

DEPARTMENT TRAFFIC COORDINATOR
COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
16.2

December 9, 2015

TO: All Commanding Officers

FROM: Department Traffic Coordinator, Counter-Terrorism and Special Operations Bureau

SUBJECT: PARKING VIOLATION CITATIONS

PURPOSE

The purpose of this Notice is to provide training regarding proper completion of Parking Violation Citation, Form DT 5001, issued by Department personnel.

BACKGROUND

The Los Angeles Department of Transportation (LADOT) is responsible for processing and collecting all parking violation citations. The LADOT has recently advised that the Parking Violations issued by the Department are routinely being rejected for being completed incorrectly. As a result, it has been requested that the Department provide training to improve the quality of Parking Violation Citations issued and to reduce the number of rejected citations.

DISCUSSION

The LADOT has identified the six common errors that Department personnel routinely commit that result in Parking Violations Citations being cancelled.

- **Issuance of "For Sale" Violations**

The issuance of parking citations for vehicles displaying a "For Sale" sign is governed by Section 87.55 of the Los Angeles Municipal Code (LAMC). This LAMC section provides specific streets in the City of Los Angeles where this practice is prohibited and enforcement is authorized. Prior to issuing a "For Sale" parking citation, verify that the streets are identified in the LAMC to ensure proper enforcement.

- **Critical Fields Not Completed**

The following fields shall be completed:

- **Date**
- **Time**

Time must be based on the 24-Hour clock (Military Time).

- **License**

When no license, enter Vehicle Identification Number (VIN).

- **Last 4 Digits of the VIN**

When the last four digits cannot be obtained, write "NV" (Not Visible) in the "Note" Section of the citation.

- **Registration Expiration Date**

Year/Month – Ensure that the year and month of the registration is listed.

- **Make**

If the vehicle's make cannot be determined, write "UNK" (Unknown) or "OTH" (Other). Citations with a Department of Motor Vehicle make mismatch will be cancelled.

- **Color**

If the color cannot be determined, write "UNK" (Unknown) or "OTH" (Other). Do not leave this field blank.

- **Location**

Indicate the exact, approximate, or block that the vehicle was parked. Avoid using intersections. When providing a street address, use cardinal directions such as North, South, East or West and the roadway type: Avenue, Street, Court or Place.

- **Violation**

An "X" shall be placed on the violation box and the bail amount shall be circled.

- **Violation Code**

Should a violation not be listed, refer to the attached document for the corresponding Los Angeles Municipal Code or California Vehicle Code violation and fine amount. The violation and fine shall be entered in the "Other" field of the Violation Section of the parking citation.

▪ **Notes**

Any entry in the "Notes" field shall apply to the violation and be clearly written. Violations that require observation times must be included in the notes such as Yellow, White or Green Parking Zones, Time Limits, 72 hour Violations, etc...

• **Double Citations**

Parking Violation Citations may only contain one violation.

• **Make Mismatch**

The make of the vehicle being cited must match the "Vehicle Make" that is circled on the Parking Violation Citation.

• **Handicap/Disabled Parking Citations**

The Parking Violation Citation provides four subsections (A, B, C1 and C2) to select. When citing for a Handicap Space Violation, the correct subsection needs to be circled.

• **No Observations Times**

When issuing a Parking Violation Citation resulting from a time violation, the "Note" Section needs to indicate the posted time limit.

Should it be determined that a Parking Violation Citation contains an error(s), do not attempt to correct the citation by striking through the incorrect information and writing VCC (Violator Corrected Copy) with the issuers initials. The LADOT does not recognize this as an acceptable practice.

The violator should be issued a new Parking Violation Citation and the other Parking Violation Citation needs to be voided. A Citation Cancellation Request, Form 04.45.00, shall be completed for all citations requested to be cancelled. Original Parking Violation Citations and requests for cancellations shall be sent to:

Los Angeles Department of Transportation
Attention: Parking Administrator
100 S. Main Street, 10th Floor
Los Angeles, California 90012
Mail Stop 742


All Commanding Officers

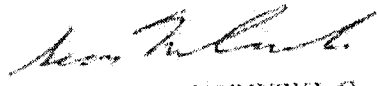
Page 4

16.2

If you have any questions regarding this Notice, please contact Traffic Coordination Section, Emergency Operations Division, at (213) 486-0690.

