

Belfast Police Department, Parking Enforcement Protocol

A. Parking Enforcement Personnel, Duties and Responsibilities

- 1) Each individual responsible for parking enforcement shall become familiar with Article II, Stopping, Standing and Parking of the City of Ordinance. Each individual shall have a working knowledge of what is required to properly and effectively enforce such ordinance.
- 2) Parking Enforcement Personnel shall work from 8AM to 5PM, Monday through Saturday, or as directed by the Chief of Police. No parking enforcement action shall be taken on Sunday or Holidays. Parking Enforcement Personnel shall monitor all parking related issues in the downtown area, including the waterfront area according to Article II, Stopping, Standing and Parking of the Belfast City Ordinance.
- 3) Parking Enforcement Personnel shall wear clothing issued by the Belfast Police Department while on duty. During such time as the Parking Enforcement Personnel are engaged in the marking of tires or any other activity that requires them to venture out into the roadway, they shall wear a traffic safety vest.
- 4) Parking Enforcement Personnel shall register all of the tickets issued into the computer system. Personnel shall be afforded time during their shifts to complete such data entry. Depending on the volume of parking tickets issued, Parking Enforcement Personnel may perform data entry tasks midway through their shift and at the end of the shift. However all Parking Enforcement Personnel must keep in mind that it is the desire of the Belfast Police Department to maintain a high level of visibility from its Parking Enforcement Personnel in the downtown area.
- 5) Parking Enforcement Personnel should be familiar with the City of Belfast in general. They should be able to direct members of the public effectively

regarding parking options as well as giving information on locations of certain services within the City for example, Hospital, Library, Restrooms, Parks, Motel/hotel, etc...

B. Part-time Reception Staff/Administrative Assistant Responsibilities for Parking Enforcement Records Keeping/Delinquent Parking Violation Fees

- 1) Reception staff will be responsible for monitoring the payment of tickets through the current data system. Each Monday, the on duty Receptionist will collect data on the top 5 individuals responsible for Delinquent Parking Violations Fees. That receptionist will produce a “Warning Letter” (Letter will be provided) for each of the 5 individuals. Once the letters are complete they shall be passed on to the Administrative Assistant so the letter can be sent “receipt upon delivery”.
- 2) In addition to preparing the “Warning Letters” Receptionists will start a Call for Service under “Delinquent Parking Fees” in the computer system. Each “Warning Letter” will have a separate call for service and the call for service number shall be documented on the warning letter.
- 3) In accordance with the “Warning Letter”, any response to these letters will be directed to the Chief of Police or his designee. Receptionists will provide information to individuals who call regarding the amount of delinquent parking violations fees that person owes. The Receptionist will not engage in conversation regarding any disputed parking violation fees or parking tickets. The Receptionist will direct complaints or disputes to the Chief of Police or his designee. Any and all activity or action taken on a Delinquent Parking Violation Fees process will be documented in the appropriate Call for Service.
- 4) The Receptionist who is working Monday of each week will provide the Chief of Police with a list of 5 individuals receiving Delinquent Parking Violation Fees warning letters. The receptionist will also include the number

of outstanding tickets each individual is responsible for and the total amount of fees which each individual is responsible for.

- 5) The Administrative Assistant will collect all letters regarding Delinquent Parking Violations Fees provided by the Receptionists and ensure they are mailed no later than 4:00PM on Tuesday of each week. The administrative Assistant will note the completion of this task in the associated call for service for each of these letters.
- 6) The Administrative assistant will maintain a file regarding the receipts of the delivered letters. That file will be kept in the Reception Area.
- 7) At no time shall any Receptionist or Administrative Assistant give information to the press, nor any other member of the public with regard to the identity of any specific individual who may be delinquent in the payment of Parking Violation Fees.

C. Installation of Mechanical Disabling Device (Boot)

- 1) Parking Enforcement Personnel will be tasked with the installation and removal of the Mechanical Disabling Device (Boot). On Monday of each week the Parking Enforcement Personnel will be provided a list of vehicles that meet the standard for the placement of the device. Parking Enforcement Personnel shall on apply the Mechanical Disabling Device (Boot) to a vehicle located on public property, including but not limited to rights of way, public parking lots or any other property in which the City of Belfast has a legal interest. The Mechanical Disabling Device (Boot) shall not be installed on any vehicle which is situated on private property including but not limited to private driveways, private parking lots or any other privately owned property in which the City of Belfast does not have legal interest in.
- 2) Each Parking Enforcement Personnel will become proficient in applying and removing the Mechanical Disabling Device (Boot) to a vehicle.

