



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 61.2

### TITLE: PARKING CITATIONS

**EFFECTIVE: 01/14/2018**

**REVISED: Replaces Policy 517**

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#### PURPOSE

The purpose of this Chapter is to establish guidelines for issuing parking citations, the proper procedure for voiding parking citations containing errors, and the forwarding of parking citations to the Ticket Processing Unit.

#### POLICY STATEMENT

1. Parking citations shall be completed, in their entirety, using a black or blue ballpoint pen. The issuing officer shall use sufficient pressure to ensure all copies of the citation are clearly legible.

#### PROCEDURE FOR VOIDING PARKING CITATIONS

2. Parking Citations containing errors, omissions, or write-overs shall be returned by the Ticket Processing Unit to the issuing unit for correction and/or voiding.
3. When required, parking citations shall be voided by the issuing officer in the following manner:
  - (a) Neatly print the word **ERROR/VOID** across the face of the citation.
  - (b) Complete the next citation (consecutive number, or as close as possible) ensuring the error is corrected.
  - (c) Complete the **Request to Void Parking Citation (Form 40)**.
  - (d) Attach the voided citation and a photocopy of the corrected citation to the **Request to Void Parking Citation (Form 40)**.
  - (e) Forward the **Request to Void Parking Citation (Form 40)** to the Ticket Processing Unit within three days of issuance.

#### TICKET PROCESSING UNIT

4. Divisions, Units and Sections serviced by the ticket processor shall have the citations and receipts (Form 130) completed in accordance with a schedule established by the ticket processor.
5. Divisions, Units and Sections not serviced by the ticket processor shall forward the citations and receipts to the Ticket Processing Unit on a daily basis.