



Administrative Policies and Procedures

Policy Title: Parking Complaints Handled by Police	Policy Number: 603
Effective: 1/10	
Supersedes: APR #101 dated 9/92, revised 1/93	
Approval: <i>Roger W. Fray</i>	Page 1 of 1

1. Purpose

To assign personnel to district patrol for daily assignments and to respond to parking complaints on a city – wide basis, Monday through Friday from 8:00 am to 5:30 pm, Saturday 9:30 am to 8:30 pm, and Sunday 9:30 am to 5:30 pm, except holidays.

2. Policy

Community Standards Unit's district patrols will handle meter assignments, lot assignments, and parking related vehicle impoundments. The unit will also handle on-street, non – private property parking lots, and private property parking complaints.

The Patrol Division of the Police Department, will handle all parking complaints during the hours Community Standards personnel are not working.

Police personnel assigned to the front desk will handle the releasing of all impounded vehicles.

The Special Services Section of the Police Department will handle checking vehicles at vehicle pounds and disposal of unclaimed vehicles.

3. Procedure

All complaints regarding parked vehicles will be directed to the Police Department's Communications Unit at 994-2908 or 994-2911 or Community Standards at 734-794-6942. The Communications Unit will dispatch the appropriate personnel to handle the complaint.