- 3) In the event that the Mechanical Disabling Device (Boot) is applied to a vehicle the Parking Enforcement Personnel performing the duty shall do so with his/her safety in mind. Consideration to traffic and congestion must be factors in the decision regarding the installation of the device at any given time. Parking Enforcement Personnel should utilize a Patrol Officer when necessary to perform the installation in a safe manner.
- 4) The application of the Mechanical Disabling Device (Boot) shall always be applied to the driver's side front tire and wheel. At no time shall the device be applied to any other tire/wheel on a vehicle. If a vehicle is parking in such a way that prohibits the installation of the Mechanical Disabling Device (Boot) on the front driver's side tire/wheel, the device will not be applied at that time.
- 5) When the Mechanical Disabling Device (Boot) is installed, a parking ticket shall be placed securely on the window of the driver's side door. The ticket shall indicate that a "Parking Boot" has been installed.
- 6) In the event that the Mechanical Disabling Device (Boot) is installed the Chief of Police or his designee shall be notified.
- 7) In the event that the Mechanical Disabling Device (Boot) remains on a vehicle for more than eight (8) hours, a tow truck service will be contacted to remove such vehicle. The removal of said vehicle will be performed with due consideration for traffic congestion, the proximity of other cars parked next to the vehicle in question and safety in mind.
- 8) If the owner of a vehicle which the Mechanical Disabling Device (Boot) has been installed on should pay all of their outstanding Delinquent Parking Violation Fees in full, the Parking Enforcement Personnel shall; without delay, remove the Mechanical Disabling Device (Boot) from the vehicle in question.
- 9) At no time shall any Parking Enforcement Personnel give information to the press, nor any member of the public with regard to the identity of any

specific individual who may be delinquent in the payment of Parking Violation Fees.

Processing Delinquent Parking Violation Fees/Application of the Mechanical Disabling Device “Boot” Policy

A. Records Keeping/application of “Boot” (Parking Enforcement Personnel)

- 1) The records keeping for parking tickets starts with the Parking Enforcement Personnel. It shall be the responsibility of the Parking Enforcement Personnel to properly and accurately enter into the Belfast Police Department’s Computer Data Base, all parking tickets issued by the end of each day.
- 2) Parking Enforcement Personnel shall file all parking ticket stubs issued in the approved manner at the end of each day.
- 3) Parking Enforcement Personnel shall monitor the list of registration numbers that have been processed and slated for the application of the Mechanical Disabling Device (Boot).
- 4) Parking Enforcement Personnel shall notify the Chief of Police or his designee prior to the application of the Mechanical Disabling Device (Boot).
- 5) Parking Enforcement Personnel shall update the appropriate Call for Service in the Belfast Police Department’s Computer Data Base regarding the installation of the Mechanical Disabling Device (Boot) directly after its application. Those updates should include the date and time the “Boot” was installed, the location of the vehicle and any contact made with the owner of the vehicle during the installation process. Parking Enforcement Personnel should avoid engaging in conversation regarding disputed parking violations with the owner of any vehicle.

B. Records Keeping (Receptionist)

- 1) Receptionists will monitor the Parking Ticket Data Base for tickets that have not been paid within 30 days of being issued. When such a situation is discovered the Receptionist shall collect information regarding the identity of the registered owner of the vehicle which the ticket was issued to. This information shall be added to the existing entry for that ticket.
- 2) Receptionists will continue to monitor the Parking Ticket Data Base and update individual parking ticket entries as they become delinquent.
- 3) For a temporary period of time, Receptionists will; starting the first Monday of July 2013 and every Monday from that point forward until further notice, search the Parking Ticket Data base for the top 5 individuals who have 3 or more delinquent parking violations fees. (Delinquent Parking Violations Fee is defined as those fees that have not been paid within 30 days of the issuance of a parking ticket.)
- 4) Receptionists will prepare a personalized “Delinquent Parking Violation Fee Warning Letter” (Letter will be provided.) for individuals who have three or more delinquent parking violation fees. These letters will be prepared for each of the five individuals who the Receptionists have determined meet the requirements for such a letter each Monday. The Receptionists shall provide the completed letters to the Administrative Assistant for mailing purposes.
- 5) At such time that a “Delinquent Parking Violation Fee Warning Letter” is prepared, the Receptionist shall start a Call for Service under “Delinquent Parking Fees” in the law table of the Belfast Police Department Computer Data Base. The Call for Service number shall be included on the “Delinquent Parking Violation Fee Warning Letter”. The call for service shall include all pertinent information regarding the vehicle in question, the owner of the vehicle, how many Delinquent Parking Violation Fees are applicable, the total monetary amount of all Delinquent Parking Violation Fees combined, and the date that the Receptionist prepared the “Delinquent Parking Violation Fee Warning Letter”. Lastly a copy of the “Delinquent Parking Violation Fee Warning Letter” shall be entered into the “file” portion of each of the appropriate Call for Services.

