

RECOMMENDATION

Staff Recommends That The City Council Receive This Informational Report From The Oakland Police Department (OPD) Regarding The Abatement And Abandonment Of Vehicles Left On The Streets Of Oakland For More Than 72 Hours, Vehicles For Sale Being Parked On The Streets Of Oakland, People Living In Vehicles And The Enforcement Of Laws Related To Parked Motor Vehicles.

EXECUTIVE SUMMARY

This report was requested by a member of the public and scheduled by the Rules Committee. This report is an overview of the operations of the Abandoned Vehicle Detail, part of the Traffic Enforcement Unit (TEU) of OPD. Based on the collection of six (6) months of data, OPD estimates that the annual number of complaints received each year is approximately 20,000 complaints from the public concerning abandoned vehicles. There are many reasons why vehicles are abandoned – or appear to be abandoned – on public streets. The OPD Abandoned Vehicle Detail responds to each complaint and is regulated in its response by the California Vehicle Code (CVC) as well as the Oakland Municipal Code (OMC), as described in this report. Large recreational vehicles (RV) parked on residential streets represent a particular challenge and this report discusses how other cities have used municipal laws to restrict RV parking on city streets.

BACKGROUND / LEGISLATIVE HISTORY

There are numerous motor vehicles stored and abandoned on the public roads of Oakland. Vehicles are stored or abandoned on public streets for numerous reasons, including: owners simply choosing to abandon vehicles; limited parking; as a space for repairing inoperable vehicles; as a marketplace to sell vehicles; and for overnight shelter.

The City of Oakland is required by the CVC to provide vehicle towing and storage services in connection with crime, traffic issues, and vehicle abandonment. Vehicles must be towed by properly trained, equipped, licensed and insured tow operators to safe and secure storage facilities. The City Council passed Resolution No. 85990 C.M.S. on February 2, 2016, which

authorized the City Administrator or designee to negotiate and enter into an agreement for towing and storage services with Auto Plus Towing (APT). APT provides tow management and vehicle auction services as well as detailed records of service.

ANALYSIS AND POLICY ALTERNATIVES

Legal Basis for Towing Abandoned Vehicles

OMC Section 10.28.030 states: "No person who owns or has possession, custody or control of any vehicle shall park such vehicle upon any street or alley for more than a consecutive period of seventy-two (72) hours." The OMC mirrors CVC Section 22651(k), which allows a local municipality to begin towing a vehicle, "When a vehicle is parked or left standing upon a highway for 72 or more consecutive hours in violation of a local ordinance authorizing removal."

Abandoned Auto and Related Data

The Abandoned Auto Detail has begun to more systematically track the exact number of abandoned vehicle complaints received by each of the (5) OPD geographic police areas as of May 2016. Table 1 below illustrates the complaints received between May 1, 2016 and October 31, 2016. During this same six (6) month period, the OPD Abandoned Auto Detail staff towed 2,859 vehicles, issued 2,129 parking citations and recovered 248 stolen vehicles.

Table 1 – Abandoned Vehicle Complaints to OPD by Police Area: May 1, 2016 – October 31, 2016

OPD Police Area	Total
Area 1	1,390
Area 2	1,762
Area 3	1,898
Area 4	1,987
Area 5	3,098
Total	10,135

OPD Abandoned Auto Detail Staffing

The OPD Abandoned Auto Detail consists of one police officer and (6) Police Service Technicians (PSTs). Based on the collection of six (6) months of data, OPD estimates that the Abandoned Auto Detail receives approximately 20,000 complaints per year to address vehicles stored or abandoned on city streets and alleged to be in violation of the OMC 10.28.030. Each of the six (6) PSTs is assigned to one of the five OPD Patrol Areas. The additional PST works throughout the City to assist the other PSTs in investigating possible violations of the OMC.

OPD Abandoned Auto Complaint Response Process

Generally, after receiving a complaint from a member of the public concerning a potentially abandoned auto, the OPD Abandoned Auto Detail sends a PST to the reported location. If the vehicle is not present, then the complaint is closed. If the vehicle is present, the PST will affix a

courtesy warning notice to the vehicle (see **Attachment A**) and place an alignment mark on a tire(s) which extends on to the street. The notice explains the applicable OMC sections which regulate the parking of vehicles on city streets in Oakland and what the owner or person in control of the vehicle must do to avoid having the vehicle towed.

