

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	10.10
		Original Issue Date	Reissue/Effective Date
		11/17/20	12/14/20
Order Title: PARKING ENFORCEMENT		Accreditation Standard: POSTC: 3.5.8	Section
		10	
		Section Title SUPPORT AND TECHNICAL SERVICES	
Rescinds:		Armando J. Perez, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE:

The purpose of this general order is to establish a written directive that describes the Bridgeport Police Department's guidelines related to the issuance and processing of parking tickets.

II. POLICY:

The Patrol Division will be charged with the issuance of parking ticket books, and the recording of same in the logbook provided. A supervisor will only issue said parking ticket book after having been satisfied that the tickets issued by the person requesting a new book have been accounted for.

III. PROCEDURES

A. Issuance of Parking Tickets

1. The completed parking ticket will be left on the vehicle parked in violation. The white copy of the parking ticket will be left for the Parking Enforcement Officer (PEO), via the Parking Enforcement Officer's mail slot. The information on the parking ticket shall be entered into a computer record daily by the PEO. The Parking Enforcement Officer is authorized to have the registration information run for each ticket issued. The ticket's registration information shall also be entered by the PEO into the in-house computer record.
2. The white copy will be kept by the PEO after processing.

3. In those instances of overdue fines for parking tickets issued, the PEO shall compile a list of outstanding fines that are up to (6) six months past due. The PEO shall make, where possible and time permitting, at least one attempt to collect, via notification letter, for such past due fine during the six (6) month period noted.
4. If attempts fail to collect those past due fines that are owed, (6) six months past due, a list will be compiled of those outstanding fines still owed the municipality.
5. A collection agency authorized by the Mayor's office, Board, City Council or agency so empowered to enter into executive agreements may be utilized.
6. The list shall be submitted to the Parking Enforcement Officer after the available corresponding identification material has been provided by Dispatch personnel, utilizing an NCIC check of the registration numbers noted on the ticket.

B. Processing of Received Fines

1. The Parking Enforcement Unit will be responsible for processing the fines received, and the completion of the "Report of Collection to Treasurer and Bookkeeper."