

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 365-T

REFERENCE STANDARDS: 61.1.12

SUBJECT: Parking Enforcement Activities

PURPOSE: To ensure that all Department employees enforce parking regulations with reasonableness and impartiality during the performance of their duties as well as to the issuance of parking enforcement citations and the review of disputed citations. (61.1.12)

I. GENERAL ENFORCEMENT OBJECTIVES AND ACTIVITIES (61.1.12)

A. Police personnel shall respond to citizens' complaints and take the initiative to enforce parking violations within the village. At times, some special programs exist to handle some of these violations.

1. Personnel may issue parking summonses for violations or they may elect to attempt to contact the owner of the vehicle to have it moved.

B. Sworn personnel, Community Service Officers, Code Enforcement Officers and the Parking Enforcement Officer are responsible for:

1. The enforcement of all parking regulations; and

2. Alerting command officers of parking related problems that are encountered.

II. The Deputy Chief of Operations or his designee, under the direction of the Chief of Police, is responsible for the overall implementation of enforcement efforts addressing the following parking control concerns:

A. Time Zone control.

B. Tow-away zones.

C. No-Parking zones.

D. Weather emergency restrictions.

E. Use of wheel-lock devices.

- F. Public and private parking lots.
- G. Any other parking problems as described in, and enforceable under, local ordinance.

III. ISSUANCE OF PARKING CITATIONS

- A. When issuing a citation to a vehicle, members will ensure that all relevant information is on the citation. When the vehicle has a temporary registration on it, members will ensure that the Vehicle Identification Number of the vehicle is put on the citation.
 - 1. Pertinent information is to include:
 - a. Date, time and location of violation;
 - b. Municipal ordinance violation number;
 - c. Written synopsis of violation;
 - d. Vehicle description to include:
 - 1) Color of vehicle;
 - 2) Year of vehicle if known
 - 3) Make;
 - 4) Model;
 - 5) License plate number, State of issue, expiration month/year; and
 - 6) Municipal vehicle sticker number.
 - e. Registered owner information from LEADS inquiry.
- B. Department employees are to submit all citations written prior to their departure from the station from their tour of duty.

IV. PARKING MEDIATION REQUEST

- A. Should a violator wish to contest a citation that they have been issued, the recipient will be required to complete a citation review form and the following procedures will be followed:
 - 1. The violator should obtain a “Parking Ticket Mediation Request” from the Records Section. The violator will be instructed to fill out the review form and return it to the clerk. (Appendix A)
 - 2. The clerk will photocopy the citation and any other accompanying documentation and attach the copies to the mediation form returning the original documentation to the violator.
 - 3. A copy of the mediation form is forwarded to the Village Clerk’s office and the remaining sections are forwarded to the designated department employee for review.
 - 4. Once the review has been completed, all documentation is forwarded to the Village Clerk’s office for notifications and dispositions.

VILLAGE OF HANOVER PARK
2121 West Lake Street, Hanover Park, Illinois

Appendix A; DIR 365-T

PARKING TICKET MEDIATION REQUEST

DIRECTIONS FOR COMPLETION

You are to complete the three lines listed below with your name, address, city, state and zip code. If this information is not completed correctly, you will not receive a reply to your request for mediation.

_____ Ticket Number
P _____

PHONE NUMBER –

This form is being provided to you for the purpose of communicating with the officer who issued this ticket and his or her supervisor. It is designed for situations where you had limited or no communications with the officer who issued the ticket. Completion of this form does not relieve you of any of the fines or penalties associated with this ticket. **MEDIATION IS NO LONGER POSSIBLE AFTER THE DUE DATE ON YOUR DELINQUENT NOTICE.**

State Reason For Your Request For Review: _____

Yours

Signature

Date

POLICE DEPARTMENT USE ONLY

Police Department Comments: _____

DISPOSITION OF TICKET

_____. Ticket must be paid or you may request a court date. Your original due date is extended to
_____. Ticket will be referred for prosecution or forwarded to the Village's collection
agency.

Date _____ Supervisor Approval _____

White and Canary – Police Department

Pink – Village Clerk's Office