



**Administrative Regulations
Office of the Mayor**

Title: TICKETING OF CITY VEHICLES

A.R. Number: 6.3 **Effective Date:** 2/1/2007 **Page:** 1 of 1

Supersedes: Ticketing of City Vehicles **A.R.:** 6.3 **DATED:** 9/1/2000

I. PURPOSE

This Administrative regulation sets forth policy concerning the ticketing of City vehicles on official City business.

II. POLICY

- A. All City vehicles which are in violation of any of the parking laws are subject to ticketing. The only exception will be a vehicle which is obviously in an emergency situation. The Police will use their judgment in determining what constitutes an emergency situation.
- B. Each agency will be authorized to pay for parking in a metered zone. If a City employee receives a citation for a meter violation, he/she is required to pay the violation from personal funds.
- C. If extenuating circumstances exist, or if there is an emergency, the employee should state the facts in writing to the Department/Agency Director. The Department/Agency Director will then either approve or disapprove the employee's excuse for having received a citation. If the excuse is approved, payment shall be made from City funds.

III. REGULATION UPDATE

The Office of the Mayor and the Department of Police shall be responsible for modifications to this Policy.

APPROVED:

MAYOR