POLICY AND PROCEDURE   NO.636

Parking Tickets			
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January 6, 1994	January 6, 1994		1

As of January 1, 1982 all parking tickets will be processed through the Department of Traffic Engineering's new Parking Clerk's Office to be located in Room 109 of the police station. Tickets will be processed through a computer service agency. In order that the tickets can be processed correctly, it is important that the following rules be observed:

All tickets must be written or printed clearly. Persons at the computer recording center must be able to read all boxes (State, registration number, date, officer's name etc.) for a computer printout.

Officers can no longer list only a street name, a number of the street, if only an estimate must be included.

All tickets issued must be accounted for. If a ticket is written incorrectly or, for any other reason is not used, that ticket must be turned in so that it can be recorded. Under no circumstances must a ticket be removed from the book and destroyed. This is imperative as all missing tickets will be identified by the computer center.

Violation books with the serial numbers beginning with WP are assigned to the police and books beginning with WT are assigned to the Traffic Engineer's Office.

All tickets are to be processed as they are currently with the original and yellow copy being turned in through the officer's individual units and the violator's notice left on the vehicle.

Our parking tickets are now being processed by computer at a cost of $2.00 per ticket paid by the city to the firm doing our tickets. This charge must be paid on all tickets including voided tickets. Because of this we would ask that you be certain that the ticket is issued legally and that mistakes be kept to an absolute minimum. Please double check when issuing tickets. It makes a lot of work for us when a mistake is made.

Per:

Edward P. Gardella
Chief of Police

EPG:oc