After the vehicle is marked (with the alignment mark) and tagged (with the courtesy warning), the PST will return in 72 hours (or more) later to determine whether the vehicle has been moved as required. If the vehicle has not been moved, it is eligible to be towed. If the vehicle has moved, then the complaint is closed.

There are additional circumstances and nuances to the investigation and enforcement of the 72 hour law. The Abandoned Auto Detail staff could immediately tow the vehicle, rather than marking, tagging and waiting 72 hours, should the vehicle be eligible for towing under another section of the CVC – such as if there are missing parts needed to safely operate or if the vehicle registration has expired at least six months previously. OPD considers property seizure, especially motor vehicle seizure, to be very serious. For this reason the courtesy warning notice is given to vehicle owners so that they may avoid having their vehicle towed. The language on the courtesy warning notice states in part: "This vehicle must be driven at least one mile by the date indicated below" and "To comply with this ordinance, your vehicle must be driven at least one mile every [three] days. Incidental moving from place-to-place in the same area does not comply." This warning has been crafted to ensure that, if followed with by the owner or person in control of the vehicle, their vehicle will not be towed in error. OPD believes the warning language is appropriate to avoid the improper seizure of vehicles.

OPD has the burden of proof to prove that a vehicle has not been moved for 72 hours and is therefore towable. OPD must mark and tag each vehicle and re-check it after 72 hours has passed before towing. If the alignment mark is moved, even slightly, the vehicle is deemed to be in compliance with the OMC; the OMC does not specify a distance of movement and OPD cannot continuously monitor a vehicle for 72 hours. In past years an odometer offered a reliable method for determining the driven distance of a vehicle. However, modern digital odometers are not legible when the vehicle ignition is turned off.

On occasion, the Abandoned Auto Detail staff locates vehicles, such as pickup trucks or large commercial vehicles, which are filled with, or overflowing with trash and debris. Such vehicles are not safe to tow. In such cases the staff must schedule a cleanup with Oakland Public Works staff. Cleanups could delay the towing of the vehicle for several days.

The Abandoned Auto Detail staff often finds that vehicles are being used as temporary or permanent shelter by individuals. In these cases, staff handles each incident based upon the particular circumstances. Staff must balance the needs of the homeless individual against the blight caused by the vehicle and associated property. Staff may delay the removal of the vehicle and make a referral to the City's Human Services Department (HSD). HSD can often assist the homeless resident with housing, relocation or vehicle repair help (such as providing a car battery to enable the vehicle to be moved).

As part of an OPD call reduction strategy (OPD Special Order 9054, *Attachment G*), calls reporting vehicles for sale parked on a city street are placed on the dispatch call screen. After

30 minutes has passed, if no staff is available to handle the call for service, the call is broadcast over the police radio and closed.

Vehicles for Sale on Public Streets

The Abandoned Auto Detail occasionally receives complaints regarding vehicles for sale and parked on the street. The Abandoned Auto Detail staff responds to vehicles for sale complaints; however, enforcement can be challenging if vehicles do not display a sign or placard advertising the vehicle for sale.

OMC Section 12.24.070 defines the prohibited uses of public streets (*Attachment F*) and OMC 12.24.075 defines Oakland's authority related to the parking of vehicles advertised for sale (*Attachment F*). OMC 12.24.075 authorizes the removal of vehicles for sale on Oakland streets. However the vehicle must first be issued a citation and a warning sticker (*Attachment E*). If the vehicle for sale does not display a sign or placard advertising the vehicle for sale and no other lawful reason to impound the vehicle exists, staff will mark and tag the vehicle as abandoned and re-check it as they normally would for a 72 hour parking violation. The difficulty in the enforcement and removal of vehicles based on OMC 12.24.075 is the requirement of a visible sign or placard, a mandatory 24 hour grace period before a vehicle may be impounded, and, in many instances, the vehicles are sold and moved from the area. Staff has no recommendations for changes to the OMC as it is governed by CVC Section 22651.9, which maintains the same restrictions.

OPD does not track the number of complaints received for vehicles parked for sale.

Issuance of Citations

All sworn OPD personnel, PSTs, and Parking Control Technicians are authorized to enforce and issue parking citations for violations of the OMC and CVC. These personnel assigned to field duties may issue parking citations, as needed, during self-initiated activity or when handling calls for service. The issuance of parking citations is an auxiliary duty for OPD personnel. City Parking Enforcement personnel are tasked with the primary duty of issuing parking citations, including street sweeping violations, expired parking meters, parking zone violations and CVC equipment violations.

