickets assigned to a Police Officer, but not issued.
- e. The following information will be recorded on a log sheet:
  1. Ticket numbers – beginning and ending
  2. Date the ticket book was issued
  3. Officer's name and CAD number
  4. Officer's signature
- f. The office copy of the parking ticket will be turned in to the Information Counter (or appropriate Field Office) at the completion of his/her shift. The ticket will be placed in the Records Unit basket for forwarding.
- g. Once the parking ticket has been processed by the Central Records Unit, it will be forwarded to the Hampton City Treasurers Office for collection.
- h. Police Officers will not issue traffic summonses for charges which can be placed upon a parking ticket. This will include charges of No City Tag.

3. Notifying Officers:

- a. Each Police Officer who has a parking ticket summons issued will be notified of the court date by the City Treasurers Office

via the appropriate service branch commanders office.

- b. The notice will be placed in the Officer's box.
- c. If the court date is changed after the assigned court date has passed, the Traffic Court clerk's office will notify the officer.
- d. The officer will be responsible for picking up the parking ticket on the assigned court date.
- e. Upon disposition by the Traffic Court, the ticket will be filed in Central Records for a period of two years and then destroyed.

4. Voiding/Excusing of Parking Tickets:

- a. Once a parking ticket has been issued, it cannot be made void/excused.
- b. If the parking ticket has not been issued, a request to void/excuse a parking ticket will be submitted to the Central Records Unit Commander by Special Report with the parking ticket attached thereto. The reason for the request will be clearly stated on the Special Report.