



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

Police Chief: John Fitzgerald

**GENERAL ORDER: 5-19 PARKING ENFORCEMENT**

DATE: 8/13/2018    Pages: 1    ◇    New    ◆    Amended

DISTRIBUTION:    **Sworn Officers**

**I. POLICY**

Illegal parking is a “quality of life” issue for residents especially those who live on the west side of the Village due to its proximity to mass transit, shopping and medical offices along Wisconsin Avenue. Officers assigned to the Village on the daywork shift will frequently patrol looking for parking violations in the various parking zones established by the Board of Managers and take immediate action on violations. Officers are authorized to enforce parking laws including Chapter 31 of the Montgomery County Code and the provisions of Chapter 13 and 14 of the Chevy Chase Village Code of Ordinances. All officers shall have a working knowledge of the referenced parking laws.

**II. PROCEDURES**

A. Officers may issue either a written warning or a parking citation to vehicles found to be in violation. Officers may use their discretion depending on the nature of the violation, position of the vehicle, whether the vehicle has been cited before, and any other relevant factors.

**NOTE:** Our Village Code Section 13-14 allows vehicles displaying a handicapped windshield placard or license plates to park for an unlimited time in the permit parking zones in the Village. All other parking laws apply, but the time limit is waived.

B. During peak/“rush” hours, officers should be alert for any illegally parked vehicles disrupting the flow of traffic, and if necessary, issue parking citations and tow the vehicles.

C. Officer’s assigned Village patrol will patrol all Village Parking Zones when zone enforcement begins and mark vehicles without proper permits or passes. Officers will return to the parking zones when time expires, normally 2 hours from the time the vehicle was first marked, and issue parking citations and mark any newly-discovered vehicles without in violation.

D. Officers issuing parking citations shall use the digital citation system (dedicated smart phone and Bluetooth printer supplied by our vendor. Optotrafic) to issue the citation. The system captures vehicle data, location information and evidentiary images, and it makes it easy to select the violation section with pre-loaded fine amounts to print legibly, indicate the correct fine, and submit them prior to the end of their shift. Handwritten citations will be issued only when the digital system is unavailable or in exigent circumstances.

E. Officers shall print one copy for the violator and place it in a conspicuous location on the vehicle (usually under the driver’s side wiper blade). Officers shall print a second copy and place it in the station ticket box located in the police report area.

F. Officers receiving a parking complaint from a dispatcher will treat it as a dispatched call and respond immediately unless on another dispatched call. Officers conducting house checks will temporarily stop doing house checks, respond to the complaint, and handle it according to department policy.

**III. VOIDING PARKING VIOLATIONS NOTICES**

A. Only the Lieutenant or the Chief of Police will void parking citations at the request of the issuing officer or individual receiving the ticket when a valid reason exists.

B. The Chief of Police will maintain a file of voided parking citations.

This directive voids the previous version dated 3/15/2016 and incorporates memo 18-02: Handicapped Parking Permits May Park for an Unlimited Time.