

**FREDERICK POLICE DEPARTMENT
GENERAL ORDER**

Section 2: Traffic Operations
Topic: PARKING ENFORCEMENT
Approved: 09/23/19
Review: Annually in July by Patrol Commander
Supersedes: G.O. 265 dated 07/03/19

Order Number: 265
Issued by: Chief of Police

.01 PURPOSE:

To set forth the duties and responsibilities of Frederick Police Department personnel involved in enforcing parking laws in the City of Frederick.

.02 CROSS-REF:

G.O. [290](#) "Vehicle Towing and Impound Procedures"
G.O. [1182](#) "Personnel, Special and Training Orders"

.03 DISCUSSION:

.04 POLICY:

It is the policy of the Frederick Police Department to enforce those parking violations which have a direct impact on public safety or interfere with the operation of City services. Officers will use reasonableness and impartiality when enforcing parking regulations in all areas of the City.

.05 DEFINITIONS:

For the purpose of this General Order, a "private citizen" is anyone not employed by the city of Frederick, and not acting in any official capacity as an employee of the Parking Department, the Department of Public Works, or the Police Department.

.10 AUTHORITY AND RESPONSIBILITY:

1. Officers, and Uniformed Auxiliary personnel are authorized to enforce the City's parking regulations, pursuant to Chapter 13, Article II of the Frederick City Code entitled, "Stopping, Standing and Parking." All members will have a thorough working knowledge of Chapter 13 of the City Code and any other applicable statute(s) pertaining to parking offenses. The employees of the City of Frederick Parking Enforcement Department will handle enforcement of parking meters, loading zones, and miscellaneous violations in the downtown area.
2. Officers, using their best judgment and discretion, may issue a warning (verbal or written) or a parking ticket 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. When vehicles are parked in such a manner as to necessitate their immediate removal (i.e., safety/traffic hazard), officers will make a reasonable attempt to locate the owner. If unsuccessful, the vehicle will be towed in accordance with the Department's tow procedures.
3. Personnel issuing parking tickets will write legibly, complete all required information, and submit the top two copies (white and yellow) at the end of their tour of duty. The violator's copy (with envelope attached) will be placed in a conspicuous location on the windshield of the vehicle on the operator's side. Parking ticket books may be obtained from the Records Section.
4. Parking ticket fines are set by the Mayor and Board of Aldermen. Each officer will be given a list of charging sections and fines while in the Academy. The Superintendent of Public

Parking for the City of Frederick will notify the Department whenever there are any changes/additions to the parking fine schedule. Once the Department receives notification, the change(s) will be noted in SharePoint for all members to update their fine schedule.

.20 SPECIAL PARKING CITATION SITUATIONS:

1. The Parking Department of the City of Frederick is responsible for "Street Sweeping" violations. On occasion, the Department may be called upon to assist the Parking Department with enforcement of Section 13-40 of the Frederick City Code, "Street Sweeping". On those occasions, supervisors will verify with the Parking Department the specific streets to be tagged, as well as the period of time they are in effect. Supervisors have the authority to suspend tagging assignment for their personnel due to inclement weather or other unforeseen emergencies.
2. Street-Sweeping is suspended on the following holidays: New Year's, Fourth of July, Thanksgiving, and Christmas.
3. Fire hydrant violations - Whenever a vehicle is blocking a fire hydrant, the officer will attempt to locate the owner and have the vehicle removed. If unable to do so, the vehicle will be cited and towed in accordance with Departmental towing procedures.
4. Handicap Violations - Officers will be cognizant of the handicap spaces in their assigned beats and will take appropriate action for violations. Officers are reminded to make sure the valid handicap sign is posted properly - mere markings on the pavement are not sufficient.

.30 "NO PARKING" IN PRIVATE COMMUNITIES:

There are several private residential communities within the City, such as townhouse developments, which have private parking spaces for the residents adjacent to City streets. Departmental personnel will NOT enforce parking regulations for *private spaces*, but will assist the resident in having the vehicle removed by attempting to locate the operator of the vehicle. Any towing will be done by the complainant/community association.

.35 VEHICLES PARKED IN AREAS WHERE "NO PARKING" SIGNS ARE POSTED:

1. Personnel from the Parking Department and/or Department of Public Works are responsible for the placement and removal of temporary "No Parking" signs for City sponsored projects. A private citizen may also purchase signs to reserve parking spaces for events such as weddings, moving, etc. Officers may be called upon to enforce these signs.
2. If the sign was placed by an employee of the Parking Department or Department of Public Works, the officer will contact the Parking Department for a list containing the tag numbers and locations of vehicles which were parked prior to the placement of the "No Parking" sign. The officer will also obtain the name of the city employee who generated the list.
 - A. No enforcement action will be taken against vehicles which were parked prior to the placement of the sign, or if no list is available.
 - B. For vehicles that were parked after the placement of the sign, as confirmed by the list, officers will attempt to contact the registered owner to have the vehicle removed prior to issuing a citation or requesting permission to tow. Supervisors will refer to the list prior to authorizing the towing of vehicles.
 - C. Officers will include the name of the city employee who placed the sign in their report, and summons that employee for any subsequent court appearances in reference to citing or towing of vehicles in violation of the "No Parking" sign.

3. If the sign was placed by a private citizen, and/or the list was generated by a private citizen, NO enforcement action will be taken. The officer will only attempt to locate the owner of the vehicle to have the vehicle removed.
4. If the vehicle owner cannot be contacted, and the vehicle does not meet the criteria for citing or towing under section 35.2.B. above, citizens will be directed to contact the Parking Department.

.40 REQUESTING “NO PARKING” FOR SPECIAL EVENTS:

Whenever personnel request the placement of “No Parking” signs for a special event, such as “In The Street” or the “Fourth of July” celebration, the member issuing the special order will also request that the city personnel placing the signs provide a list containing the tag number and locations of vehicles which were parked prior to the placement of the “No Parking” signs. Supervisors will refer to this list prior to authorizing the towing of vehicles during the special event. See also .35.2.C.

.45 SNOW EMERGENCY ROUTES:

By City Code, Section 13-17 thru 19, the Mayor may declare the existence of a “snow emergency” and the Chief of Police may issue such temporary emergency regulations as he may deem necessary to regulate or prohibit, during such emergency, the parking of vehicles and the direction of traffic on any of the streets of the City. The Department is authorized to take possession of and to remove any parked vehicle or any vehicle abandoned so as to obstruct traffic on any of those streets in the City which have been designated as snow emergency routes during such times that a snow emergency exists.