

Laurel Police Department – General Order
Chapter IV, Section 300, Order 309 – Issuance of Parking Summons
March 3, 2013

4 / 309.05 POLICY

It is the policy of this Department to issue parking summons in accordance with the violations set forth in the City of Laurel Ordinances.

4 / 309.10 PURPOSE

To set guidelines and procedures for the issuance of parking summons within the City Laurel.

4 / 309.15 DEFINITIONS

None

4 / 409.20 PROCEDURES

A. GENERAL

1. Parking tickets will only be issued in accordance with the violations set forth in the City Ordinances, a copy of which is provided to each officer.
2. Any dispute arising regarding the legitimacy of a parking violation must be resolved with the Operations Commander.
3. Any requests to void parking citations will be forwarded to the Chief of Police who will either approve or deny the request.
 - a. Only the Chief of Police may void any parking ticket, and then only if the ticket was written in error or improperly prepared by the officer.

B. ASSIGNMENT OF TICKET BOOKS

1. The parking ticket books will be issued in books of twenty-five (25) tickets to each individual officer.
 - a. Each officer assigned a book of parking tickets will be held personally accountable for each ticket.
 - b. No officer will utilize another officer's parking ticket book.
2. The officer will note on the removable perforated tab, the date of issue, ticket number series and assigned officer name.
 - a. The tab will then be forwarded via the Patrol Commander to Central Records, where it will be filed for reasons of accountability.

C. ISSUANCE OF PARKING TICKETS

1. The parking ticket is in two (2) parts, which must be placed together over the hard blank cover to insure transfer of information when citing a violation.
2. When removing a ticket from the book, make certain the next succeeding citation is not accidentally removed as well.

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3. The violator's copy will be placed on the vehicle or given directly to the operator of the vehicle with the carbon sheet intact.
4. Note:
 - a. At least 15 calendar days are to be given before the assigned due date of payment;
 - b. The due date of payment is not the court date; and
 - c. Indicate the correct fine according to the violation.

D. PAYMENT OF PARKING TICKETS

1. Payment for parking citations may be mailed or paid in person at:
 - a. City of Laurel Municipal Center or
 - b. City of Laurel Police Department
 - 1) Only Department Central Records personnel may accept payment during normal business hours.
 - a) All other City of Laurel employees shall not accept payment for parking citations.

E. PRIVATE PROPERTY PARKING

1. Maryland Vehicle Law prohibits parking on private property and prohibits this parking unless the driver/owner of the vehicle has express or implied permission from the owner of the property.
 - a. Express permission must be plainly stated, stated in words
 - b. This infers by signage on private property that certain parking is prohibited
 - 1) Example 1. - Parking for tenants and guest only
 - 2) Example 2. - Parking for customers only.
 - c. In this general category, violators are not to be issued parking citations.
2. Owners of private property must post an official sign expressing a no parking condition.
 - a. Examples:
 - 1) Fire Lane;
 - 2) Handicapped; or
 - 3) Loading Zone.
 - b. The sign must be an official sign.
 - 1) Implied permission - understood
 - a) This relates to tenants, customers, etc. who have an implied right to park.
 - b) If no signage or dispute with owner, no enforcement is to be taken.
3. Maryland Law allows for issuance of a parking citation on private property at the request of the owner, lessee, or tenant.
4. Officers should consider all of the aforementioned circumstances prior to issuing a citation on private property.
 - a. Every effort should be made to assist property owners with abandoned vehicles, following abandoned vehicle procedure, with the exception of towing which is the

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property owners responsibility.

4 / 309.25 GOVERNING LEGISLATION AND REFERENCES

Maryland Code, Transportation, Title 21. Vehicle Laws, Subtitle 10. Stopping, Standing, and Parking
City of Laurel Ordinances, Chapter 17, Traffic, Article III. Stopping, Standing, and Parking

4 / 309.30 ANNEX

None