POLICY AND PROCEDURE NO. 636

Parking Enforcement

Massachusetts Police Accreditation Standards:
61.1.13

Date Issued: January 6, 1994
Date Effective: October 16, 2026
Review Date: October 16, 2027 2 Pages

1. PURPOSE:

The purpose of this policy is to establish procedures governing the issuance, processing, and administrative handling of parking citations by members of the Worcester Police Department.

2. POLICY:

It is the policy of the Worcester Police Department to enforce parking regulations in a fair, consistent, and professional manner. Parking citations shall be issued in accordance with MGL Chapter 90, Section 20A½, applicable city ordinances, and this policy. All parking citations shall be accurately completed, properly accounted for, and processed in a timely manner. MPAC 61.1.13

3. SCOPE:

This policy applies to sworn personnel of the Worcester Police Department who issue parking citations. It does not govern parking enforcement performed by other City of Worcester departments. Section 4.B also applies to the Records Division. Section 4.C also applies to any employee who challenges a parking citation.

4. PROCEDURES:

A. Issuance of Parking Citations

Officers issuing parking citations shall ensure that all required fields are completed legibly and accurately, including: the make and color of the vehicle; the registration number and state of issuance; the date, time, and place of the violation, including a street number or other specific location identifier; the specific violation charged; the meter number, if a meter violation; and the issuing officer's name, badge number, and division.

The violator's notice shall be securely affixed to the vehicle in a location visible to the operator. Citation requirements for vehicles towed for parking violations are governed by Policy 605 Towing, Inventory, Impoundment, and Abandoned Vehicles.

B. Processing and Accountability

Parking citation books are issued to officers by the Chief of Police or a designee, who shall maintain a record of the citation books issued to each officer. At or before the end of each tour of duty, the officer shall submit all copies of each issued parking citation, other than the

violator's notice, to the Records Division, which shall retain and safely preserve one copy and deliver another to the parking clerk no later than the beginning of the next business day.

Every citation in an issued citation book shall be accounted for. If a citation is spoiled or written incorrectly and is not issued, the citation shall be marked void and submitted so that it can be recorded; this field accounting is distinct from the voiding of an issued citation, which is governed by Section 4.C. Under no circumstances shall a citation be removed from the book and destroyed.

Where the Department issues parking citations electronically, citation numbers are assigned through the electronic citation system, the electronic citation record satisfies the delivery and retention requirements of this section, and all issued, voided, and unused citation numbers shall remain accounted for within the electronic system.

C. Voiding of Parking Citations

The authority to void, or to seek the withdrawal of, an issued parking citation on behalf of the Department is reserved to the Chief of Police. An employee may request that an issued parking citation be voided only where the citation was issued in error or was issued to a vehicle in use on Department business. The request shall be submitted in writing through channels to the appropriate Deputy Chief of Police, stating the reasons for the request. Any other challenge to a parking citation, including one issued to an employee's vehicle while in personal use, shall be made through the appeal process described in Section 4.D, on the same terms available to the public.

D. Appeals

Parking violations, including appeals, are adjudicated by the City of Worcester through the parking clerk and hearing officer process established by MGL Chapter 90, Section 20A½. Officers may be requested to provide signed statements or other documentation in connection with an appeal and shall cooperate with such requests.

Per:

Paul B. Saucier
Chief of Police

Revisions:

October 16, 2026–

Complete rewrite. Retitled from Parking Tickets. Consolidated Policy 637 Parking Tickets/Administrative Action, issued November 3, 1993, into this policy and retired it. Added MGL Chapter 90, Section 20A½ as the governing statute and replaced the list of required ticket entries with the tag contents that section requires, including the officer's division. Replaced the turn-in of the original and yellow copies through the officer's unit with submission of all copies other than the violator's notice to the Records Division at or before the end of each tour, and the Records Division's retention of one copy and delivery of another to the parking clerk by the beginning of the next business day. Replaced the WP and WT citation book serial assignments with issuance of parking citation books by the Chief of Police or a designee, who maintains a record of the books issued to each officer. Removed the Parking Clerk's Office location, the computer service agency and computer recording center, and the per-ticket processing cost. Added an electronic citation provision and a distinction between spoiled citations that were never issued, which are marked void and submitted, and the voiding of issued citations. Replaced the Parking Administration Officer provisions with a statement that the City of Worcester adjudicates parking violations and appeals through the parking clerk and hearing officer process. Removed the Traffic Engineer from the authority to void an issued parking citation, reserving that authority to the Chief of Police. Replaced employee requests for consideration on any parking ticket with written requests to void, permitted only for a citation issued in error or to a vehicle in use on Department business; all other challenges, including citations issued to an employee's vehicle in personal use, go through the City appeal process. Added a cross-reference to Policy 605 Towing, Inventory, Impoundment, and Abandoned Vehicles for citation requirements on parking-violation tows. Updated signing authority.

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