



Administrative Policies and Procedures

Policy Title: Parking Citations Received While on Official City Business	Policy Number: 402
Effective: 8/07	
Supersedes: APR #407, revised 10/95	
Approval: <i>Fraser W. Fraser</i>	Page 1 of 2

1. Purpose

To set forth and clarify a policy for processing parking citations received while on official city business.

2. Policy

- 2.1 All city employees and citizens serving on city-related boards or commissions are required to park legally while conducting official city business. Citations for illegal parking are the responsibility of the person who received them. The Service Area Administrator (SAA) may request waivers for emergency work or, in exceptional circumstances, expired meters. Citations issued for handicap parking, tow away zones, crosswalks, fire hydrants or other prohibited zones will always be the responsibility of the person who received the citation. Employees with citations not dismissed or submitted in a timely manner, must pay the appropriate fines and properly dispose of the citation or be subject to disciplinary actions as specified in Human Resource Policy and Procedures. Parking citations determined to be the responsibility of the Service Area that are in default and/or are not able to be resolved by the above stated policy may be paid by Service Area funds at the discretion of the Service Area Administrator and/or the City Administrator.

3. Procedure

City employees, or citizens serving on city-related boards or commissions who receive a parking citation while on official city business shall submit the citation to their Service Area Administrator within three working days of the time and date the parking citation was issued or admit responsibility for the citation and pay the fine amount indicated on the citation.

If the citation is submitted to the Service Area Administrator, the (SAA) will ascertain if the parking citation was issued while the employee was, in fact, on official city business and if it should be waived. If the citation should be waived, the (SAA) will then complete a Motion and Order to Dismiss Parking Citations form and submit it to the Parking Referee (see attached).

If the Service Area Administrator does not recommend dismissal of the citation, the employee may submit the parking citation to the Parking Referee. Appeals of a Parking Referee's decision may only be through the 15th District Court. Information on how to appeal may be obtained from the Parking Referee or by contacting the Court directly.

Citations being paid by Service Area funds must have the signature of the Service Area Administrator and/or the City Administrator.

STATE OF MICHIGAN
 15TH DISTRICT COURT

**MOTION AND ORDER TO DISMISS
 PARKING CITATIONS**

100 N. Fifth Ave. P.O. Box 8647 Ann Arbor, MI 18107

MOTION

_____ moves to dismiss the following parking

NAME

Citations for the reasons shown:

CITATION #	PLATE #	NAME	REASON FOR DISMISSAL	CODE

_____ DATE

_____ SIGNATURE

ORDER

IT IS ORDERED THAT the above citations are dismissed:

_____ DATE

_____ DISTRICT COURT JUDGE/PARKING REFEREE

VOID CODES
 #1 Officer Error
 2 Defective Meter
 3 Emergency

4 Improper Signs
 5 Official Business
 6 Special Permit
 7 U of M Request

8 Manufacturer's Defect
 9 Referee's Judgment
 10 Deceased
 11 Vehicle Sold at Auction
 12 Returned in Mail