APPROVED:


MICHAEL P. DOWNING, Deputy Chief
Department Traffic Coordinator
Counter-Terrorism and Special Operations Bureau


SEAN W. MALINOWSKI, Commander
Chief of Staff
Office of the Chief of Police

Attachment

DISTRIBUTION "B"

ORDINANCE NO. 182183

An ordinance amending Section 89.60, Chapter VIII, Division W of the Los Angeles Municipal Code to increase fines and late penalty fees imposed for violation of any regulation governing the standing or parking of a vehicle under the California Vehicle Code or other State law, Federal law, and the provisions of the Los Angeles Municipal Code and the Los Angeles Administrative Code.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Section 89.60, Chapter VIII, Division W of the Los Angeles Municipal Code is amended to read as follows:

SEC. 89.60. AUTHORITY.

Pursuant to the authority of State law, a schedule of civil parking penalties is hereby established for the violation of any regulation governing the standing or parking of a vehicle under the California Vehicle Code or other State law, any Federal law, and provisions of the Los Angeles Municipal Code or of the Los Angeles Administrative Code. The following fines and late payment penalties are hereby established:

LOS ANGELES MUNICIPAL CODE

SECTION	DESCRIPTION	FINE	WITH LATE PENALTY	WITH SECOND PENALTY
80.25(b)	PARKING NEAR EMERGENCY VEHICLE	\$63	\$126	\$151
80.49	WRONG SIDE/NOT PARALLEL - OVER 18" FROM CURB	\$63	\$126	\$151
80.51(a)	PARKING ON LEFT SIDE OF ROADWAY	\$58	\$116	\$141
80.53	PARKING WITHIN A PARKWAY	\$63	\$126	\$151
80.54(h)1.	OVERNIGHT PARKING WITHOUT PERMIT	\$68	\$136	\$161
80.55(a)1.	HAZARDOUS AREA	\$58	\$116	\$141
80.55(a)2.	30 FEET OF INTERSECTION - BUSINESS DISTRICT	\$58	\$116	\$141
80.55(a)3.	25 FEET CROSSWALK	\$58	\$116	\$141
80.56(e)1.	PASSENGER ZONE (WHITE)	\$58	\$116	\$141
80.56(e)2.	LOADING ZONE (YELLOW)	\$58	\$116	\$141
80.56(e)3.	SHORT TIME LIMIT ZONE (GREEN)	\$58	\$116	\$141

80.56(e)4.	NO STOPPING ZONE (RED)	\$93	\$186	\$211
80.58(l)	PREFERENTIAL PARKING	\$68	\$136	\$181
80.58.1	CARSHARE PARKING	\$163	\$326	\$351
80.61	ALLEY - STANDING IN	\$68	\$136	\$161
80.66.1(d)	RESTRICTED ZONES	\$68	\$136	\$161
80.69(a)	STOPPING OR STANDING PROHIBITED	\$93	\$186	\$211
80.69(b)	PARKING PROHIBITED/STREET CLEANING	\$73	\$146	\$171
80.69(c)	PARKING TIME LIMITS	\$58	\$116	\$141
80.69(d)	PARKING OF VEHICLES MORE THAN SIX FEET HIGH	\$58	\$116	\$141
80.69.1(a)	PARKING TRAILER - VEHICLE CAPABLE OF TOWING	\$78	\$156	\$181
80.69.1(c)	UNHITCHED TRAILER:			
	FOR FIRST VIOLATION	\$78	\$156	\$181
	FOR SECOND VIOLATION WITHIN TWELVE MONTHS OF FIRST VIOLATION	\$103	\$206	\$231
	FOR THIRD AND SUBSEQUENT VIOLATIONS WITHIN TWELVE MONTHS OF FIRST VIOLATION	\$133	\$266	\$291
80.69.2	COMMERCIAL VEHICLE AND TRAILERS PARKED IN RESIDENTIAL AREA:			
	FOR FIRST VIOLATION	\$78	\$156	\$181
	FOR SECOND VIOLATION WITHIN TWELVE MONTHS OF FIRST VIOLATION	\$103	\$206	\$231
	FOR THIRD AND SUBSEQUENT VIOLATIONS WITHIN TWELVE MONTHS OF FIRST VIOLATION	\$133	\$266	\$291
80.69.4	PARKING OF OVERSIZE VEHICLES:			
	FOR FIRST VIOLATION	\$73	\$146	\$171
	FOR SECOND VIOLATION WITHIN TWELVE MONTHS OF FIRST VIOLATION	\$98	\$196	\$221
	FOR THIRD AND SUBSEQUENT VIOLATIONS WITHIN TWELVE MONTHS OF FIRST VIOLATION	\$128	\$256	\$281
80.70	PARKING IN ANTI-GRIDLOCK ZONE	\$163	\$326	\$351
80.71.3	PARKING IN FRONT YARD:			

