

PARKING CITATIONS

Directive: 6.31

All personnel will be directed by the following guidelines when issuing parking citations:

A. General Procedures

1. Citations cannot be folded, rolled, or otherwise defaced.
2. All entries must be recorded legibly.
3. All spaces must be filled in. All blank or non-applicable spaces will be filled in with a dash.
4. All personnel will utilize their P.I.N. Numbers in lieu of their badge numbers on all citations.
5. Pedestrian violations are to be placed on criminal summonses.
6. A separate parking citation will be issued for each violation.
7. If an error is made in completing the ticket, it will be voided by printing "VOID" across the front of the ticket and submitting a departmental information report explaining the reason that the ticket is being voided.

B. State Code

State Codes on parking tickets will be letters. (See list below). All foreign registered vehicles (i.e., not registered in any of the 50 states or Washington, D.C.) will be completed by placing "OT" (ALL OTHERS) in the State Code blocks and then printing the actual country in the remarks section.

Alabama	AL	Nebraska	NE
Alaska	AK	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA

Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	Washington D.C.	DC
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY
Montana	MT	*All Others*	OT

* Must include some explanation in the remarks section.

C. Registration Number

The seven spaces after the State Code on the parking citation will be used for the registration number, using the following format:

1. Delaware registrations containing only (LETTERS) will be filled in on the left side.
2. Delaware registrations containing only (NUMBERS), or a combination of (LETTERS) and (NUMBERS) will be on the right side.
3. All out-of-state or foreign registered vehicles will be filled in on the right side.
4. The following letter codes will be inserted in the left blocks for special registration plates:

a. (C) or (CL) Commercial Veh.	m. (CY) County Tags
b. (PC) Station Wagons	n. (S) State-owned Veh
c. (MC) Motorcycles	o. (CG) City Government
d. (HA) Handicapped Plates	p. (FG) Federal Govt.
e. (RV) Recreational Veh.	q. (FD) Fire Trucks
f. (T) Trailers	r. (A) Ambulances
g. (TC) Tow Cars	s. (MP) All Mopeds
h. (FT) Farm Trucks	t. (R) Rescue Trucks
i. (F) Farm Tractors	u. (D) Dealer Tags
j. (CT) Construction Tags	v. (POW) Prisoner of War
k. (SR) Street Rods	w. (DAV) Disabled Veteran
l. (TX) Taxis	x. (LE) Legislators, Judges, etc.
5. On all vehicles with temporary registration plates, the vehicle identification number (V.I.N.) will be listed in the "remarks" section.

A. (T) Temporary.

D. Location

The location section is divided into three parts; the 100 block, direction, and street name:

1. The unit block will be shown by two dashes. The 100 through 900 blocks will be shown by inserting a dash followed by the appropriate number. Blocks numbered above 1000 will be shown by inserting the two digits.
2. The street direction (north, south, east, or west) follows the 100 block and will be shown as N, S, E, or W. If not applicable, insert a dash.
3. The street name follows the street direction. The street name should not be abbreviated, although standard abbreviations for St., Blvd., Rd., etc., may be used.
4. Corner designations will not be used. If a vehicle parks too close to the fire hydrant at the southeast corner of Fourth and Connell Streets, the location block should show either the 300 block of North Connell Street or the 1300 block of West Fourth Street.
5. If a more specific location is needed, it will be shown in the remarks section.

E. Specific Violation

1. The specific violation will be written out in its appropriate box. The appropriate letter box will be checked and the two digit code (from the back of the citation) entered on the left side of the citation.
2. Circumstances where an officer issues a citation for a violation not specifically covered, the officer will enter C-17, E-4, or H-4 (depending on the minimum fine) and will write in the specific violation.
3. In circumstances where an officer issues a citation for a handicapped parking violation, letter box "K" and the code (-1) will be entered under a violation code. In the specific violation box will be written "handicapped violation \$50.00".

F. Time Checked and Time Tagged

Standard rather than military time will be used. The appropriate a.m. and p.m. box will be circled. Dashes should be used to precede times not requiring four spaces (i.e., -7:35, or --:-5).

G. Date of Issue

Dashes will be used for months and days not requiring two spaces, i.e., April 4, 1985 would be shown as -4-4-85.

NOTE: No entries will be made in the box to the left of "date of issue".

Parking violation warning citations will follow this same format.

H. Attachment of Parking Summonses

Officers are reminded that when issuing parking summonses, the summons is to be securely fixed to the vehicle in violation. Problems have been encountered in incidents where the summonses have not been properly attached.

Attachment of a parking summons to a parked vehicle is made in lieu of the arrest of the operator of such vehicle.

I. Voiding and Dismissing Parking Citations

There are many situations that could arise that would result in an officer requesting that a parking citation be either voided or dismissed. In order to decide whether it is appropriate to request a voidance or request a dismissal, the following guidelines should be considered:

VOID - Situations in which an officer makes an entry error on a citation:

An officer writing the wrong tag number or erroneously writing the wrong state abbreviation or wrong type of vehicle on a summons are examples of situations in which a request to void a summons would be appropriate.

