

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

PARKING CITATIONS

SUBJECT

DATE: March 1, 2005

NO: O-2

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Parking Citations
Citations, Parking Violations

I. POLICY

- A. It is the responsibility of sworn personnel, Community Service Officers, Parking Violation Deputies, and other personnel designated by the Chief of Police to issue citations for parking violations within the City of Stockton.
- B. The Abandoned Auto Detail will issue citations for violations relating to the removal of abandoned autos.

II. LAW

- A. Personnel will become familiar with Sections 5, 10, and 11 of Stockton Municipal Code, Sections 22500-22522 and 40200-40230 of the California Vehicle Code.

III. DEFINITION

- A. The "Stockton Police Department Notice of Parking Violation" (parking citation) will be utilized for citing all parking violators whether or not the driver is present. Parking violations cannot be cited on a "Notice to Appear Citation"(moving citation) as they are no longer criminal offenses. All parking violations are civil matters.

IV. PROCEDURE

- A. Citations will be filled out as follows:
 - 1. VEHICLE LICENSE NUMBER will be indicated exactly as on the vehicle license plate. If the vehicle does not have a license plate the VIN number will be used. DO NOT USE the red emergency permit number or the white temporary receipt.
 - 2. LICENSE PLATE TYPE will be one of the following license type codes which best describes the plate:
 - A - Auto
 - C - Commercial
 - D - Dealer
 - E - Exempt
 - F - Off Highway Registration
 - H - Ham Radio Operator
 - L - Environmental, Personalized License Plates
 - M - Motorcycle
 - P - Prorated ID Commercial Trucks and Trailers
 - T - Trailer, Horseless Carriage, and Press Photographers
 - S - Special Vehicles
 - V - Vehicle ID Number, VIN

3. YEAR/MONTH of the license tab is to be used.
4. STATE use 2 digit identifier (e.g., CA=California, NV=Nevada).
5. MAKE of the vehicle shall be indicated on all citations as the actual maker of the vehicle and not the model.
6. MODEL is the sub-name of the series of a line of vehicles manufactured by the makers (e.g., Mustang, T-Bird, Malibu, Ranger, Camaro, etc.).
7. COLOR will be indicated as close to a normally used color and can be written using standard abbreviations (e.g., White=wht, Blk=blk, Brown=brn, Blue=blu, Green=grn, Light=l, Light Blue=lblu, Dark=d, Dark blue=dblu).
8. LOCATION of violation is indicated by the hundred block, when it is a meter violation. When there is no meter, use the nearest street address (hundred block is permissible).
9. DATE of the violation is indicated in the two-digit method: month, date, year (e.g., "mm/dd/yy").
10. TIME of violation is indicated in military time (e.g., 2 p.m. is 1400, 9 a.m. is 0900; a.m. or p.m. does not apply).
11. METER NUMBER will only be used when a meter violation occurs. When no meter is involved, the area for Meter # will be left blank.
12. OFFICER'S SIGNATURE will be the issuing officer and his/her partner, if applicable.
13. I.D. NO'S will be the officer(s) employee number.
14. VIOLATION BOX will be marked with an X or (check mark) to indicate the section violated, then circle the fine/bail amount. Also include the last four digits of the vehicles VEHICLE IDENTIFICATION NUMBER in the space provided.
15. VIOLATION NOT LISTED ON CITATION Mark the box as above, write in the section violated, the amount of bail as above and write a brief statement of the nature of the offense. See sample.
 - a. The pink copy, which is also the envelope, will be removed from the book and placed on the vehicle in a conspicuous place (e.g., under windshield wiper).
 - b. The white and yellow copies will be placed in the safe located at Headquarters at the end of each shift.
16. If an Officer, Parking Violations Deputy, or Community Service Officer are citing for a section not printed on the citation and is unsure of the bail amount, contact Headquarters, or Traffic on channel 5. They have a list of current SMC bails and will provide the information. Without the bail amount the citation is still valid, but presents problems for the citizen and citation processing center.
17. If notes are needed regarding the circumstances of the violation, the officer will circle "Yes" on the Notes portions of the citation and make the notes on the reverse side of the pink copy of the citation.
18. The last four digits of the Vehicle Identification Number (VIN) must be listed on the bottom of the citation.