STOCKTON POLICE DEPARTMENT

GENERAL ORDER

PARKING METERS

SUBJECT

DATE: March 1, 2005

NO: T-12

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Parking Meters
       Broken Parking Meters
       Complaints, Parking Citations

I. POLICY

The Stockton Police Department will assure parking citations issued are valid and just, and assist in assuring that the parking meter was functioning properly at the time of the violation.

II. PROCEDURE

A. When any member of the Stockton Police Department becomes aware of a parking meter that is out of order and no citation has been issued, that member shall:

   1. Obtain the exact location of the meter and meter number.

   2. Advise the Traffic Section Secretary of the situation.

      a. During non-business hours, the personnel receiving the information will see that the Traffic Section Secretary is advised of the malfunctioning parking meter at the beginning of the next business day.

         (1) In the event the Telecommunications Center receives a phone call from a citizen, the Telecommunications Center can make an advised complaint and forward it to Traffic Section.

B. When a citizen comes to the Police Facility and has been issued a parking citation complaining that the parking meter was out of order, the Records personnel shall:

   1. During business hours, (Mon-Fri, 8-4:30) direct the citizen to the Traffic Section.

   2. During non-business hours:

      a. Obtain the citizen's name, address, telephone number, parking meter number, location of parking meter and citation number. (Meter number, location and citation number are all on the citation).

      b. Advise the citizen to keep the parking citation.

      c. Advise the citizen that the parking meter will be checked and that notification by mail or telephone will be made stipulating the following:

         (1) If the meter is malfunctioning, the parking citation will be dismissed.

         (2) If the meter is functioning properly, the parking citation will have to be paid.
d. See that the Traffic Section Secretary receives this information at the beginning of the next business day.

(1) Complete a report routing it, "Attention Traffic Section."