[REDACTED]

[REDACTED]

All officers requesting a voidance or a dismissal of a parking citation will follow the procedure outlined below:

1. The officer will write a departmental information report addressed to his division commander stating the cause for the voidance or dismissal and attach the parking citation in question to same.

2. The departmental information report will be forwarded to the officer's immediate supervisor for approval.
3. The departmental information report will in turn be forwarded to the division commander for approval.
4. Upon the final approval of the division commander, the departmental information and the summons will be forwarded to the Traffic Division.

In situations where the citations should be voided, officer will print the word VOID in large legible letters on both copies of the summons.

J. Parking tickets on police vehicles - dismissal policy

Delaware State Statute and Wilmington City Code require police officers to obey parking laws except when responding to emergency calls. Delaware State Statute Title 21 Section 4106 (B) states in pertinent part:

The driver of an authorized emergency vehicle may:

1. Park or stand, irrespective of the provisions of this chapter (chapter 41: Rules of the Road)

Officers are required to park their police vehicles legally except in situations where they are responding to emergency calls for service. Clearly, police officers must use some discretion when determining which complaints are emergency in nature -- or have the propensity to become dangerous and escalate into an emergency -- and those that are non-emergency in nature. When selecting a parking location, officers should always be mindful not to hinder traffic movement, reduce public safety, or directly affect the vitality of local business.

In all cases, police vehicles found in violation of the following parking laws will be ticketed:

- Bus stops
- Loading zones
- Corner clearances
- Fire hydrants
- Handicap zones
- Tow-away zones

If an officer receives a parking summons for one of the above violations while he or she was answering an emergency or potential emergency complaint, the officer should follow the procedure in paragraph (I) of this directive for

dismissing that summons. If the officer was not on an emergency or potential emergency complaint, then he or she will be personally responsible for paying the fine or appearing in court to contest the charge. Marked and unmarked police vehicles with exempt registration stickers will not be tagged for meter or time zone violations regardless of the nature of the assignment.

K. Parking Stickers for Personal Vehicles

All police and fire personnel are advised that it will be necessary to respond to the Traffic Division, in order to receive their [REDACTED] parking stickers.

Stickers will only be issued between the hours of 0800-1100 and 1300-1500, Monday through Friday. Only one (1) sticker per employee will be issued. Personnel must bring with them the registration card to the vehicle that the sticker will be placed on. The registration number will be written on the sticker at time of issue.

Stickers will be color coded to designate authorized parking areas. [REDACTED] colored stickers with black numbers will entitle personnel to park in [REDACTED] [REDACTED] [REDACTED] colored stickers with blue numbers will entitle personnel to park in the [REDACTED] [REDACTED]. If there are no parking spaces available on [REDACTED] then personnel with the [REDACTED] stickers must then park [REDACTED]. Any vehicle not parked in the designated area will be issued a parking summons.

Additionally, personnel issued the [REDACTED] parking stickers may park in the [REDACTED] [REDACTED] or the [REDACTED] [REDACTED] for court appearances only. Personnel will not park in these two locations, to conduct personal business in the downtown area.

All senior citizens volunteers, that work within the Public Safety Building will be issued a [REDACTED] sticker with black numbers, that will enable them to park [REDACTED]

- ▶ Personnel will affix the sticker to the right rear bumper area of their vehicle.
- ▶ Expiration date for the [REDACTED] sticker will be January 31, each year.
- ▶ Expiration for the [REDACTED] stickers will be December 31, each year.

-L. Black and White License Plates

In accordance with Policy Regulation No. 79 of the Division of Motor Vehicles, effective May 1, 1986, the following

provisions as to the use and/or display of Black and White registration plates will become effective.

1. The acceptable plates are:

Authentic black and white porcelain plates which were issued by the Division not exceeding 85000. These plates always have a diamond <> separator if there are more than three numbers (or numbers and letters) on the plate. The diamond separator will always be between the third and fourth number from the right of the plate.

Examples:

3 <> 342 ; 33 <> 342 ; C1 <> 342

- a. The authentic black and white porcelain plates will also have open slots at the top of the plate. These slots were used for two metal expiration tabs which were issued at the time.
- b. **EXACT** reproductions of the above plates will continue to be honored. It is impossible for most people to tell the difference (if the plate is an exact reproduction).
- c. No black and white porcelain license plate (even though it may be authentic or an exact reproduction) is to be honored if any letter or number is less than three inches in height. There are some "Commercial" and "Dealer" plates with a small "c" or "d" which will not be authorized for display.
- d. The license plate with a black background, stainless steel numbers and the word "Delaware" embossed is authorized. Numbers cannot exceed 200000.

2. The unacceptable plates are:

- a. Any vanity which is not blue and gold as issued by the Division.
- b. Any "ex-POW" or "DAV" plate which was not issued by the Division.
- c. Any "PC" plate in black and white porcelain. "PC" plates were issued in the other type black plates with stainless steel numbers, and numbers covered with white reflective sheeting.

Plates are not to be confiscated by the Department. Owner may wish to display his unauthorized plate on the front of his vehicle.