



GENERAL POLICE ORDER CLEVELAND POLICE DEPARTMENT



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| EFFECTIVE DATE: MARCH 1, 2002 | REVISED DATE: | NO. PAGES: 1 of 2 | NUMBER: 3.4.13 |
| SUBJECT: PARKING INFRACTION NOTICE (PIN) | | | |
| ASSOCIATED MANUAL: | | RELATED ORDERS: | |
| CHIEF OF POLICE: <i>Edward F. Lohn, Chief</i> | | | |

PURPOSE: To establish guidelines to complete the City of Cleveland Parking Infraction Notice (PIN) and the Parking Violations Bureau, Hearing Request Form.

POLICY: The Cleveland Division of Police shall enforce Part Four of the Cleveland Codified Ordinance (CCO) for parking infractions. Members shall not use Title 45 of the Ohio Revised Code (ORC) to write PINs unless a comparable violation does not exist in the CCO. Parking infractions are not criminal offenses. Officers shall not arrest for parking infractions.

PROCEDURES:

- I. Members that enforce parking shall issue a PIN to a vehicle parked in violation of Part Four of the CCO.
 - A. Members shall print all entries on the PIN with a blue or black ballpoint pen.
 - B. Members shall complete all parts of the PIN.
 - C. Members shall secure the PIN copy to the vehicle in a conspicuous location, for example, under the windshield wiper.
 - D. Member shall maintain a log of issued PINs.
 - E. Members shall deliver the original issued PIN to the Officer-in-Charge (OIC) at the end of their tour.

- II. Members that operate a Division vehicle and receive a PIN shall:
 - A. Pay the fine stated on the PIN or;

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- B. Contest the PIN within ten days and request a hearing with a Hearing Request Form, attach to the PIN, and forward both through the chain of command. Hearing Request Forms are available at the PIN payment counter on the first floor of Police Headquarters.
- C. If the outcome of the hearing is not in the employee's favor, payment of the PIN is mandatory and due immediately upon notification. The employee must show their immediate supervisor written verification that the PIN has been paid. The immediate supervisor shall retain a copy of the verification for the unit file and forward a copy to the liaison with the Clerk of Courts at the Mayor's Office. If payment is not made in five working days from notification, the amount of the fine will be deducted from the employee's check once a Form-1 authorization from the employee is received.
- D. Employees that find a PIN on a vehicle they are prepared to operate, but did not operate at the time of issuance, shall immediately hand deliver the PIN to their immediate supervisor. That supervisor shall determine who operated or parked the vehicle at the time of issuance and hand deliver the PIN to that employee at the first available opportunity.