	FOR FIRST VIOLATION	\$68	\$136	\$161
	FOR SECOND VIOLATION WITHIN ONE YEAR OF FIRST VIOLATION	\$93	\$186	\$211
	FOR THIRD AND SUBSEQUENT VIOLATIONS WITHIN ONE YEAR OF FIRST VIOLATION	\$143	\$286	\$311
80.71.4	PARKING ON PRIVATE DRIVEWAY OR PROPERTY	\$68	\$136	\$161
80.72	PARKING ON RED FLAG DAY	\$68	\$136	\$161
80.72.5	PARKING ON PRIVATE STREET	\$93	\$186	\$211
80.73(a)	PEDDLING VEHICLES	\$68	\$136	\$161
80.73(b)2.A. (3), (4), (5)	CATERING VIOLATION - DISTANCE LIMITATIONS	\$68	\$136	\$161
80.73(b)2.F.	CATERING VIOLATION - TIME LIMITS:			
	FOR FIRST VIOLATION	\$73	\$146	\$171
	FOR SECOND VIOLATION WITHIN TWELVE MONTHS OF FIRST VIOLATION	\$123	\$246	\$271
	FOR THIRD AND SUBSEQUENT VIOLATIONS WITHIN TWELVE MONTHS OF FIRST VIOLATION	\$173	\$346	\$371
80.73(d)	"FOR HIRE" WITHOUT PERMIT	\$68	\$136	\$161
80.73(f)	VIOLATING PROVISIONS OF PERMIT TO PARK	\$68	\$136	\$161
80.73.1	STORING VEHICLES IN THE STREET	\$93	\$186	\$211
80.73.2	USE OF STREET FOR STORAGE OF VEHICLES	\$68	\$136	\$161
80.74	CLEANING VEHICLE IN STREET	\$53	\$106	\$131
80.75.1	AUDIBLE STATUS INDICATOR	\$58	\$116	\$141
85.01	REPAIRING VEHICLE IN STREET	\$53	\$106	\$131
87.53	MOBILE BILLBOARD	\$255	\$510	\$535
87.55	PARKING OF VEHICLES WITH FOR SALE SIGNS:			
	FOR FIRST VIOLATION	\$105	\$210	\$235
	FOR SECOND VIOLATION	\$255	\$510	\$535
	FOR THIRD AND SUBSEQUENT VIOLATIONS	\$505	\$1010	\$1035
88.03(a)	PARKING OUTSIDE SPACE INDICATED	\$58	\$116	\$141
88.13(a)	METER - FAILURE TO PAY	\$63	\$126	\$151
88.13(b)	OVERTIME USE OF METER SPACE	\$63	\$126	\$151

88.53	OFF-STREET PARKING OUTSIDE SPACE INDICATED	\$58	\$116	\$141
88.63(a)	OFF-STREET METER - FAILURE TO PAY	\$58	\$116	\$141
88.63(b)	OFF-STREET OVERTIME USE OF METER SPACE	\$58	\$116	\$141
88.64(a)	FAILURE TO OBEY OFF-STREET PARKING SIGNS	\$63	\$126	\$151
88.64(b)	OFF-STREET PARKING - TIME LIMITS	\$63	\$126	\$151

LOS ANGELES MUNICIPAL CODE - AIRPORTS

SECTION	DESCRIPTION	FINE	WITH LATE PENALTY	WITH SECOND PENALTY
89.35.5(a)	FAILURE TO PAY METER	\$63	\$126	\$151
89.35.5(b)	FAILURE TO REMOVE VEHICLE WHEN METER EXPIRES	\$63	\$126	\$151
89.35.5(c)	OVERTIME USE OF METER SPACE	\$63	\$126	\$151
89.36	NO STOPPING - RED CURB	\$93	\$186	\$211
89.37	PARKING AT GREEN CURB	\$58	\$116	\$141
89.38	PARKING AT YELLOW CURB	\$58	\$116	\$141
89.39	PARKING AT WHITE CURB	\$58	\$116	\$141
89.39.1(a)	STOPPING OR STANDING PROHIBITED	\$93	\$186	\$211
89.39.1(b)	PARKING PROHIBITED	\$68	\$136	\$161
89.39.1(c)	PARKING TIME LIMITS	\$58	\$116	\$141
89.39.2	PARKING RESTRICTED TO HOTEL-MOTEL VEHICLES	\$58	\$116	\$141
89.40(a)	PARKING OUTSIDE PAINTED LINES	\$58	\$116	\$141
89.40(b)	USING MORE THAN ONE SPACE	\$58	\$116	\$141
89.42	PARALLEL PARKING - RIGHT WHEELS 18" FROM CURB	\$63	\$126	\$151
89.43	PARKING IN CROSSWALK	\$68	\$136	\$161
89.44(c)	VIOLATION OF EMERGENCY RULES OR SIGNS	\$58	\$116	\$141
89.45	PARKING "FOR HIRE" VEHICLES	\$58	\$116	\$141
89.46	PARKING RESTRICTED TO "FOR HIRE" VEHICLES	\$58	\$116	\$141