- 6) Receptionists taking calls from individuals who have received “Delinquent Parking Violation Fee Warning Letters” shall provide information regarding the number of Delinquent Parking Violations, and the monetary amount the person in question owes. Receptionists shall not engage any individual in conversation regarding disputed Parking Violation Fees, or Parking Tickets. All questions or concerns regarding Parking Tickets or Parking Violation Fees resulting from this process shall be directed to the Chief of Police or His designee. Documentation regarding any and all contact with individuals who have received Delinquent Parking Violation Fee Warning Letters shall be entered into the appropriate Call for Service.
- 7) Receptionists will review calls for service and determine those individuals who have failed to respond by either setting an appointment with the Chief of Police or his designee or by paying the Parking Violation Fees in full. Those individuals who have failed to take action on the Delinquent Parking Violation Fee Warning Letter with seven (7) days of receiving the Warning Letter shall be added to this list of vehicles to be “booted”.
- 8) Receptionists will keep and maintain an updated list of vehicles that require the application of the Mechanical Disabling Device (Boot). That list will be kept in the reception office.

C. Records Keeping (Administrative Assistant)

- 1) The Administrative Assistant will be responsible for the mailing of all “Delinquent Parking Violation Fee Warning Letters”. This task shall be completed by 4:00PM of the day the letters are provided by the Receptionists.
- 2) The Administrative Assistant will access the call for service for each of the Warning Letters, and update those Calls for Service with his/her actions.

- 3) The Administrative Assistant will collect all receipts regarding the delivery of the Warning Letters, and file them in the appropriate file located in the Reception Office. The administrative Assistant will also indicate on each of the Calls for Service that the Notice of Receipt has been received.

D. Records keeping (Chief of Police or his designee)

- 1) The Chief of Police or his designee shall receive all requests to dispute Delinquent Parking Violation Fees, and/or Parking Tickets.
- 2) The Chief of Police or his designee shall record all actions taken in the appropriate Call for Service for the individual his or his designee's actions are taken against.

E. Collecting Payment for Delinquent Parking Violation Fees

- 1) Representatives of the Belfast Police Department including Parking Enforcement Personnel, Receptionists, Administrative Assistants and the Chief of Police or his designee, may accept payment for delinquent parking violations.
- 2) In the event an individual makes payment, whether by mail or in person, a receipt designed specifically for the purposes of accepting payment for Delinquent Parking Fees will be filled out. Individuals who have had their vehicle towed shall be advised that the receipt serves as notice to the Towing service that the vehicle in question has been released from impound.
- 3) A copy of the receipt will be kept with the book of receipts, and the Call for Service pertaining to the individual will be updated with the payment record.

F. Towing Services

- 1) Should a vehicle remain “Booted” for more than eight (8) hours the Belfast Police Department will contact a local Tow Truck Service by rotation to remove it. Removal of a vehicle by Tow Truck Service will be done with due regard for the congestion of traffic and other parked vehicles in the downtown area. It may be necessary for a vehicle to remain “Booted” for more than eight (8) hours in order for it to be safely towed away.

- 2) A list of local Tow Truck Services will be posted in the Reception Office. When a Tow Truck Service has been utilized for the removal of a vehicle which has been booted, the date of that event shall be noted. The Tow Truck Service showing the earliest date used will be the next Tow Truck Service to be called upon should the need for a Tow Truck arise for parking violation fee related issues.

That Sections 58-25, 58-36, 58-37 and 58-40 of the Code of Ordinances, City of Belfast, Maine, are hereby amended to read as follows:

(Please note on underlined sections represent new language and ~~lined through~~ sections represent deleted language.)

Section 58 –35. Fines

Under this section there shall be no fine for the first violation of any portion of this traffic Ordinance. After the first violation the fines shall be as follows:

(1) There shall be no fine for the first violation of any hourly parking restriction. Thereafter, there shall be a fine of \$5 ~~\$10~~ for parking beyond the specified time limitation, with an additional fine of one dollar for each additional hour of violation or portion thereof; The fine on this second violation will increase to \$25 if the fine is not paid within 30 calendar days. Every new parking ticket issued to the same owner thereafter shall be \$25 and the fines for these violations will increase to \$50 per ticket if the fine is not paid within 30 calendar days.

