

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> INSTRUCTION 04		<b>DEPARTMENT</b> FIRE
<b>SUBJECT</b> FIRE COMPANY INSPECTION PROGRAM: PARKING ENFORCEMENT PROGRAM	<b>SECTION</b> 02	<b>PAGE</b> 1 of 7	<b>EFFECTIVE DATE</b> 07/01/01

## II. PARKING ENFORCEMENT PROGRAM

### A. Purpose

The purpose of this Standard Instruction is to provide operating procedures and guidelines that shall be used by this Department to enforce parking regulations for fire lanes, handicapped parking and other parking violations which may result in obstructions to fire fighting operations.

### B. Scope

1. These instructions are primarily for fire operations units and their function as an enforcement unit for fire lanes, handicapped parking and other violations which may result in obstructions to fire fighting operations.
2. The Fire and Life Safety parking enforcement program is limited in scope to fire lanes, handicapped parking and other parking violations which may result in obstructions for fire fighting operations.
3. In cases where other parking violations are observed, or a large number of violations are discovered, the fire officer may consider notifying fire communications to request police department assistance.

### C. RESPONSIBILITY FOR PARKING ENFORCEMENT PROGRAM

1. Fire Lanes and Other Parking Violations Which May Result in Obstruction to Fire Fighting Operations.

Enforcement will be the responsibility of Fire and Life Safety personnel on a complaint OR discovery basis, between 0800-2230 hours. Fire Operations units, during outside activities, will be responsible for citing vehicles parked in designated fire lanes and vehicles illegally parked which may result in obstruction to fire fighting operations.

Fire Operations units will respond to complaints of vehicles parked in designated fire lanes and vehicles illegally parked which may result in obstruction to fire fighting operations when dispatched by the Fire Communications Center. Fire and Hazard Prevention Services Personnel will also be responsible for citing of vehicles parked in designated fire lanes and vehicles illegally parked which may result in obstruction to fire fighting operations during the course of their outside activities.

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D.     Handicapped Parking Spaces

Handicapped parking spaces will be enforced by Department personnel on a complaint or discovery basis, between 0800-2230 hours, under the following conditions: personnel assigned to light duty; personnel who have successfully completed the current in-service training session and are required to attend an additional class because of station assignment or will work; and Fire Operation's units during their routine outside activities. Fire Operation's units will not actively pursue the enforcement of handicapped parking spaces but will cite when observed or by citizen complaint.

E.     Method

Members of the Department shall take the appropriate enforcement action for the violation of fire lanes, handicapped parking spaces and other parking violations which may result in obstruction to fire fighting operations by the issuance of the Parking Violation Notice. The Parking Violation Notice will be used to regulate parking on City streets, City property and private property.

F.     Citation Preparation

1.     The parking citation is a four part, pre-numbered form, consisting of three copies of the citation and return envelope (see sample). The second copy (cardboard) and the attached envelope are placed on the vehicle. **Both the original citation (white) and first copy (yellow) are sent to the Citations Clerk in Fire and Hazard Prevention.** The Citations Clerk reviews the citation for accuracy and completeness, forwards the original to Parking Management and retains the first copy for records. If the citation is incomplete or incorrectly filled out, a Citation Correction Notice will be sent to the issuing officer (See Sample).
2.     City utilization of the Department of Motor Vehicles' hold system makes it imperative that information supplied by the issuing Fire and Life Safety personnel be correct, legible and complete. Citations which are incomplete or unreadable will not be processed through the system, but will be returned to Fire and Life Safety Services for clarification.
3.     All fields of the citation must be completed. Suggestions for eliminating error are outlined below:
  - a.     ISSUE DATE - It is helpful in eliminating error if the issue date is written using a six digit number (MMDDYY); the first two digits representing the

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month, the next two the day, the last two the year. Use leading zeros where necessary.

- b. TIME - Time should be recorded using 24-hour clock time. DO NOT USE 0000 HOURS, THE COMPUTER WILL NOT ACCEPT THIS TIME.
- c. DMV - This is a one-digit code required by the DMV to identify the location of the license number and related information in their files. These codes are listed on the citation book jacket for easy reference and the DMV listing of file codes and license configurations is included in this section. **File code "X" designates an out-of-state vehicle.** It is extremely important that citations issued to out-of-state vehicles are so coded. Other states have license plate configurations identical to those used in the State of California. Improper coding can result in a hold being placed on a California vehicle for a citation issued to an out-of-state owner. **Use DMV File code "V" when citing a vehicle with no license plate.** Print V.I.N. with Vehicle I.D. numbers (located lower left windshield) in the license field. Enter the entire number, not just the last four digits.
- d. STATE - This information is helpful in double checking accuracy of coding. A two-letter state abbreviation is adequate. If unknown, draw a line or write "unknown".
- e. LICENSE - If there is no license plate, the complete VIN number must be entered. License numbers or VIN numbers must be written very clearly in block letters. Double-check the information supplied in this field. An incorrect license number can result in a DMV hold being placed on the wrong vehicle registration and possible legal action against the City.
- f. VIN NUMBER - Write the last four digits of the VIN number. If number is unreadable, write "unreadable".
- g. EXPIRATION DATE - If unknown, draw a line or write "unknown".
- h. MAKE, BODY, COLOR - Used to cross check with information supplied by the DMV.
- i. LOCATION - Address or hundred block with nearest cross street.