RV Parking

OPD recommends that the City Council consider possible parking restrictions for RVs on public streets. An RV can take up three or four normal-sized parking spaces in residential and commercial area. RV parking impacts parking throughout Oakland, especially in densely populated areas where parking is limited. RVs are sometimes occupied by individuals with no permanent residence. Staff has observed trash and debris (including human waste) on public streets in association with RV parking in the public right-of-way. RV parking and the associated blight are issues of concern in Oakland and other cities in the state. Other California cities have passed ordinances restricting RV parking (see *Attachments B, C and D*).

FISCAL IMPACT

This in an informational report and there is no fiscal impact associated with it. Additional funding would have to be added to OPD's budget in order to increase TEU staffing.

PUBLIC OUTREACH / INTEREST

This report was initially requested by a member of the public. Abandoned vehicles on public streets impact Oakland's neighborhoods as well as public safety. Therefore, many residents and businesses will find this report useful.

COORDINATION

The Office of the City Attorney as well as the Controller's Bureau were consulted on this report.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic opportunities associated with this report.

Environmental: Abandoned vehicles on public streets negatively impact the local environment of Oakland neighborhoods.

Social Equity: Abandoned vehicles occur throughout the City and negatively impact many communities.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Receive This Informational Report From The Oakland Police Department (OPD) Regarding The Abatement And Abandonment Of Vehicles Left On The Streets Of Oakland For More Than 72 Hours, Vehicles For Sale Being Parked On The Streets Of Oakland, People Living In Vehicles And The Enforcement Of Laws Related To Parked Motor Vehicles.

For questions regarding this report, please contact Lieutenant David Elzey, Lieutenant of Police, Traffic Operations Section at (510) 777-8637.

Respectfully submitted,

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David Downing Assistant Chief of Police Oakland Police Department

Reviewed by: David Elzey, Lieutenant, OPD, Traffic Operations Section

Prepared by: David Carman, Sergeant OPD, Traffic Enforcement Unit

Bruce Stoffmacher, Legislation Manager OPD, OCOP, Research and Planning

Attachments (7): A: Oakland Abandoned Warning Sticker B: Huntington Beach Overnight Warning Sticker C: Long Beach RV Parking Restriction Program D: Long Beach RV Parking Municipal Code E: Oakland Vehicle for Sale Warning F: Oakland Laws Related to Prohibited Use of Vehicles on Public Streets G: Special Order 9054-Revised

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COURTESY WARNING ADVERTENCIA DE CORTESÍA 善意警告



THIS VEHICLE APPEARS TO BE PARKED IN VIOLATION OF THE LAW

- Section 10.28.030 of the Oakland Municipal Code provides that no vehicle shall be parked upon any street or alley for a period exceeding 72 hours (3 days). To comply with this ordinance, your vehicle must be driven at least one mile every 3 days. Incidental moving from place-to-place in the same area does not comply. Call (510) 777-8622 if more information is required.
- Section 10.64.170 of the Oakland Municipal Code provides that no vehicle shall be parked on public property or roadway for more than 72 hours (3 days) in an inoperable condition if it is visible to others. Vehicle towed may be reduced to scrap under provision of law. Call (510) 777-8538 if more information is required.

Section 12.24.070 of the Oakland Municipal Code provides that it is unlawful to use the streets for the purpose of washing, greasing, repairing, or storing of vehicles.

> VEHICLE OWNER WILL BE SUBJECT TO A FINE OF \$250 OR MORE (depending on the type of violation)

If the vehicle cannot be driven, please arrange to have it towed.

If it is not removed, it will be towed to a garage by the police and stored at the owner's expense.

This vehicle must be driven at least one mile by the date indicated below. *

ESTE VEHÍCULO PARECE ESTAR ESTACIONADO EN CONDICIONES QUE VIGLAN LA LEY

- La Sección 10.28.030 del Código Municipal de Oakland dispone que ningún vehículo podrá permanecer estacionado en una calle o callejón durante un periodo mayor a 72 horas (3 días) A fin de cumplir las disposiciones de esta ordenanza, su vehículo debe ser conducido al menos una milia cada 3 días. El cambio incidental de lugar del vehículo dentro de la misma área no constituye cumplimiento de la ley. Para recibir información adicional, llame al (510) 444-2489
 - La Sección 10.64.170 del Código Municipal de Oakland dispone que ningún vehículo descompuesto podrá permanecer estacionado en una propiedad o vía pública durante más de 72 horas (3 días) si está a la vista de otras personas La ley dispone que un vehículo remolicado por la polícia podría ser convertido en chatarra. Para recibir información adicional, llame al (510) 444-2489
 - La Sección 12.24.070 del Código Municipal de Oakland dispone que es ilegal utilizar las calles para fines de lavar, cambiar el aceite, reparar o almacenar vehículos
 - EL PROPIETARIO DEL VEHÍCULO PODRÍA SER SUJETO A UNA MULTA DE \$250 O MÁS (dependiendo del tipo de la infracción)

Si el vehículo no funciona, por favor haga los arregios necesarios para que sea remolcado.

