

 City of Norfolk	Operational General Order – 240		Parking Tickets
	Department of Police General Order		
	CALEA	61.1.13	
	VLEPSC	OPR.07.12	
LEGAL REVIEW DATE:	01-12-2011	PRESCRIBED DATE:	1-19-11
City Attorney:	<i>[Signature]</i>	City Manager/Director of Public Safety:	<i>[Signature]</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

Office of Preparation: Strategic Management Division / acb

Purpose

This order provides instructions for the proper preparation and submission of parking tickets.

Policy

The Department of Police will adhere and enforce the parking regulations set forth by the City of Norfolk.

Supersedes:

1. G.O. OPR-240, dated September 10, 2008
2. Any previously issued order conflicting with this order

Order Contents:

- I. Personnel Authorized to Issue Parking Tickets
- II. Parking Ticket Instructions
- III. Parking Ticket Distribution Instructions
- IV. Towing Motor Vehicles for Parking Violations
- V. Procedures for Voiding Certain Parking Tickets
- VI. Procedures for Contesting Parking Tickets

I. Personnel Authorized to Issue Parking Tickets

- A. Norfolk City Code, Section 25.1-61, Report and notice of and general penalty for violations of chapter, states in part that only personnel authorized by the code or designated by the City Manager will issue City of Norfolk parking tickets.
- B. The following Police Department personnel are authorized to issue parking tickets:
 - 1. All police officers, and
 - 2. Operations officers who have received authorization from the Chief of Police and have successfully completed the department's parking ticket training course.

II. Parking Ticket Instructions

- A. Fire Lane Violations
 - 1. A parking ticket may be issued for a vehicle illegally parked in a fire lane on public property or private property open to the public, provided such fire lane complies with all of the following Fire Marshal's specifications:
 - a. Fire lanes are properly marked by a yellow curb or a yellow line along the edge of the pavement in areas without curbs.
 - b. The words "NO PARKING FIRE LANE" are painted within the fire lane area.
 - c. White signs with "NO PARKING FIRE LANE TOWING ENFORCED" painted in red letters are posted.
 - 2. Towing of vehicles in fire lanes on private property is the responsibility of the owner of the property.
- B. A parking ticket shall not be issued to an abandoned or disabled vehicle that is a traffic hazard. Refer to G.O. OPR-340: Towing, for additional information.
- C. When time and circumstances permit, officers should query Division of Motor Vehicles (DMV) and National Crime Information Center / Virginia Criminal Information Network (NCIC/VCIN) vehicle computer files, if accessible, before issuing a parking ticket. This is to determine if alternative police action or investigation is necessary (e.g., stolen plates, stolen vehicle, etc.)

- D. Officers shall conduct vehicle registration checks and if the vehicle is registered in a city that still issues the sticker signifying payment of taxes, the officer shall enforce Norfolk City Code, Section 24-164.1, Display of decals by non- residents, for out of city motor vehicle licenses.
 - E. Officers shall record on each parking ticket, the information obtained directly from the vehicle at the time of the violation (e.g., license plates, vehicle's identification number, etc.) Information will not be obtained from computer files.
 - F. Officers shall refer to Instructions for Completing Parking Tickets (Attachment A) for detailed information.
- III. Parking Ticket Distribution Instructions (CALEA 61.1.13) (VLEPSC OPR.07.12.a)
- A. The parking ticket consists of an original and a copy. Officers issuing tickets are to distribute them as follows:
 - 1. The copy will be attached to the violator's vehicle, e.g., windshield.
 - 2. The original will be submitted to the issuing officer's command at the end of each tour of duty.
 - B. Parking tickets issued by department personnel shall be reviewed and initialed by a supervisor. The reviewing supervisor shall ensure the parking ticket is completed in accordance with this directive.
 - C. Commands shall forward all valid parking tickets received to the Division of Parking by the next working day.
- IV. Towing Motor Vehicles for Parking Violations
- Personnel shall follow the guidelines set forth in G.O. OPR-340: Towing, when towing vehicles for parking violations.
- V. Procedures for Voiding Certain Parking Tickets
- A. An officer may void a parking ticket which has been filled out in error and has not been issued. A parking ticket is considered issued when the ticket has been attached to the violator's vehicle.
 - 1. When voiding a parking ticket, the officer shall print the word "VOID" on the parking ticket, including an explanation and sign the back of the original parking ticket. The voided parking ticket must then be reviewed and signed by the officer's immediate supervisor. Voided parking tickets and the copy shall be turned in at the end of each tour of duty.

