

		Policy & Procedures			No. 1.25	
		Subject:				
		Parking Enforcement				
		Issuing Authority:		Effective Date:	Review Date:	
		Chief of Police		01/01/2014	11/30/2023	
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Review						
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Dates:						

CALEA STANDARDS:

61.1.13

41.4.5

POLICY AND PROCEDURE

Parking control activities are essential to the safe and efficient movement of vehicles and pedestrians. All sworn officers of the Canton Police Department shall be responsible for parking enforcement activities throughout the community. This policy is established to provide guidelines for the parking enforcement activities of the Canton Police Department officers.

PROCEDURES

I. TRAINING:

During the Canton Police Department FTO program, all newly hired police officers will receive training in the enforcement of parking rules and regulations.

II. PARKING ENFORCEMENT ACTIVITIES 61.1.13

A. At the beginning of each shift, officers shall obtain parking violation books when necessary. When a parking violation is located, a "Parking Violation Notice" shall be placed on the windshield of the offending motor vehicle. If a citizen requests an appeal on a ticket, they should be referred to the appeal process which is typed on the front of the ticket. There are some circumstances in which a violation may be voided immediately after being issued by the Officer; for example, when the violator shows a handicapped placard which had not been initially visible to the officer. In all such instances, the officer shall provide to the Chief of Police all copies of the ticket upon request.

B. Officers have discretion and shall enforce the parking laws and bylaws with reasonableness and impartiality in all areas of the community. **41.4.5**

The Shift Supervisor may, as needed, assign an officer to enforce the parking regulations with special emphasis on enforcement of violations in the Town's parking lots and center and surrounding area streets. However, no section of this policy is intended to limit the parking enforcement activities to any one area of the Town. Violations which shall be enforced include:

1. Parking on sidewalks
2. Parking in crosswalks
3. Parking/obstructing a lane of travel (double parking)
4. Parking and blocking a driveway or private way
5. Parking in a posted loading zone
6. Parking in a fire lane
7. Parking in a handicap parking space without a permit
8. Parking/obstructing a fire hydrant
9. Parking in a posted "no parking, no standing, or tow" zone
10. Parking in the wrong direction
11. Parking which obstructs the removal of snow/ice
12. Parking in violation of the Town of Canton Winter Parking Ban
13. Parking within an intersection
14. Other parking violations not specified herein

NOTE: In lieu of a ticket, an officer can ask the operator/owner to move the vehicle.

All motor vehicles towed should be met with the approval of the Shift Supervisor and all requests to tow a vehicle will be done through him/her.

Officers are reminded to complete an inventory form when needed Refer to Canton Police Department Policy #5.01, Motor Vehicle Inventory.

- C. At the end of each shift, all tickets shall be placed in the Chief's Administrative box so that those tickets can be forwarded to the Parking Clerk's Office at Town Hall.
- D. At NO TIME shall any member of this Department take monies (neither cash nor check) for the payment of a parking violation. All citizens should be referred to the Town of Canton Clerk's Office to make such payments.