




**RICHMOND POLICE DEPARTMENT
GENERAL ORDER**



Subject: PARKING REGULATIONS	Chapter 8	Number 8	Pages 7
References: CALEA Standards: 61.1.12 Richmond City Code §27-203, §27-250 VA Code Chapter 46.2 Virginia Records Retention and Disposition General Schedule No. 17 (041513)	Related Orders:	Effective Date: 08/29/2023 Revised By: Review Prv. Rev. Date: 02/11/2019	
Chief of Police: <div style="text-align: center;"></div>			

I. PURPOSE

The purpose of this directive is to establish the policy and procedure for the issuance of parking citations by officers and to provide administrative and enforcement guidelines for the use of traffic citations.

II. SUMMARY OF CHANGES

This policy is due for triannual review. The policy was updated to reflect outdated Richmond city code sections. All new language will be bold and italicized throughout the document.

III. POLICY

It is the policy of the Richmond Police Department to ensure accountability for the issuance of parking citations and to enforce parking regulations.

IV. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

This directive is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

V. PROCEDURE

A. Parking of Department Vehicles

All department vehicles shall be parked in conformity with traffic regulations. With the exception of emergency cases or while on assignment, in which case department vehicles may be parked in violation of the traffic regulations. However, once the emergency ceases, vehicles shall be parked properly.

B. Issuance of and Accountability for Parking Citations:

[CALEA 61.1.12]

1. All parking citation forms will be kept under lock and key at the Property and Evidence Unit and other Services/Divisions/Units/Teams.
2. The Property and Evidence Unit will issue the parking citation forms to each Precinct and other Services/Divisions/Units/Teams.
3. Control logbooks and Control cards will be maintained at each location where the parking citations are issued. Each Precinct Commander or his/her designee will review this log to ensure proper accountability.

C. Issuance of Parking Citations by Supervisors:

[CALEA 61.1.12]

1. The supervisor will include the citation number, name of officer(s) receiving the parking citation form and date issued to the officer on the control log.
2. Officers will sign the control log when parking citation forms are received.
3. Upon issuance of all the parking citations, the issuing officer will return the completed control card to the supervisor.
4. The supervisor will note in the control log that the citations have been issued and accounted for.

D. Citation Tags:

1. The completed original citation must be legible and accurate when turned in to the precinct prior to the end of the officer's tour of duty.
2. The duplicate copy of the tag, which is attached to the envelope, shall be placed on the vehicle in violation.
3. A control card is used to record the date, license number and the violation code. This card will be maintained by the issuing officer and turned in when all of the allotted tags are issued.
4. Every tag must be processed and cleared through the Parking Violation Section located in City Hall – Room 102.

5. The control cards must be maintained one year after the last action by the Court in accordance with the Record Retention and Disposition Schedule – General Schedule 17 for Law Enforcement Records.

E. Voiding of Traffic Citations:

1. Certain circumstances may require that parking citations be withdrawn after having been issued. Only the judges of the General District Court, Traffic Division may grant the dismissal of citations. The Officer-in-Charge, Traffic Unit, has been authorized to submit to the Court citations that are to be considered for dismissal.
2. The Officer-in-Charge, Traffic Unit, or designee, will ensure that a database of all citations submitted for dismissal is maintained to include:
 - a) The supervisor requesting the dismissal;
 - b) The vehicle that the citation was issued to as well as the time, date and location that the citation was issued; and,
 - c) The reason for the request for dismissal.
3. The Officer-in-Charge or designee will review the citation and the reason that a dismissal is sought. He/she will request the dismissal and delegate a police officer to present the citation and the reason for dismissal to the judge of the General District Court, Traffic Division for resolution.
4. The circumstances that are to be considered grounds for dismissal are:
 - a) Citations issued to law enforcement vehicles while in the performance of duty;
 - b) Verified defective parking meters;
 - c) Citations issued in error;
 - d) Citations received by officers while in court provided:
 - (1) They are parked in a metered or time zone;
 - (2) They inserted coins to cover the maximum period of the time the meter allows; and,
 - (3) A court overtime slip verifies their presence;
 - e) Improper Signage; and,
 - f) Exigent circumstances exist whereby the means of justice are best served.
5. The responsibility for notifying the Department of Finance when a parking citation is dismissed rests with the Clerk of the General District Court, Traffic Division.

F. Supervisory Responsibility:

1. A supervisor will verify one of the above circumstances exists before submitting excusable citations.
2. The supervisor shall remove the envelope and the perforations from the violator's copy of the parking citation and certify the following in writing on the back of the citation and sign the parking citation:
 - a) The name of the vehicle's registered owner;
 - b) Address of the vehicle's registered owner; and,
 - c) The circumstances under which the officer is requesting the citation to be voided.
3. When available, the court copy of the parking citation will be attached to the violator's copy.
4. A log of all traffic citations sent to Traffic Court for dismissal will be kept on file in the Traffic Unit.

Note: Parking tickets shall be retained for three years after issuance and destroyed in accordance to the General Schedule 17.

The Traffic Court Judge has sole authority to excuse parking citations not falling in the above listed categories *or* to dismiss a citation once it has been written.

