

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**PARKING METERS**  
**SUBJECT**

**DATE:** March 1, 2005

**NO:** T-12

**FROM:** CHIEF ERIC JONES

**TO:** ALL PERSONNEL

**INDEX:** **Parking Meters**  
**Broken Parking Meters**  
**Complaints, Parking Citations**

**I. POLICY**

The Stockton Police Department will assure parking citations issued are valid and just, and assist in assuring that the parking meter was functioning properly at the time of the violation.

**II. PROCEDURE**

- A. When any member of the Stockton Police Department becomes aware of a parking meter that is out of order and no citation has been issued, that member shall:
1. Obtain the exact location of the meter and meter number.
  2. Advise the Traffic Section Secretary of the situation.
    - a. During non-business hours, the personnel receiving the information will see that the Traffic Section Secretary is advised of the malfunctioning parking meter at the beginning of the next business day.
      - (1) In the event the Telecommunications Center receives a phone call from a citizen, the Telecommunications Center can make an advised complaint and forward it to Traffic Section.
- B. When a citizen comes to the Police Facility and has been issued a parking citation complaining that the parking meter was out of order, the Records personnel shall:
1. During business hours, (Mon-Fri, 8-4:30) direct the citizen to the Traffic Section.
  2. During non-business hours:
    - a. Obtain the citizen's name, address, telephone number, parking meter number, location of parking meter and citation number. (Meter number, location and citation number are all on the citation).
    - b. Advise the citizen to keep the parking citation.
    - c. Advise the citizen that the parking meter will be checked and that notification by mail or telephone will be made stipulating the following:
      - (1) If the meter is malfunctioning, the parking citation will be dismissed.
      - (2) If the meter is functioning properly, the parking citation will have to be paid.

- d. See that the Traffic Section Secretary receives this information at the beginning of the next business day.
  - (1) Complete a report routing it , "Attention Traffic Section."