

Rockville City Police Department

GENERAL ORDER

Subject PARKING ENFORCEMENT		Procedure G.O. # 4 - 26
Authorizing Signature	Effective 02-26-10	Total Pages 4

I. POLICY

On-street parking is restricted in various areas to ensure fair access to parking. It is the policy of the Rockville City Police Department that parking law enforcement will be applied consistently and courteously to foster a positive public attitude and acceptance of whatever enforcement and control are necessary to achieve the goals of the Department.

II. PURPOSE

The purpose of this General Order is to set forth the duties and responsibilities of personnel involved in enforcing parking laws in the City of Rockville.

III. RESPONSIBILITY

A. Parking enforcement is a responsibility of Police Officers, Neighborhood Services Officers and Parking Enforcement Officers.

B. It is the responsibility of all officers to be familiar with parking restrictions in the City of Rockville and to take proper enforcement actions in cases of violations. Special attention should be given to the following:

1. During peak traffic hours, officers shall be especially alert for illegal parking that disrupts the normal flow of traffic.
2. Any towing of parked vehicles will be in compliance with General Order # 4-14.
3. Particular emphasis will be placed on improper parking in handicapped spaces. Parking tickets for this offense may be written on both public and private property.

C. Methods of enforcement

1. General parking surveillance

In general, daytime parking enforcement in the downtown business district is the responsibility of the Parking Enforcement Officers and their supervising unit. This includes the parking meters, garages, handicapped parking, fire lanes, City Hall grounds, and other posted parking regulations. Patrol officers and NSOs on the day shift will be responsible for enforcing parking regulations in areas outside the immediate downtown business district. Patrol officers and NSOs on other shifts are responsible for parking enforcement in the entire city.

2. Time zone-parking enforcement

Enforcement of posted time zone parking areas will be done by a method of monitoring the length of time a vehicle is left in a specific parking space. The most common method used is marking the tires with chalk.

3. No parking zones

In general, vehicles parked in a No Parking zone will be ticketed but not towed. Exceptions may be made if the officer believes the vehicle poses a hazard or if other circumstances exist which merit removal of the vehicle.

4. Private parking lots

Private parking lots are not normally patrolled on a regular basis for the purposes of parking enforcement. Most parking problems in private parking lots are civil in nature and are not within the jurisdiction of the department. Parking regulations that may be enforced in private parking lots are fire lane and handicapped parking. Each of these areas must be properly posted prior to any enforcement action.

D. All completed parking tickets will be placed in a conspicuous place on the violator's vehicle and secured sufficiently so that the ticket is unlikely to be blown away. Generally, under the windshield wiper on the driver's side of the vehicle is sufficient. The original copy of the ticket will be turned in at the end of the officer's tour of duty.

E. Operation of Parking Enforcement Vehicle

1. Vehicles will be operated in a safe and courteous manner at all times.

2. Vehicles will be operated within the prescribed speed limits and with strict adherence to all traffic laws.

3. Vehicles when unattended must be secured and will not be left running.

4. A daily walk-around inspection will be conducted with a full inspection conducted weekly.
5. Vehicles will be kept clean.

IV. PERMIT PARKING DISTRICTS

A. Upon a petition of at least fifty-one (51) percent of the households of a specific area, the Mayor and Council may consider establishing a permit parking area.

B. Chapter 23, Article II, Section 23-48 of the Rockville City Code states:

"(a) A person may not park a vehicle in an area designated in accordance with this division as a permit parking area during times or under the conditions when such permits are required without a permit issued under this division."

V. TRUCKS ON RESIDENTIAL STREETS

A. Chapter 23, Article II, Section 23-27 of the Rockville City Code states:

"(a) Unless a permit has been obtained as provided in subsection (b) of this section, no person shall stop, stand or park a truck having:

- (1) A rated-load capacity in excess of three-quarters ton; or
- (2) A gross vehicle weight (GVW) rating in excess of ten thousand (10,000) pounds; or
- (3) More than four (4) wheels; or
- (4) A width of ninety-six (96) inches or greater

on any residential street, except when actually loading or unloading property, or when the operator or owner of such vehicle is actually engaged in rendering a service at or to an adjacent residential or public property."

B. Unless otherwise directed, a strict enforcement policy shall be followed. Advance notice in City publications, public hearings on the matter, and delay to organize the applications process, all provide due and sufficient notice. Additional warnings are not required.

C. Before issuing a parking ticket, it shall be the responsibility of officers to carry out the following steps:

1. Verify with the dispatcher the existence or non-existence of a permit for a suspected violator.
2. Determine with the aid of the PCO whether any violations of oversize truck parking violations have been written previously for the vehicle in question and, if so, how many tickets.
3. Verify any information on a displayed permit to ensure it matches the permit on file.

VI. IMPOUNDING VEHICLES

- A. Chapter 23, Article II, Section 23-23 of the Rockville City Code states:

"(a) Members of the Police Department or Division of Licenses and Inspection are hereby authorized to remove a parked or unattended vehicle or trailer from a street, highway, public way, City property or privately owned public parking lot to the nearest storage yard, garage or other place of safety designated by the Police Department or the Division if the vehicle or trailer has been involved in or the subject of three (3) or more outstanding, past due violations of this chapter, or is so parked illegally as to constitute a definite hazard or obstruction to the normal movement of traffic."

- B. When a vehicle is the subject of three or more past due violations it is considered a Scofflaw and subject to impounding under Chapter 23, Article II, Section 23-23 of the Rockville City Code. The recipient of a parking violation has 15 days from the date of issuance to either pay the ticket or request a court date. On the 16th day after issuance of a parking ticket without it being paid or a court date requested, the parking ticket becomes past due.
- C. Any towing of parked vehicles will be in compliance with General Order # 4-14.