

## Standard Operating Procedure (SOP) for Enforcing Ordinance Section 11.24.011.1: Stopping, Standing, Abandonment or Parking Regulations

**Objective:** To establish a clear and consistent process for the enforcement of Ordinance Section 11.24.011.1 related to stopping, standing, or parking on improved and unimproved roads and other locations. This SOP aims to ensure road safety, traffic flow, and compliance with parking regulations within the jurisdiction of the City of Dillingham.

**Scope:** This SOP applies to all law enforcement personnel, including police officers, and any other authorized individuals responsible for enforcing the regulations outlined in Ordinance Section 11.24.011.1.

### **Responsibilities:**

#### 1. Law Enforcement Personnel:

- Police officers and authorized personnel are responsible for enforcing the regulations outlined in Ordinance Section 11.24.011.1.
- They must have a thorough understanding of the ordinance, violations, penalties, and enforcement procedures.

### **Enforcement Procedure:**

#### *1. Stopping, Standing, abandoning and Parking Regulations:*

- No person may stop, park, or leave a vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other debris within eight feet of a roadway in a manner that causes a hazard or abandon on City of Dillingham property.
- Parking, stopping, or standing must not interfere with traffic flow, snow removal, road maintenance, or be in violation of official traffic-control devices.
- Vehicles stopped or parked on roadways due to emergencies must activate appropriate emergency signals.

#### *2. Exceptions:*

- Official duty vehicles are exempt from these regulations.
- Vehicles disabled to the extent that avoiding stopping is impossible are also exempt.

### *3. Owner Responsibility for Violations:*

- a vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris stopped, parked, or standing in violation of the ordinance are considered the responsibility of the registered owner unless proven otherwise.

### *4. Prohibited Locations:*

- No person may stop, stand, or park a vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris in prohibited locations as detailed in the ordinance.

- Prohibited locations include roadways, sidewalks, intersections, crosswalks, safety zones, street excavations, fire hydrants, driveways, City of Dillingham owned property and areas designated for persons with disabilities.

### *5. Enforcement Steps:*

1. Run the license plate or identifying markings to determine ownership.
2. Attempt to contact the registered owner of the vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris.
3. Officer will mark the vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris with yellow ribbon indicating officer's initials, date and time of contact.
4. If the vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris has not been removed within 24 hours, the officer will mark the vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris with a pink ribbon with date, time, and officer's initials on the ribbon. Ribbons must be clearly visible.

### *6. Police Officer and Public Works Road Maintenance Employee Authority:*

- Police officers and Public Works Road Maintenance employees are authorized to move a vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris that obstruct traffic, snow removal, or road maintenance.

- They can require drivers to move vehicles to safer positions off the roadway.

*7. Vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris Impoundment:*

- Police officers can impound and remove a vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris that:

- Were previously reported stolen or taken without the owner's consent.
- Lack proper license plates or evidence of registration.
- Are abandoned or left in violation of specified time limits.
- Are involved in a crime and impounded for investigation.

*8. Removal and Impoundment Procedures:*

- When the responding officer contacts the registered owner of a vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris, the police officer must inform them of what options are available to have the vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris removed. The officer must inform the registered owner of the 48-hour expiration.

**Note: If the officer is unable to identify or locate the owner after two attempts during the officers shift, the officer will initiate impound procedures after second failed attempt.**

- If no removal alternative is indicated by the registered owner, and/or 48 hours have expired, the officer shall arrange for the vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris removal and impound with the public works department.

- The public works department must take photographic evidence before and after vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris removal.

- Impounded vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris shall be taken to a safe location.

- Registered owners can claim impounded vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris upon securing written release from the Dillingham Department of Public Safety and payment of fines, removal/towing, impound and storage fees.

*9. Fines, Penalties, Impoundment, and Forfeiture:*

- Violations result in fines based on severity and frequency as outlined in Section 11.24.011.2.

- Minor, moderate, and major violations have varying fines and the potential for vehicle impoundment.

- Impoundment and forfeiture are possible for unpaid fines, fees, and storage expenses.

*10. Fee Schedule:*

- Tow or Removal Fee: \$100 - \$800
- Impound Release Fee: \$200
- Storage Fee: \$20 per day

These fees are levied in addition to assessed fines.

**Documentation and Record-Keeping:**

*1. Officer Reports:*

- Detailed reports must be created for each violation, including offense details, location, vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris information, actions taken, fines, and impoundment.

**Training and Awareness:**

*1. Training:*

- All law enforcement personnel must receive comprehensive training on Ordinance Section 11.24.011.1, its enforcement, and corresponding procedures.

**Communication:**

*1. Public Awareness:*

- The City of Dillingham will communicate parking and abandonment regulations, fines, and enforcement procedures to the public through official channels, including the city website, social media, and local publications.

**Review and Updates:**

## 1. Review:

- This SOP shall be periodically reviewed to ensure its effectiveness, alignment with current regulations, and relevance.

**Approval:**

This SOP has been reviewed and approved by the relevant authorities in the City of Dillingham. Any revisions or updates will be communicated to all personnel responsible for enforcement.

**Effective Date:**

This SOP is effective from \_\_\_\_\_ and replaces any previous guidelines related to the enforcement of Ordinance Section 11.24.011.1 within the City of Dillingham.