



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Control and Disposition of City of
Myrtle Beach Parking Citations*

Number: 210-A

Effective Date: *January 1, 2001*

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Rescinds: *036
Control and Disposition of City of Myrtle*

Dated: *December 22, 1995
January 1, 2001*

Approved By:

PURPOSE

To establish a procedure for the issuance and disposition of the City of Myrtle Beach Parking Citations.

GENERAL INFORMATION

1. The Records Section is responsible for ordering, receiving and issuing the City of Myrtle Beach Parking Citations. The Records Section will maintain a log documenting the receipt and assignment of the parking citation books by citation numbers.
2. Parking citation books may be re-issued if the assigned officer leaves the Department or changes assignments, but the change must be properly documented in the log.
3. The Records Section will store and maintain completed citation books for audit purposes.

PROCEDURE

1. ISSUING PARKING CITATIONS

- A. Parking citations are for municipal ordinance parking violations only.

- B. Officers will ensure that all citations are issued in numerical order.
- C. All applicable boxes will be completed legibly, and all copies will be legible.
- D. The Violator Copy (Envelope) will be placed on the windshield of the violator's vehicle, held in place by the windshield wiper.

2. DISPOSITION OF PARKING CITATIONS

- A. At the conclusion of each shift, the officer issuing the citation(s) will remove the Clerk of Court's copies and submit them to the Clerk of Court's Office.
- B. The Records Section copy will be left in the book and will be returned to the Records Section when all citations in the book have been issued.

3. VOIDING PARKING CITATIONS

- A. Voiding parking citations Regulation 209, Control and Disposition of Uniform Traffic Tickets & Municipal Ordinance Summons, Section 5, A thru D.

4. INTERNAL AUDIT OF PARKING CITATIONS

- A. The Support Services Division Captain will be responsible for ensuring an ongoing internal audit of the City of Myrtle Beach Parking Citations and will conduct a comprehensive audit at least once per year to ensure compliance and accountability.
- B. The results of the audit will be forwarded to the Chief of Police.

5. REGULATION ON VOLUNTARY DISMISSAL OF PARKING CITATION

- A. The voluntary dismissal of parking citations will be handled in the same manner as described in Department Policy & Procedure 402, Voluntary Dismissal or Reduction of Charges.

6. COMPLAINTS AND DISPUTED CITATIONS

- A. All complaints and disputed citations will be referred to the Division Lieutenant. The Division Lieutenant will conduct an inquiry into the complaint or dispute.
 - 1) If the Division Lieutenant determines that the complaint is justified, he/she will follow the procedure above for dismissal of charges.

- 2) If the Division Lieutenant determines that the complaint is not justified, he/she will inform the complainant that the citation must be paid.
- 3) If the Complainant is still not satisfied, the Division Lieutenant will forward a report to the Uniform Captain.

7. COLLECTION OF FINES OR PAYMENTS

- A. The Clerk of Court's Office is responsible for the collection of parking citation fines or payments. The Police Department will not collect any of the parking citation fines or payments.
- B. Fine schedules and provisions for enforcement actions for non-payment of tickets is set forth in City Ordinances (Section 12-101, dated 11-08-94).