Si no es retirado, será remoicado por la policia a un estacionamiento, en donde será almacenado a cargo del propietario.

Este vehículo debe ser conducido al menos una milia para la fecha indicada abajo. *

此車輛喬違規停車

Attachment A

- ≧崙(奧克蘭)市政法規10 28 030條例明 訂、任何車輛皆不可停靠在任何街道 或巷弄內超過72小時(3天)、爲邊守此 項規定、您必須每3天將您的車輛駛離至 少1英理達、偶而將車輛由同區一處移動 至另一處並未遵守規定、若需要了解詳 情、請致電(510)444-2489查詢。
- 1 屋崙(奥克蘭)市政法規10 64 170條例明 訂,任何不駕駛車輛皆不可停靠在他 人可見之公共場所或車道上超過72小 時(3天)。依法律規定,此類車輛被拖吊 後可能會被拆解成廢鐵,若需要了解詳 情,請致電(510) 444-2489 查詢。

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屋崙(奧克蘭)市政法規12 24 070條例明訂 ,使用街道為車輛清洗、上潤滑油、修 理或停放等皆屬違法行為。

車主將因應不同情況被處以 \$250 或以上的罰款 (視違規類型而定)

若無法將車輛開走,請自行安排把它拖離。

若未將車輛移走,警察局會將該車拖走至停 車場,而車主則要自行負責停放費用。

此車輛必須依下列指示日期駛離至少一英 哩•*

License No. Vehicle Make Date Marked Officer State Serial No. No. de placas Estado Marca del vehiculo Oficial Fecha de la advertencia No. de Serie 車陣建藏 枡 警官 汽車製造商 徽示日期

H. B. INDEPENDENT PUBLISH DATE: 7/17/2014

CITY OF HUNTINGTON BEACH LEGAL NOTICE

ORDINANCE NO. 4028 Adopted by the City Council on JULY 7, 2014

"An Ordinance of the City of Huntington Beach Amending Chapter 10.44 of the Huntington Beach Municipal Code Relating to Parking – Time Limits"

SYNOPSIS:

In response to continual complaints from citizens and business owners, the Police Department proposed several changes to Chapter 10.44 of the Huntington Beach Municipal Code (HBMC). These changes were needed to address the inequities of the current ordinance, better align the ordinance with the California Vehicle Code, and more closely match the standards in neighboring cities. Amendments to HBMC Chapter 10.44 will better manage the parking of Oversized, Recreational, and non-motorized vehicles (trailers).

HBMC Chapter 10.44 was last amended on March 21, 2005. As a result of the amendment, the current recreational vehicle and oversized parking restrictions were implemented and the RV permit system was created. However, over the past few years, issues attributed to on-street parking and storage of oversized vehicles and unattached trailers became more pronounced, with the volume of complaints and City responses at an increased level. The purpose of the changes are to address the traffic safety, neighborhood wellness, and public health impacts that larger vehicles and unattached trailers create while being stored on City streets. Staff focused on crafting municipal code updates that apply universally to the residents and visitors of the City, without favoring one type of vehicle, non-motorized or otherwise over another. The intent of the law is to allow RV owners, boat/watercraft owners, and other trailer owners the *temporary* use of streets for the purpose of loading, unloading and general pre-trip and post-trip preparations or other appropriate short term or emergency use. The four hour grace period before enforcement allows for such use.

