

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.21	PAGES: 1 of 2
	RELATED ORDERS: P&P 10.01 Assembly Bill #408	
	ISSUED DATE: December 1, 1993	
	REVIEW DATE: December 5, 2015	
	REVISION DATE: September 22, 2013	
CHAPTER: Post Orders	SUBJECT: Parking Citations	

PURPOSE: To comply with Assembly Bill 408 when issuing parking citations, collecting fees and processing citation data. To establish a method of resolution for contested citations and implementation of a framework to provide the violator with an administrative review process. This policy and procedure only applies to the Santa Rita Jail (SRJ).

POLICY: Sheriff's Office personnel will comply with Assembly Bill 408 by issuing citations and utilizing the "Alameda County Parking Violation Notice."

PROCEDURE:

- A. Deputies issuing the "Alameda County Parking Violation Notice" will ensure all areas on the citation for which information is available, are filled in.
- B. Determining registration from the Department of Motor Vehicles via Consolidated Dispatch is unnecessary.
- C. ISSUING DEPUTIES WILL:
 1. Write the "Santa Rita Jail" in the comment field on the bottom of the citation.
 2. Write his/her last name, first name, initial and badge number in the designated area.
 3. Check the box on the back of the citation designated as the Alameda County Sheriff's Office.
- D. The yellow copy of the citation, will be left in a conspicuous location; the preferred location is under the windshield wiper, front windshield driver's side.
- E. To void a citation, the issuing deputy will write "VOID" across the face of the citation and all copies will be returned to the Law Enforcement Services Division (LES), with a memorandum explaining the reason the citation was voided. The memorandum will be routed, via the deputy's chain-of-command at his/her duty station.
- F. Completed citations will be forwarded to LES daily, in a QIC Code envelope, to 41201, by Control Point (CP)-1.

G. EACH DUTY STATION WILL:

1. Issue citation books to designated individual deputies.
2. Track and record the use of citation books on "Citation Tracking Logs" which are provided by Eden Township Substation (ETS) when books are received.
3. Return the completed tracking logs to the Eden Township Substation (ETS) DUI/Cover Unit Sergeant for required citation tracking at (ETS)
4. Provide the name of a sergeant who can be contacted if an individual wishes to contest the citation issued from the SRJ.
5. Individuals requesting to contest the citation will be directed to contact either Alameda County Medical Center Security or ETS; those two stations will advise the individual of the procedures.

CP-1 RESPONSIBILITIES:

Citation books will be stored in CP-1 and issued to designated deputies.

CP-1 personnel will ensure the Citation Tracking Logs have been properly documented when citation books are issued and returned.

Errors or omissions are to be brought to the attention of the Watch Commander without delay.