

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SNOW ROUTE PROCEDURE

Reviewed by: Officer Steve Fanelli	Effective Date: December 29, 1987
Authorized by: Asst. Chief Gary Sutherland	Revision Date: November 6, 2015

PURPOSE

The purpose of this procedure is to ensure coordination of efforts between our Department and Public Works in the event of a parking ban, due to adverse weather conditions, as provided in Chapter 29, Section 119.3 of the City Ordinance.

In addition to the aforementioned City Ordinance, Police Department members should also familiarize themselves with the "Towing Procedure Policy" for the Public Works Department.

PROCEDURE

The Director of Public Works, or his designated representative, will have the initial responsibility of declaring a parking ban.

It may be necessary for a patrol supervisor to notify the Director of Public Works during non-working hours of the need to implement the Snow Route Procedure. His decision will be based on criteria set forth in Section 119.3 of this ordinance.

If notification cannot be made by the patrol supervisor to the Director of Public Works, or his designated representative, implementation of this ordinance may then be started by the patrol supervisor. This will be done only after all attempts by Police to contact representatives of Public Works have failed.

INITIAL NOTIFICATION

Upon notification that a parking ban has been declared by the Director of Public Works, or his designated representative, a patrol shift supervisor will notify the Department's towing contractor and inform him the parking ban is in effect. This notification is necessary to ensure a prompt response if their service is needed.

All on-duty personnel will be notified of the parking ban implementation.

Such notification will be logged on the department's daily activity sheet at the time of notification.

TOWING VEHICLES ON PRIMARY SNOW ROUTES

All streets designated PRIMARY routes by City Ordinance shall be, for the purpose of this procedure, divided into two categories: PRIMARY and SECONDARY SNOW ROUTES. The only distinction between these two categories is that PRIMARY routes should be cleared of parked vehicles first, if possible.

Vehicles found parked on PRIMARY routes will be issued a parking citation and then towed by the city towing contractor. A tow sheet will be made for each vehicle, and the parking citation will be affixed to the original copy. A mandatory \$10 release fee will be noted on the tow sheet. Towing will be at the direction of the Public Works Department.

SECONDARY SNOW ROUTES

At the time a parking ban is announced, all officers will be responsible for issuing parking citations on these routes. Depending on available time, these routes should be checked periodically during an officer's shift, to ensure violators are issued a parking citation.

Vehicles parked on SECONDARY ROUTES are NOT subject to tow as are those parked on PRIMARY ROUTES.

ISSUANCE OF PARKING CITATIONS (CHAPTER 29, SECTION 119.9)

Proper wording for this violation will be "PARKING ON SNOW ROUTE" for which the fine is \$50.00. It is essential that the correct time and date be recorded on the parking citation since this violation occurs only during the declaration of a parking ban.

TERMINATION OF PARKING BAN

Termination of the parking ban will be done by the Director of Public Works or his designated representative. Once notice of termination has been received by the patrol supervisor, all on-duty personnel and the towing contractor should be informed. This information also needs to be recorded on the Department's daily activity sheet, to ensure notification within the Department.

Due to diverse circumstances which may exist at any given time, criteria for the removal of vehicles in violation of this ordinance have not been set. The patrol supervisor will assess the situation and determine the best method for the removal of the illegally parked vehicles.

During such time that a parking ban is in effect, the Public Works Department will maintain a Snow Command Center. Updated information on street conditions will be maintained through the Snow Command Center.

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MOTOR VEHICLES AND TRAFFIC

January 22, 2001

29-153.1

SCHEDULE XIII(A)

SEC. 153.1 PRIMARY AND SECONDARY SNOW ROUTES.

- (a) Primary Snow Routes:

Airport - Empire to north corporate limits
Arcadia - Lincoln to Ireland Grove
Beich - Cabintown to south city limits (past Beich's Plant)
Broadmoor - Oakland to Lincoln
Brock - Market to south end
Bunn - corporate limit line to Oakland
Clearwater - Veterans to East End
Clinton - Oakland to Division
College - Veterans to Airport
Commerce - Gilmore to Hamilton
Cottage - Forrest to Martin Luther King, Jr.
Dinsmore - Washington to Market
Eastland - Fairway to Hershey
Eldorado - Lincoln to Oakland
Emerson - Towanda to Seminary
Empire - Towanda to Lee
Euclid - Oakland to Washington
Fairway - Regency to Towanda
Forrest - Hinshaw to Cottage
Four Seasons - Lincoln to Oakland
Fox Creek - Oakland to west corporate limits
Ft. Jesse - Airport to west corporate limits
G.E. - Veterans to Towanda-Barnes
Grove - East to Mercer
Hamilton - Main to Mercer
Hamilton - Morrissey to Hershey
Hannah - Oakland to Croxton
Hershey - Hamilton to Ft. Jesse
Hinshaw - Forrest to Locust
Hinshaw - Locust to Market
IAA - Vernon to north Empire Service Road
Ireland Grove - Mercer to Loop Drive
Ireland Grove - Veterans to east corporate limits
Lafayette - Main to Morrissey
Lee - Empire to Locust
Lincoln - Main to Bunn
Lincoln - Morrissey to Hershey
Locust - White Oak to Towanda
Low - Lake to Wood
MacArthur - Oakland to Gridley
Market - Madison to west corporate limits
Martin Luther King, Jr. - Cottage to Market
McGregor - Lincoln to Oakland
Mercer - Washington to Hamilton
Morris - Heather Hill to Market
North Empire Service Road - IAA to Towanda
Oakland - Hershey to west corporate limits
Prospect - Oakland to Empire

Regency - Fairway to Oakland
Route 51 northbound and southbound - Division to Armory
Seminary - Emerson to Cottage
South Empire Service Road- Fairway to St Joseph
Springfield - Beich to Morris
Springfield - Morris to Lake
State - Oakland to Washington
Towanda - Washington to Locust
Towanda - Empire to Vernon
Union 76 Service Road - Market to north end
Washington - west of city limits to Evergreen
Wood - Morris to Main
Wylie - Market to Empire
(Ordinance No. 1999-68)

(b) Secondary Snow Routes:

Arrowhead - Holiday Lane to Royal Pointe
Bissell - Low to Center
Brompton Court - Hershey to west end
Brookshire Green - entire
Country Club - Washington to Towanda
Dover - Kensington to Ireland Grove
Greenleaf - Wellington to Washington
Greenwood - Morris to south corporate limits
Laesch - Greenwood to Morris
Mason - Locust to Seminary
Morningside - Broadmoor to Hershey
North Pointe - College to Ft. Jesse
Olive - Euclid to Center
Pendleton - Woodridge to south end
Rowe - Towanda to IAA
Seminary - Mason to Main
Vale - Lincoln to Washington
Wellington - Hershey to Greenleaf
Western - Market to Seminary
Woodridge - Lincoln to Pendleton
(Ordinance No. 1993-84)