171.04(c)	RESTRICTED/PRIVATE PARKING AREA	\$93	\$186	\$211
171.04(h)	LOADING/UNLOADING ONLY	\$93	\$186	\$211

LOS ANGELES MUNICIPAL CODE - HARBOR

SECTION	DESCRIPTION	FINE	WITH LATE PENALTY	WITH SECOND PENALTY
87.02	NO PARKING NEAR FIRE HYDRANT	\$68	\$136	\$161
87.03	PARALLEL PARKING REQUIRED	\$58	\$116	\$141
87.04	PARKING TIME LIMITED - SPECIFIED STREETS	\$58	\$116	\$141
87.05	PARKING PROHIBITED - SPECIFIED STREETS	\$68	\$136	\$161
87.06	PARKING PROHIBITED - CERTAIN STREETS	\$68	\$136	\$161
87.09(a)	WITHIN 6 FEET OF RAILROAD TRACK	\$63	\$126	\$151
87.09(b)	NO PARKING OR STANDING - POSTED AREAS	\$93	\$186	\$211
87.09(c)	EXCESS OF TIME LIMIT	\$58	\$116	\$141
87.09(d)	LOADING ZONES	\$58	\$116	\$141
87.09(e)	TEMPORARY NO PARKING	\$68	\$136	\$161
87.09(h)	PARKING IN MORE THAN ONE ALLOCATED SPACE	\$58	\$116	\$141
87.09(k)	PARKING OTHER THAN BETWEEN PAINTED LINES	\$58	\$116	\$141
87.11	RECREATION VEHICLE OVERNIGHT	\$93	\$186	\$211

LOS ANGELES MUNICIPAL CODE - PARKS

SECTION	DESCRIPTION	FINE	WITH LATE PENALTY	WITH SECOND PENALTY
63.44 k.2	NO PARKING BETWEEN POSTED HOURS	\$68	\$136	\$161
63.44 k.7	NO PARKING EXCEPT WITHIN STALLS - PARKING SLOT	\$58	\$116	\$141
63.44 k.8	SIGNS POSTED - NO PARKING	\$68	\$136	\$161

86.03	PARKING IN PROHIBITED AREA	\$68	\$136	\$161
86.06	NO PARKING OTHER THAN POSTED AREA	\$58	\$116	\$141

CALIFORNIA VEHICLE CODE

SECTION	DESCRIPTION	FINE	WITH LATE PENALTY	WITH SECOND PENALTY
4000(a)(1)	NO EVIDENCE OF CURRENT REGISTRATION	\$50	\$135	\$145
4152.5	FAILURE TO APPLY FOR REGISTRATION - FOREIGN VEHICLE	\$25	\$66	\$76
4454(a)	FAILURE TO MAINTAIN REGISTRATION CARD WITH VEHICLE	\$25	\$66	\$76
4462(b)	REGISTRATION PRESENTED FOR WRONG VEHICLE	\$25	\$66	\$76
5200	LICENSE PLATE DISPLAY SPECIFIED	\$25	\$66	\$76
5201	PLATES IMPROPERLY POSITIONED	\$25	\$66	\$76
5201(f)	ILLEGAL PLATE COVERS	\$25	\$66	\$76
5202	PERIOD OF DISPLAY OF PLATE SPECIFIED	\$25	\$66	\$76
5204(a)	CURRENT TAB IMPROPERLY ATTACHED	\$25	\$66	\$76
21113(a)	UNLAWFUL DRIVING OR PARKING ON PUBLIC GROUNDS	\$63	\$126	\$151
21210	BICYCLE PARKED - IMPEDING PEDESTRIAN TRAFFIC PROHIBITED	\$53	\$106	\$131
21211(b)	BLOCKING A BIKE PATH OR BIKE LANE	\$93	\$186	\$211
22500(a)	PARKING WITHIN INTERSECTION	\$68	\$136	\$161
22500(b)	PARKING ON CROSSWALK	\$68	\$136	\$161
22500(c)	PARKING/SAFETY ZONE AND CURB	\$68	\$136	\$161
22500(d)	PARKING FIRE STATION ENTRANCE	\$68	\$136	\$161
22500(e)	BLOCKING DRIVEWAY	\$68	\$136	\$161
22500(f)	PARKING ON SIDEWALK	\$68	\$136	\$161
22500(g)	PARKING ALONG EXCAVATION	\$68	\$136	\$161
22500(h)	DOUBLE PARKING	\$68	\$136	\$161
22500(i)	PARKING IN BUS ZONE	\$293	\$381	\$406
22500(j)	PARKING IN TUNNEL	\$68	\$136	\$161