



City of Racine Police Department
Policy and Procedure

Number: 1925

Table with 3 columns: Subject (Snow Emergency Vehicle Removal), Date issued (03-09-01), Effective Date (10-15-10), Revision Number (3)

POLICY: The City of Racine has a Snow Emergency Plan for times when a heavy snowfall impacts traffic patterns on the city streets. By placing this plan into operation, the city hopes to accomplish two things. These include the reduction of hazardous and unsafe road conditions caused by unplowed roadways as well as reducing the possibility of a roadway becoming impassible for emergency vehicles.

DEFINITION: Notice - refers to the Notice for City of Racine Parking Restrictions During Snow Emergency, published during the fall of each calendar year.

PROCEDURE: When the Commissioner of Public Works declares a Snow Emergency in the City of Racine:

- MEMBER: 1. Make every effort to ticket and remove any vehicles found in the member's area of assignment in violation of the Snow Emergency as soon as directed. a. Upon arrival at the site of a violation have Communications send a tow truck. b. Complete a Snow Emergency parking ticket ensuring that there is a complaint number assigned to the case, and placed on the ticket. 2. Follow the protocols established in Procedure #807 (Impounding of Motor Vehicles) to properly impound the vehicle. 3. You are not required to do a Supplementary Incident Report (PP95A) when impounding a vehicle due to a snow emergency.

COURTS SUPERVISOR: Assess the condition of the Impound Lot for accessibility.

- 1. If snow removal is necessary to make room for anticipated vehicles contact the Street Maintenance Supervisor to ask that the lot be cleared. 2. If the Street Maintenance Supervisor can not provide timely assistance, this matter shall be treated as an "unusual or noteworthy occurrence" and the Department senior command staff should be notified per Procedure #212.

- FIRST SHIFT COMMANDER: 1. At the beginning of the shift coordinate with the Third Shift Commander to assess the progress made to date and ensure that an appropriate number of personnel are assigned to assist in the snow emergency vehicle removal operation as well as the call-for-service load. 2. At the end of the shift coordinate with the Second Shift Commander to ensure that the Second Shift Commander knows what stage of progress the operation is at.

- SECOND SHIFT COMMANDER: 1. Beginning at 6:00PM on the first day of the Snow Emergency, direct a sufficient number of his or her personnel to begin ticketing and towing vehicles parked in violation of City Ordinance #94-217. 2. In the absence of the Courts Supervisor assess the condition of the Impound Lot for accessibility. a. If snow removal is necessary to make room for anticipated vehicles, contact the Street Maintenance Supervisor to ask that the lot be cleared. b. If the Street Maintenance Supervisor can not provide timely assistance, this matter shall be treated as an "unusual or noteworthy occurrence" and the Department senior command staff shall be notified per Procedure #212.

**THIRD SHIFT
COMMANDER:**

1. Coordinate with the Second Shift Commander to assess the progress made to date and ensure that an appropriate number of personnel are assigned to assist in the snowbound vehicle removal operation as well as to handle the call for service load.
2. Shall assume responsibility for the overall operation and keep the other Shift Commanders informed as to the progress of the operation as necessary.

NOTES:

- The arterial streets shall receive first priority, as listed on the *Notice*.
- Shift Commanders will assign their personnel to specific areas of responsibility.
- The Shift Commanders shall monitor the progress of the operation and coordinate with the Third Shift Commander to ensure that all streets are checked and cleared.
- Car removal assistance will continue until the operation has been completed, or the Department of Public Works has concluded the Snow Emergency.

**RELATED
PROCEDURE:**

[212 – Reporting of Major, Unusual, or Noteworthy Occurrences](#)
[807 – Impounding of Motor Vehicles](#)
[809 – Release or Disposal of Impounded Vehicles](#)
[1201 – Property Inventory Excluding Vehicles](#)
[Table of Contents](#)

**RELATED
ORDINANCE:**

42-182 – Abandoned Vehicles
94-217 – Snow Emergency