



ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Traffic		
POLICY & PROCEDURE # 5.07	DATE OF ISSUE: 09/04/2019	EFFECTIVE DATE: 09/11/2019
SUBJECT: PARKING ENFORCEMENT	ISSUING AUTHORITY: Chief Richard Burrows	
REFERENCE(S): Massachusetts Police Accreditation Commission # 61.1.13	____NEW __X__AMENDS ____RESCINDS	

I. POLICY

1. The Traffic Enforcement Division is charged with the primary parking enforcement for the Town of Acton and the South Acton MBTA Commuter Rail Station. All patrol personnel are still responsible for enforcing parking laws. Enforcement may be for the following, but not limited to: **[61.1.13]**
 - a. Handicapped parking zones
 - b. Fire hydrants
 - c. Fire lanes
 - d. Residential parking zones
 - e. Bus stops
 - f. Posted “No Parking” zones
 - g. State highway no parking violations
2. By the end of their tour of duty, officers shall submit all copies of issued parking enforcement citations to the Patrol Division Commander.
3. The Town Clerk of the Town of Acton is designated as the parking clerk and shall receive one copy of a distributed Town of Acton Parking Violation Notice (parking ticket).
 - a. The issuing officer affixes a copy to the violating motor vehicle
 - b. The Patrol Division Commander files the Department’s copy and forwards a copy to the Town Clerk’s office
 - c. Parking tickets are distributed by the Chief of Police or their designee
4. Prior to the police-ordered removal of any vehicle for a parking violation or removal of an unattended vehicle on a public way that the officer(s) deems a traffic hazard or impediment to the safe flow and movement of traffic, the officer

causing such removal shall affix a completed Town of Acton parking ticket to said vehicle. The violation notice shall clearly indicate the violation that warranted said removal and the amount of the fine. The most common offenses warranting the removal of vehicles include but are not limited to:

- a. Obstructing or parking on a sidewalk
 - b. Obstructing or blocking an entrance to public buildings
 - c. Parking on or under a bridge
 - d. Violating a winter parking ban
 - e. Obstructing public travel
 - f. Interfering with snow removal
 - g. Parking within fire lanes established under the authority of the Fire Department
 - h. Parking within an intersection
 - i. Trespassing by parking on Townland or premises
 - j. Parking in a handicapped zone
5. As a general rule - Prior to ordering a vehicle removed, officers shall make all reasonable attempts to locate the owner or operator to ascertain the reason for the vehicle's location and what if any arrangements have been made or are being made to rectify the situation. If in the officer's opinion and consideration of traffic conditions, the owner or responsible person has not made or is unable to make arrangements for removal of the vehicle within a reasonable time period, the vehicle may be removed.

PARKING ENFORCEMENT INFORMATION

History: **Manual I, Section II & III.**