



Policy 901

Subject

PARKING CITATIONS

Date Published

21 December 2016

Page

1 of 5

By Order of the Police Commissioner

POLICY

Safety and Order. It is the policy of the Baltimore Police Department (BPD) to enforce parking infractions, when necessary, to promote safety and maintain order within the City of Baltimore.

GENERAL

REQUIRED ACTION

Member

1. Upon receipt of a new Parking Citation Book:
 - 1.1. Inspect the book for printing and numbering errors. Return misprinted and/or defective books to your supervisor and obtain a new Parking Citation Book.
 - 1.2. Complete the receipt stub and submit it to your supervisor.
2. Upon completion of a citation for a parking infraction:
 - 2.1. Detach the original and place it on the vehicle's windshield.
 - 2.2. Submit the first carbon copy of the citation to your supervisor before the end of your tour of duty.
 - 2.3. Retain the second carbon copy of the citation in your Parking Citation Book for your records.
3. When all citations have been issued and/or accounted for from your Parking Citation Book, immediately submit it to your supervisor and obtain a new Parking Citation Book.
4. Do not invalidate, void or cancel any parking citations for the following reasons:
 - 4.1. An appeal from the violator for reasons such as a malfunctioning parking device, medical emergency, a previously cited violation, or disabled vehicle.
 - 4.2. At the request of another member of the BPD.
 - 4.3. For citations issued to departmental vehicles or a member's personal vehicle used in the line of duty.

5. If your Parking Citation Book is misplaced, stolen or destroyed, write an Administrative Report, Form 95, with the explanation and request a replacement.
6. If you made an error on the citation, such as the wrong date or location or improper violation:
 - 6.1. Issue a new and correct citation;
 - 6.2. Write an Administrative Report, Form 95, including the serial number of the correct citation issued, requesting the erred citation be voided;
 - 6.3. Attach the original and first carbon copy of the erred citation to the Administrative Report, Form 95. Write in the "Remarks" section of the erred citation, "**VOID REQUESTED**," and the date and serial number of the correct citation; and
 - 6.4. Retain the second carbon copy of the erred citation in your Parking Citation Book.
7. If a citation was issued but determined to be invalid due to no actual violation, and the car owner/operator is at the scene and protests the issued ticket:
 - 7.1. Acknowledge the mistake.
 - 7.2. Advise the owner/operator:
 - 7.2.1. Once a citation is issued, only the State's Attorney's Office can dismiss the citation.
 - 7.2.2. The issuing officer will author an Administrative Report, Form 95 regarding the invalid citation and forward same, via channels, to the Parking Fines Office, 200 Holliday Street, Baltimore, Maryland, 21202.
 - 7.2.3. Instructions are printed on the reverse side of the original if the owner/operator chooses to stand trial.
 - 7.3. Write "**INVALID – NO VIOLATION**" in the "Remarks" section of the first carbon copy.
 - 7.4. Submit an Administrative Report, Form 95 explaining the invalid citation, and attach the first carbon copy to the report. Retain the second carbon copy in your Parking Citation Book.
8. If a properly issued citation, in your good judgment, should be voided, write an Administrative Report, Form 95 with an explanation, and attach the first carbon copy of the citation. Do not reclaim the original copy from the vehicle owner/operator or mark the first carbon copy "VOID."
9. Submit all Administrative Reports to your supervisor by the end of your tour of duty.

Supervisor

1. Issue Parking Citation Books to subordinates. Ensure receipt stubs are completed and placed in the designated repository.
2. Ensure subordinates submit the first carbon copies of issued citations before the end of their tour of duty.
3. Check each first carbon copy for completeness. Upon approval, place first carbon copies in the designated command repository.
4. Collect completed citation books from members and forward them to the Administrative Supervisor.
5. Collect citation books from members separated from the BPD, as well as citation books that have been completed, and deliver them to the Administrative Supervisor. Ensure to mark on the front cover of collected citation books as necessary: "**CANCELLED — RETIRED**" or "**CANCELLED — RESIGNED.**"
6. Forward all parking citation related Administrative Reports to the Administrative Supervisor.

Administrative Supervisor

1. Return completed Parking Citation Book receipt stubs to The City of Baltimore Parking Fines Section.
2. Forward first carbon copies of citations and two copies of the appropriate Parking Citations Transmittal form to the Traffic Unit via departmental mail.
3. Return misprinted/defective books with completed transmittal forms to the Supply Unit.
4. Prepare Parking Citation Transmittal forms for:
 - 4.1. "**ISSUED CITATIONS**" for "issued citations";
 - 4.2. "**VOIDED CITATIONS**" for "citations to be voided" (attach Administrative Reports);
 - 4.3. "**CANCELLED CITATIONS**" for "citations to be cancelled" due to member's retirement, resignation, etc.; and
 - 4.4. "**COMPLETED PARKING CITATION BOOKS**" for completed Parking Citation Books.
5. Return completed citation books and books marked, "**CANCELLED — RESIGNED,**" or "**CANCELLED — RETIRED**" to The City of Baltimore Parking Fines Section.

APPENDIX

A. Parking Citation

RESCISSION

Remove and destroy/recycle General Order I-1, *Parking Citation Books*, dated 4 August 2008.

COMMUNICATION OF POLICY

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

Parking Citation

CITY OF BALTIMORE PARKING FINES SECTION P.O. BOX 13327 BALTIMORE, MD 21203 (410) 396-4080 TTY 1-800-735-2258		PARKING CITATION XXXXXXXX																																																																																																																									
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMM. VEHICLE OVER 20,000 lbs</td><td>9</td><td rowspan="3">\$502.00</td><td>ACURA</td><td><input type="checkbox"/></td></tr> <tr><td>NO STOP/PARK HANDICAP</td><td>26</td><td>BMW</td><td><input type="checkbox"/></td></tr> <tr><td>UNLAWFUL DUMPING/WASTE HAULER WITHOUT PERMIT</td><td>40</td><td>BUIC</td><td><input type="checkbox"/></td></tr> <tr><td>NO STOPPING/NO PARKING VENDOR TRUCK PROHIBITED AREA</td><td>44</td><td rowspan="3">\$302.00</td><td>CADI</td><td><input type="checkbox"/></td></tr> <tr><td>ABANDONED VEHICLE</td><td>1</td><td>CHEV</td><td><input type="checkbox"/></td></tr> <tr><td>COMM. VEHICLE UNDER 20,000 LBS OR NON-COMM. VEHICLE OVER 20,000 LBS (RESIDENTIAL AREA)</td><td>10</td><td>CHRY</td><td><input type="checkbox"/></td></tr> <tr><td>COMM. 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