2. The officer's commanding officer, or designee, shall ensure that the copy of the voided parking ticket is attached to the original and maintained within command files. These voided parking tickets may be destroyed after a 30-day waiting period.
3. Parking tickets issued for handicap violations may be prepared for adjudication without requiring the citizen to appear in court if the citizen provides proof that he/she has a valid handicapped parking permit.

VI. Procedures for Contesting Parking Tickets

- A. Citizens requesting a court appearance to contest parking tickets shall be referred to the Division of Parking to complete the appropriate paperwork and receive a court date.
 1. Division of Parking personnel shall utilize the officer's court citing code, PD 758, Letter to Court, and the current Norfolk Traffic Division Court Citing Date Card (PD 600) to determine the officer's next available court date when scheduling hearings for any contested parking tickets.
 2. For administrative purposes, the court date selected shall be at least eleven days from the date the citizen contests the parking ticket.
- B. The Division of Parking is responsible for notifying all commands of contested parking tickets. Commands shall place a copy of the contested parking ticket and, enter all contested parking ticket notices received for court hearings, in the command's subpoena logbook.
- C. Officers having cases in other court rooms, as well as having contested parking tickets in Traffic Court, shall notify the deputy clerk of each court in writing, and in accordance with G.O. OPR-730: Court Appearances.

Related Documents:

1. G.O. OPR-340: Towing
2. G.O. OPR-730: Court Appearances

Attachments:

- A. Instructions for Completing Parking Tickets

INSTRUCTIONS FOR COMPLETING PARKING TICKETS

- A. Officers will write the vehicle identification number, and are authorized to write other identifying vehicle descriptors on the parking ticket to ensure proper identification for enforcement purposes. If the vehicle identification number is not visible for any reason, the officer will note this information (e.g., VIN covered by papers, etc.)
- B. A parking ticket may be issued to a vehicle with no license plate or to a vehicle displaying a temporary license plate, provided that the vehicle's identification number is written on the parking ticket.
- C. All applicable spaces on the parking ticket will be completed legibly.
- D. Careful formation of letters and numbers are necessary to ensure proper vehicle identification. Particular attention will be directed when writing out the following letters and numbers:

Letter(s)	Number(s)
B	8
G	6
L and I	1
0	Ø
S	5
Z	2

- E. Indicate the location of the offense.
 - 1. The exact numerical address or block number and street name will be used. A location describing two intersecting streets is unacceptable. Street names will be spelled out. However, directional indicators and street types may be abbreviated.
 - 2. If the violation occurred in a City of Norfolk parking facility, the name of the facility will be noted in the space indicating "Location", also include whether the facility is a garage or lot.
- F. Plate Type
 - 1. "PA" will be used to indicate regular passenger automobile license plates.
 - 2. Officers will not be responsible for entering correct special license plate codes provided the type of specialty license plate (e.g., bus, motorcycle, semi-truck, temporary, etc.) is written on the parking ticket.
- G. Issue a separate parking ticket for each parking infraction.
- H. **Officer shall include his/her court citing code on all issued parking tickets.** When completing a parking ticket, the issuing officer shall print his/her name, followed by a slash mark and assigned court citing code.
- I. Officers shall attempt to use the correct indicator block on the parking ticket that is consistent with the violation observed. In the event that a parking violations occurs that is not on the list of violations, the officer may write a description of the violation in the empty blank on the parking ticket. If a citizen should ask about the fine amount for write-in violations, the officer shall direct the citizen to contact the Division of Parking.