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- j. REMARKS - A brief statement by the officer as to violation description and additional location information should be entered here.
- k. OFFICER - Clearly sign and print last name if legibility is questionable.
- l. AGENCY - is the letter O with a dash through it:
- m. I.D. - May be badge number, last four digits of Social Security number or county paramedic I.D. number. A maximum of five digits, all numeric, may be used. Above I.D., enter present duty assignment.
- n. VIOLATION - If the violation cited is listed on the front of the citation, the officer need only place a check in the box next to that number. The numbers represent computer codes which enable the data entry operators to enter the violation into the system by entering just one or two digits. Additional violations (for example, parking in fire station driveway) are listed on the citation book cover along with the computer code numbers (15 through 60). When citing for one of these violations, COMPUTER CODE NUMBER, CODE SECTION AND VIOLATION, and FEE AMOUNT must be written on the citation in the empty space proceeding violation number one.

G. Disabled Persons, License Plates Issued To:

The Department of Motor Vehicles now issues two forms of identification for vehicles transporting disabled persons.

1. The first, and increasingly more common, is the placard. The placard is a colored card stock with white letters, the size of a standard license plate. It can be transferred from vehicle to vehicle, and should be placed on the driver's side of the dashboard.
2. The second and newest issuance is a standard license plate (see Example #2). The letters DP or DV followed by five numbers.

D.P. 12345

The placard and the D.P. or D.V. personnel plates are replacing:

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- a. The silver and black D.P. add-on sticker.
- b. Plates with DPW and VET
3. Disabled persons driving vehicles with DP or DV license plates, or approved identification placards are exempt from putting money in meters, the restrictions of preferential residential parking areas, and from time limitations in all other zones. This exemption does not apply to red zones, bus stops, taxi-stands, or other zones including loading (yellow) and passenger (white) zones which are otherwise reserved for special types of vehicles or specific activities.

#### H. DISABLED PERSONS PARKING ZONE

1. Disabled persons parking spaces on public property and on publicly owned, but privately leased property are installed at various locations throughout the City. Enforcement is the responsibility of this Department and other city agencies.  
  
Enforcement on private property of properly designated handicapped zones will be the responsibility of this Department and other agencies.
2. Spaces designated for disabled persons are indicated by a posted sign. The sign consisting of a profile view of a wheelchair with an occupants in white on a blue background, shall be posted immediately adjacent to, and visible from, such stall or space. An alternative is that the space be outlined in blue markings and there is on the ground in the space a similar profile view depicting a wheelchair with occupant.

#### I. Procedure for Voiding and Dismissing Parking Citations.

1. The Department officer who issues the citation must have his/her name, badge number, and assignment location in the appropriate space on all copies of the citation.
2. The issuing officer requesting the voiding or dismissal will complete a request form (PD 484) and staple to all available copies of the citation. **DO NOT WRITE ON THE CITATION.** The reason for dismissal or voiding, complete with a thorough explanation, must be stated on the form. A generalized statement such as "Furtherance of Justice" is not sufficient.
3. Request for VOIDING parking citations must be reviewed and approved by a supervisor (at the rank of Battalion Chief or above). After completing the void request form and obtaining approval, attach all copies of the citation (defendant's

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copy must be included) and forward to the Citations Clerk in Fire and Hazard Prevention Services.

Citation may be VOIDED when:

- a. A Fire Company receives an urgent radio call
  - b. An arrest is made in lieu of the citation
  - c. The fire personnel were mistaken in fact of law
  - d. A writing error was made or the form mutilated
  - e. The vehicle occupant arrives at the scene and produces the proper permit; e.g., handicapped parking permit
4. Requests for DISMISSAL of parking citations must receive final approval from the Fire Marshal (Deputy Chief). Requests must be investigated by a supervisor (at the rank of Battalion Chief or above), and the completed dismissal request form and citation are then forwarded through the Division's Deputy Chief to the Permit Clerk in the Fire Prevention Bureau.

Citations may be DISMISSED when:

- a. The issuing officer was mistaken in fact of law (wrong violation, no violation)
  - b. A writing error was made or the form mutilated
  - c. The markings or signing were inadequate (paint faded, sign missing)
  - d. The vehicle cited was confirmed/reported stolen
  - e. The vehicle cited had special parking permits (handicapped) that were not clearly visible at time of citation
  - f. The vehicle cited was exempt from compliance per Vehicle code Sections 21055 and 22512
5. No fire official shall be involved in an investigation of a parking citation when the cited person is a relative or personal friend of the fire official. If a fire official is

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approached by a relative or friend with a complaint on a citation, they are to be referred to the Office of the Fire Marshal for investigation.

6. Any fire official who determines that a citation has been written in error making prosecution undesirable may initiate a request to dismiss the citation or refer the defendant to the issuing Fire and Life Safety personnel supervisor.
7. The Citations Clerk shall maintain a file of voided citations for six (6) months.