



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **PARKING ENFORCEMENT**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

Officers are authorized to enforce Cottage City parking regulations, pursuant to the provisions of Section 9 of the Cottage City Code of Ordinances. All officers shall have a working knowledge of Section 9 of the Cottage City Code, and any other applicable statutes pertaining to parking offenses, i.e., Prince Georges County Codes, contract areas, etc.

II. PROCEDURES

- A. Officers, using their best judgment and discretion, may issue a warning, or an official Parking Violation Notice to vehicles found to be in violation, depending on the nature of the violation, position of the vehicle and/or any hazard that the vehicle is causing.
- B. During peak "rush" hours, officers should be alert for any illegally parked vehicles disrupting the flow of traffic and, if necessary, issue Parking Violation Notices and tow the vehicles.
- C. Officers should patrol areas where fire lane, fire hydrant, and handicapped parking violations occur frequently and should take appropriate action.
- D. Officers issuing Parking Violation Notices shall print legibly and indicate the correct fine on the Notice, and submit them prior to the end of their shift so Station Personnel can properly distribute them.

- E. The violator's copy (the yellow copy) will be placed in a conspicuous location on the vehicle (usually under the driver's side wiper blade) and place the top copy in the station ticket box located in the Report Room.

III. VOIDING PARKING VIOLATION NOTICES

- A. Only the Chief of Police will void Parking Violation Notices at the request of the issuing officer or the individual receiving the ticket when a valid reason exists.