(2) A fine of \$10.00 for overnight parking and/or waterfront trailer parking violations beyond one calendar day, with an additional fine of \$20.00 for each additional calendar day or portion thereof;

(3) A fine of \$25.00 ~~\$10.00~~ for parking too close to or in front of a fire hydrant and/or improper use of a space designated for handicapped use;

(4) A fine of ~~\$5.00~~ \$10 for parking on nodes, improper parking, parking on loading zones, double parking, blocking a driveway, or parking on the wrong side of the street; and

(5) A fine of ~~\$5.00~~ \$10 for any other violation of this article not otherwise provided for in this section.

(Ord. of 12-10 1985, Sec 9503 (g) amended July3, 2012.

Sec. 58-36. - Removal of unlawfully parked vehicles.

Whenever any vehicle may be found parked or left standing in violation of this article, the vehicle may be secured by the installation of a restraining boot device or removed by order of the police department and stored, and the owner or person in charge or control of the vehicle shall pay all expenses associated with the removal of the restraining boot device or of removal and storage. The city shall not be responsible for any damages to any vehicle removed in accordance with the provisions of this section.

(Ord. of 12-10-1985, § 950, Amended July 3, 2012)

State law reference— Authority to remove improperly parked vehicles, etc., 29-A M.R.S.A. § 2069.

Sec. 58-37. - Designation of parking spaces; parking time limits.

(a) *Designation of spaces.* The city manager, or an agent duly appointed by him, is hereby authorized and directed to designate and mark off such individual parking spaces as he may deem proper along any or all parts of any streets in the Downtown Commercial, Waterfront I and II and Industrial zones of the city for the parking of vehicles. At each place where individual parking is so marked off, each vehicle shall be parked entirely within such individual parking spaces.

(b) *Installation of signs.* The city manager or an agent duly appointed by him is hereby authorized and directed to place, install and/or remove, if in his judgment it becomes necessary, such signs upon the curbside of individual parking spaces as designated and marked off under the provisions of subsection (a) of this section. Such signs shall indicate thereon the time limit for parking of individual vehicles.

(c) *Parking beyond specified time prohibited.* In all areas of the city where individual parking spaces have been designated and marked off and where signs indicating time of parking have been erected, all parking space beyond the specified time in any individual parking space is prohibited. Any vehicle parked in violation of this provision shall be deemed to be illegally parked under the provisions of this article.

(d) *Responsibility of vehicle owner.* It shall be unlawful and a violation of this section for any person to cause, allow, permit or suffer any vehicle registered in the name of or operated by such person to be parked beyond the period of legal parking time established for any parking spaces designated pursuant to this section.

(e) *Days and hours of applicability.* The designation of a time limit for parking within designated and marked areas within the city, except at the municipal boat landing, shall apply during the following times: 9:00 a.m. to 5:00 p.m. on Mondays through ~~Thursdays~~ and Saturdays. The parking limitation provided for in this section shall not apply on Sundays or legal holidays.

(Ord. of 12-10-1985, § 9503(a)—(d), (h); Ord. No. 10-2002, 8-20-2002 Amended July 3, 2012)

Sec. 58-40. - Time limits for individual parking spaces.

(a) There shall be a two-hour parking limit on Mondays through Fridays and a three hour parking limit n Saturdays in the following spaces:

(1) Main Street, northerly side, from number 33 westerly to number 129.

(2) Main Street, southerly side, from Cross Street to Beaver Street.

(3) High Street, both sides, from Miller Street to Bridge Street.

(4) Church Street, both sides, from Miller Street to Main Street.

(5) Market Street, south side, from High Street to Main Street.

(6) Market Street, north side, from Church Street to Main Street.

(7) Market Street, north side, from Church Street to High Street.

(8) Washington Street, west side, from Main Street to Bridge Street.

(b) There shall be a two-hour parking limit Mondays through Fridays and a three-hour parking limit on Saturdays in the following places: Church Street, both sides, from Market Street to Main Street.

c) There shall be a 30-minute parking limit in the following places: Post Office Square, directly in front of the Post Office, both sides.

(d) There shall be three-hour parking at all marked parking spaces on the southerly side of the Front Street parking lot between the hours of 9:00 am and 7:00 p.m., seven days a week. The northerly side of the Front Street parking lot will be unrestricted parking. No motor vehicle or truck measuring more than 30 feet in length shall park in the Front Street parking lot.

(Ord. of 12-10-1985, § 9504(B); Ord. of 5-20-1997(3); Ord. of 9-19-2000; Ord. No. 10-2002, 8-20-2002)