



Policy and Procedure

Number: 919

Subject: Withdrawing Parking Citations		
Date Issued: 06-06-86	Effective Date: 03-17-11	Revision Number: 3

POLICY:

Guidelines are in place to ensure that the withdrawal of parking citations is handled in a manner that is fair and consistent. Parking citations may only be withdrawn for one of the established reasons listed in this procedure.

Only the issuing Department member, the Shift Commander, the Customer Service Manager, the Support Services Manager or Sergeant may withdraw a parking citation.

REASONS FOR WITHDRAWAL:

- Citations issued in error.
- Citations written as the result of a bonafide complaint and the complainant's probable cause disappears.
 - Example: A tenant gets a new car not recognized by a complainant for a private property violation. The tenant comes in with a letter from the complainant in support, essentially withdrawing the probable cause for the violation.
- Citations that were written with improper or insufficient data that would render the citation not prosecutable.
- Citations initiated but not completed before the return of the vehicle operator and the member chooses to give a verbal warning instead.
- Citations issued for parking violations where there was a mechanical failure and the vehicle was parked in a prohibited area as a direct result of the mechanical failure.
 - Receipts establishing proof of repair or tow dated within 3 days of the violation and presented within 14 days must accompany the request.
 - Citations for mechanical related problems will only be withdrawn at a rate of one per vehicle, per calendar year.
- Citations may be withdrawn by Shift Commander, Customer Service Manager, Support Services Manager or Sergeant using their discretion due to violations resulting from obliterated, altered and unrecognizable signage. This would also include signs that are not properly posted.
- Citations for meter violations when the meter is defective as established by City Hall personnel.
- Citations for meter violations issued to operators of vehicles that are owned/leased by Federal, State, County, or Municipal agencies while being used for official business.
 - This would include personally owned vehicles where the government employer would reimburse the operators for vehicle use. This request must be accompanied by employer verification that the employee was on official business at the time of the citation being issued.

PROCEDURE:

When circumstances require a parking citation to be withdrawn, the following guidelines will be followed:

MEMBER:

1. Conditions for withdrawing the citation must be in accordance with the list of "Reasons for Withdrawal."
2. Complete the "Officer's Name" and "Payroll #" sections of the parking citation.
 - a. Write "VOID" along with the current date diagonally across the front of the parking citation and sign it.

- b. Make sure that the reason for withdrawal is clearly indicated in available space on the face of the citation.
- 3. Forward all copies of the parking citation to your Sergeant.

**SERGEANT/SHIFT
COMMANDER:**

- 1. Review the withdrawn parking citation to ensure that it was in accordance with the “Reasons for Withdrawal” list.
- 2. Forward all copies of the parking citation to the Customer Service Manager.

**CUSTOMER
SERVICE
MANAGER/
SUPPORT
SERVICES
MANAGER:**

- 1. When presented with a parking citation to be withdrawn, determine if the reason for withdrawal is in accordance with the “Reasons for Withdrawal” list.
 - a. If the citation is to be withdrawn, mark “VOID” along with the current date across the face of the citation and sign it. Make sure that the reason for withdrawal is clearly indicated in available space on the face of the citation.
 - b. Forward all available copies of the withdrawn parking citation to Public Service Counter personnel for them to process through PAM.

**PUBLIC SERVICE
COUNTER:**

- 1. Process the withdrawn parking citations that are presented by the issuing officer, the Shift Commander, Customer Service Manager, the Support Services Manager or a Sergeant.

**RELATED STATE
STATUTES:**

§346.50 – Exceptions to Stop & Park Restrictions

**RELATED CITY
ORDINANCE:**

27.22.020 – Exceptions to Prohibition
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