



# ***GENERAL ORDER***

**DURHAM POLICE DEPARTMENT  
DURHAM, NC**

**NUMBER:**

**4038 R-2**

## **PARKING TICKETS**

Effective Date: 12/15/1995

Revision Dates: R-1 10/17/2002; **R-2 01/10/2005**

### **INTRODUCTION**

It is the policy of the Durham Police Department to have clear and concise guidelines for handling parking tickets. This includes the issuance, writing, submission, payment, adjustment and voiding procedures.

The Durham Police Department's policy regarding the voiding of parking tickets will be one of reasonableness.

### **ISSUANCE OF PARKING TICKET BOOKS**

Officers will check out and sign for parking ticket books from the Supply Room at headquarters. Uniformed officers below the rank of Sergeant assigned to the Patrol Bureau, Downtown Patrol, and Traffic Services are to obtain parking ticket books. Completed parking ticket books must be returned to the Supply Room with the officer copy attached.

### **WRITING PARKING TICKETS**

Parking tickets will be written in clear and concise printed letters with all applicable spaces filled in. A ballpoint pen will be used with sufficient pressure to print legible copies. A separate parking ticket will be printed for each offense. A second violation will require a separate ticket.

When an officer has written either the license plate number or make of vehicle on the ticket, the ticket will be considered complete for purposes of voiding. Tickets will not be preprinted for date or any other required information before a violation is observed. Officers must complete the ticket in its entirety. If the offense is "other", the officer must describe the offense and enter the amount of the fine.

The issuing officer will place the parking ticket in a conspicuous place where the driver can observe the ticket upon approaching or entering the vehicle. In the case of an automobile or truck, the ticket should be placed under the windshield wiper blade on the driver's side of the vehicle.

When placing a ticket on a motorcycle, it should be placed in such a manner as to attract the attention of the operator.

### **EXCEPTIONS**

Tickets will not be issued for overtime parking on the following days:

- Sundays;
- New Years' Day;
- Independence Day;
- Labor Day;
- Thanksgiving Day;
- Christmas Day; (and)
- Any other day designated by the Chief of Police or his or her designee.

Other exceptions for prohibiting parking enforcement may be made by the District Commander for his or her respective district or by the Watch Commander in cases of extremely short notice. Exceptions may be for special events, funerals or other activities deemed appropriate. Care should be exercised so as not to compromise the public safety, such as allowing fire hydrants to become blocked, etc.

## **SUBMITTING COPIES OF TICKETS**

The original (top, white) copy will be turned in through appropriate procedure as with other reports on a daily basis.

The officer's (middle, yellow) copy is to remain in the book and must be turned into Supply before being issued another book.

The original *and* violator copies of soiled, defaced, or unusable tickets will be submitted through Police Records personnel to City Hall for proper accounting. The yellow copy will be noted "unusable, submitted to City Hall."

## **REQUESTING THE VOIDING OF PARKING TICKETS**

A Durham Police Officer can request that a parking ticket that he or she has written be voided if there is justification. The following guidelines are provided, but should not be considered the exclusive reasons for requesting the voiding of tickets:

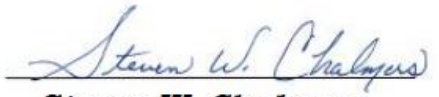
- Disabled vehicle - Operator must show cause of disablement and that immediate assistance was sought;
- Emergency illness - Such as a medical doctor on a call;
- Police or Fire vehicles engaged in emergency official business;
- Stolen vehicle or license plates;
- Defaced, illegible, or missing regulatory signs;
- Error in issuance;
- Court jurors and witnesses.

The above list is a guide and does not limit the ability to request the voiding of parking tickets by the proper persons under the reasonableness philosophy.

The only personnel authorized to request the voiding of a parking ticket will be the issuing officer or his or her commander. The request must be done prior to the ticket being submitted to Records.

Once a parking ticket is written and the issuing officer intends to request the voiding of that parking ticket, he or she must write the reason for the request on all copies of the ticket, give the vehicle operator the violator copy of the ticket and send the original (top) copy to the Citation Appeal Adjudicator for consideration.

If an officer makes an error while writing a parking ticket that would require writing another ticket correctly, the original and violator copies of the erroneous ticket should be attached to the original copy of the correct ticket and both submitted for accountability.

  
**Steven W. Chalmers**  
Chief of Police