G. Holiday Enforcement (Traffic Order 2869 – May 2, 2003)

1. Parking time limits, both metered and non-metered, and morning and afternoon peak period towing regulations, will not be enforced on the following holidays:
 - a) New Year's Day - January 1
 - b) Lee-Jackson Day
 - c) Martin Luther King, Jr. Day – Third Monday of January
 - d) George Washington's Birthday – Third Monday of February
 - e) Memorial Day - Last Monday of May
 - f) Independence Day - July 4
 - g) Labor Day - First Monday of September
 - h) Columbus Day/Yorktown Victory Day – Second Monday of October
 - i) Veteran's Day – November 11
 - j) Thanksgiving Day - Fourth Thursday of November

- k) The day following Thanksgiving Day
- l) Christmas Day - December 25
- m) Any other legally declared or designated holiday by City, State or Federal governments.

- 2. When one of the above holidays falls on a Saturday or Sunday, the day substituted for that holiday by the government of the City of Richmond shall be treated as if it were the actual holiday.

H. Court Procedures:

Officers shall advise citizens to refer to the back of the parking citation for instructions and phone numbers related to court procedures.

I. Parking Enforcement:

- 1. Parking enforcement in the City of Richmond is a shared responsibility between the contracted vendor (currently Standard Parking, 1108 E. Main Street, Suite 602, (804) 649-3025) and the City of Richmond. The contracted vendor's employees will be responsible for repairing broken or malfunctioning meters as well as the issuance of parking tickets. The City of Richmond's contracted vendor will be responsible for meter collections. All of the above mentioned employees will carry a picture identification card verifying their authority.
- 2. Officers may question any individual without proper attire or credentials. If an officer has any doubt concerning the identification of any individual or individuals tampering with the City's parking meters, the officer shall contact the City's Parking Meter Collection Division immediately.
- 3. The Richmond City Code §27-203 prohibits parking vehicles in excess of 6,500 pounds on any highway or public place or parking vehicles in excess of 6,500 pounds at any time in a residential district other than for expeditious loading or unloading. The market area, which is located from North 17th Street to North 21st Street and East Grace Street to East Main Street, is exempt from this code provision.
- 4. City Code §27-203 also prohibits the parking of a trailer, semi-trailer or motor home in residential neighborhoods.
- 5. Storage Pods do not require permits for periods of five days or less. Citizens shall be advised to contact the Department of Traffic Engineering for placement greater than five days.

J. Special Parking Privileges for Disabled Veterans and Handicapped Persons:

1. Police officers and parking enforcement personnel shall enforce parking regulations in accordance with ***Title 46.2 of*** the Code of Virginia and its provisions for disabled veterans and persons with physical disabilities. All officers shall have a working knowledge of the code and other applicable statutes pertaining to parking procedures, offenses, including the following:
 - a) The issuance of special license plates and parking placards to disabled veterans;
 - b) Class 2 misdemeanor offenses related to parking plates or placards;
 - c) Parking privileges granted motor vehicles displaying Virginia plates with alpha prefix DV (Disabled Veteran) or HP (Handicapped Person);
 - d) Parking spaces reserved for persons with disabilities; and,
 - e) Allowable parking hours for qualifying vehicles.
2. Regulation of parking spaces reserved for disabled persons and punishment pursuant to ***Title 46.2 of the*** Code of Virginia:
 - a) Provides that no vehicles other than those displaying disabled parking license plates or other allowable placards shall be parked in any parking spaces reserved for persons with disabilities.
 - b) A summons or parking ticket for the offense may be issued by law-enforcement officers, authorized uniformed law-enforcement department employees, or volunteers acting pursuant to §46.2-1244 without the necessity of a warrant being obtained by the owner of any private parking area.
 - c) Parking a vehicle in a space reserved for persons with disabilities in violation of §46.2-1242 shall be punishable by a fine.

K. Special Temporary Parking Permits

A temporary parking permit may be issued to a citizen or business that requires special consideration. The permit is short in duration and must be prominently displayed on the dash of the vehicle. The special temporary parking permit supersedes parking signs or other displays in authority and renders violations of parking signs non-enforceable in that permitted area. A special temporary parking permit application may be obtained from the Traffic Unit or by calling 646-1717. Applications shall be retained on file and disposed of in accordance with General Schedule 17.

L. Parking Privileges - Members of General Assembly

1. **Richmond** City Code §27-250 authorizes the following vehicles to park at parking meters or in time zones for unlimited periods of time without depositing coins:
 - a. Vehicles with the word “DELEGATE” or “SENATOR” on the license plate.
 - b. Vehicles with a sticker or decal parking permit indicating "Member of the Virginia General Assembly."
2. While the General Assembly is in session, which includes full assembly or called committee meetings of its members, any vehicle with a “Delegate” or “Senator” license plate or a General Assembly member parking pass or tags are exempt from meter fees. These vehicles, however, must obey all parking regulations as it pertains to No Parking Zones or Towing Away Zones.
3. Vehicles with a “Member of the Virginia General Assembly” sticker or decal parking permit shall have year-round parking privileges.

FORMS

- A. Parking Citation Forms
- B. Parking Citation Control Tag