



Newport News Police Department - Operational Manual

OPS-360 - CONTESTED PARKING CITATIONS

Amends/Supersedes: OPS-360 (10/13/2016)

Date of Issue: 06/27/2022

I. GENERAL

All contested parking citations will be presented to the Records Unit. It will be the responsibility of the Records Unit supervisor to determine if a parking citation should be considered for dismissal based on the guidelines in Section II. A. below.

II. PROCEDURE

[61.1.13]

A. In the event an individual complains that they have been improperly issued a parking citation, the Records Unit supervisor will determine if the citation should be considered for dismissal based on the following guidelines:

1. Parking citations were issued to residents in a residential parking permit zone upon presentation of proof of residency and a residential parking permit that was valid at the time of the citation issuance.
2. Parking citations were issued to vehicles parked in a handicap zone upon presentation of a handicap parking permit which was valid at the time of the citation issuance.
3. Parking citations in which the officer has made an administrative error in completing the citation, i.e., the wrong charge was cited, multiple charges on one citation, wrong location, date/time, license number, etc.
4. The parking citation was issued to the wrong person based on erroneous information from the Department of Motor Vehicles.
5. Other parking violations as directed by the Traffic Court Judge.

B. If the Records Unit supervisor determines that the citation should be considered for dismissal and the Assistant Chief of Patrol agrees, the citation will be submitted on a Parking Ticket Dismissal Docket in RMS. The individual contesting the ticket will be notified, via NNPD [Form #149](#), that the ticket has been placed on the dismissal docket.

1. The Records Unit supervisor, or designee, will provide the Traffic Court Judge with a list of the individuals to whom the citations were issued.
2. If the Traffic Court Judge concurs with the request, the charges against the individual will be dismissed.
3. If the Traffic Court Judge **does not** concur with the request for dismissal, the individual will be advised that he will have to respond to the charges by:
 - a. Paying the set fines for the charges cited, or
 - b. Being summonsed to Traffic Court as outlined in Section II. C. of this policy.

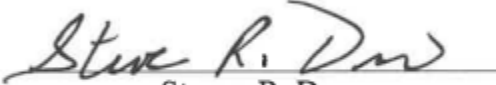
C. If the Records Unit supervisor determines that the citation should not be considered for dismissal and cannot resolve the disputed parking citation, the individual will be issued a summons for an appearance in the Traffic Court.

1. If possible, the summons should be set on the issuing officer's assigned court date.
2. The individual should be advised that signing the summons is not an admission of guilt.

3. The summons will be served on the individual by sworn personnel.
4. The Records Unit supervisor will forward all served summonses to the Traffic Court as soon as possible.
5. A copy of the summons with the court date and a copy of the associated ticket will also be sent to the issuing officer.

D. Payments

1. Once a parking citation is issued, payments must be made at the City Treasurer's Office.
2. After a summons has been served for a parking violation, the City Treasurer's Office can no longer accept payment. All inquiries and payments, including court costs, must be directed to the Traffic Court Clerk's office before the scheduled court date.


Steven R. Drew
Chief of Police