General Order

Houston Police Department

ISSUE DATE:	NO.
April 30, 2018	600-29

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 600-29, dated November 18, 2010

SUBJECT: PARKING CITATIONS

POLICY

Employees shall follow the procedures outlined in this General Order regarding *violation books* and voiding parking citations.

This General Order applies to all employees.

DEFINITIONS

Park Houston. A division of the City of Houston Administration and Regulatory Affairs Department.

Violation Book. A book containing parking citation forms. These are provided by Park Houston.

1 VIOLATION BOOKS

Employees shall complete a check-out slip for each *violation book* they obtain and return the check-out slip to Park Houston or the designated area in their division.

Employees shall include only one parking violation per parking citation. Employees shall turn in issued parking citations at the end of their shift.

HPD shall submit issued parking citations via interoffice mail or delivery to Park Houston on a daily basis.

Unused citations shall be returned to Park Houston within three months following book issuance.

Civilians shall not check out *violation books* unless authorized to do so by their division commander.

Employees who lose, damage, or misplace any part of a *violation book* shall write a letter via their chain of command to the Chief of Police explaining the circumstances. Procedures outlined in the *HPD Corrective Action Manual* shall be followed.

Vehicle Identification Numbers

On parking citations, employees shall list the license plate number and the vehicle identification number (VIN) displayed on the concerned vehicle. The most common location for a VIN is on a vehicle's driver side interior dashboard.

Employees shall NOT use a VIN obtained from a check of the license plate number because license plates can be removed or altered.

2 VOIDING PARKING CITATIONS

Requests for voiding parking citations shall be allowed for one or more of the following reasons only:

a. Errors in writing the parking citation.

b. Other charges filed in county or district court.

c. Inappropriate charge.

To void a parking citation, all copies of the citation shall be gathered. On the back of the number 2 copy, the requesting employee shall write the reason for voiding the citation and then sign that copy. This copy shall be placed on the bottom of all the gathered copies and attached to a completed *Employee Request for Parking Citation Error Adjudication* form (available on the department's Intranet Portal).

The parking citations and form shall be submitted to the employee's supervisor. Upon approval, the supervisor shall sign the form and the back of the number 2 copy and forward the entire packet directly to the Administration and Regulatory Affairs Department's Park Houston Division.

3 REFERENCE MATERIAL

City of Houston Code of Ordinances, Chapter 26, Parking

Art Acevedo
Chief of Police