There are three primary issues associated with oversized vehicles and non-motorized vehicles (unattached trailers) being parked on public streets:

- 1. Diminished traffic safety encroachment into the travel way on narrow roads, and obstruction of sight distance approaching intersections, driveways, or curves.
- 2. Blight and Neighborhood Wellness the City receives hundreds of complaints per year regarding oversized vehicles and unattached trailers parked and stored on streets in the City. The current ordinance demands excessive staff resources to regulate and enforce and has proven ineffective at meeting the needs of residents. A non-motorized vehicle (trailer) that is not attached to a drawing vehicle is, by definition, being *stored*.
- 3. Public Health and Safety storage of oversized vehicles and non-motorized vehicles (unattached trailers) with onboard utilities (such as fuel, water and sewer storage along with electrical components commonly found on toy haulers, boats, utility trailers, motorhomes and travel trailers) on public streets can be problematic. While parked, even short term, these vehicles can pose health and safety hazards such as raw sewage or fuel leaking from tanks, extension cords and water hoses creating trip hazards when draped across sidewalks and electrical hazards and noise generated from various types of accessory motors, pumps, battery chargers, and other various facilities.

Specific HBMC changes include:

- 1. Amend section 10.44.060 Oversized Vehicle Parking Regulations;
 - To include all streets in the city
 - Allow a four (4) hour grace period before enforcement
 - To include any motor vehicle over 84 inches wide
 - To clean up other language for clarity and consistency.
- 2. Amend section 10.44.065 Exceptions;
 - To allow all Oversized Vehicles, as defined in 10.44.060 (A), to get a permit.
 - To prohibit all types of unattached trailers from being stored on *any* street.

- To reduce the number of consecutive days allowed for a single permit to comply with the California Vehicle Code and HBMC, which prohibits parking over 72 hours.
- To limit the 45 day exception for oversized motor vehicles parked while used in performing services or repairs on residential property to 90 days maximum.
- To reword the emergency and mechanical breakdown exception to be consistent with other areas in the HBMC.
- Prohibit overnight parking of recreational vehicles and over-sized vehicles in a commercial or industrial district (10.44.065 (G)).
- To clean up other language for clarity and consistency.

3. Delete section 10.44.080 Overnight Parking of Recreational Vehicle in Commercial or industrial District.

• This section will no longer be needed with the addition of 10.44.065 (G) which prohibits overnight parking of recreational vehicles and over-sized vehicles in a commercial or industrial district.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting held July 7, 2014 by the following roll call vote:

AYES: Katapodis, Hardy, Shaw, Boardman, Sullivan, Carchio

NOES: Harper

ABSTAIN: None

ABSENT: None

THE FULL TEXT OF THE ORDINANCE IS AVAILABLE IN THE CITY CLERK'S OFFICE.

This ordinance is effective 30 days after adoption.

CITY OF HUNTINGTON BEACH 2000 MAIN STREET HUNTINGTON BEACH, CA 92648 714-536-5227 JOAN L. FLYNN, CITY CLERK



City of Long Beach Working Together to Serve Memorandum

Date:September 20, 2016To:Patrick H. West, City Manager T.M.From:Draig A. Beck, Director of Public WorksFor:Mayor and Members of the City CouncilSubject:Recreational Vehicle Parking Restriction Program

In recent years, there have been increasing impacts to City neighborhoods as a result of recreational vehicles (RVs) and other oversized vehicles parking overnight on residential and adjacent arterial streets. Per the request of the City Council, staff summarized the issues and identified options for addressing them in a memorandum dated on March 15, 2016 (attached). This memo contained the following information:

- Outline of the RV issue
- Examples of how other cities have addressed RV concerns
- Listed RV storage options
- Recommendations that protect resident and RV owners' rights

One of the recommendations made was to update the Long Beach Municipal Code to prohibit the parking of RVs and oversized vehicles within the public right-of-way, except when a permit was obtained to allow for the loading and unloading of these vehicles. Such permits could be obtained through the City's website, without charge. These permits would be valid for up to 72 hours from time of issuance. It was further recommended that vehicle owners would be allowed a maximum of two permits per month.

Enforcement of the proposed prohibition would require the installation of signage notifying vehicle owners of the parking restrictions. It has not yet been determined whether enforcement can be carried out with the placement of signs only at City entry points, or whether signs need to be placed throughout the City. The estimated costs of sign installation are as follows:

City Entry Points	\$100,000
Signage Throughout the City	\$1,000,000

It is also important to note that additional staffing may be necessary, depending on the level of enforcement activity required.

In recent months, staff has engaged Council District offices and the City Attorney's Office concerning the regulation of overnight parking for RVs and oversized vehicles. Staff believes the recommendations offered in the March 15, 2016 memorandum are still appropriate.

Attachment C

Recreational Vehicle Parking Restriction Program September 20, 2016 Page 2

Should the City Council wish to proceed, elements of the Ordinance that affect the coastal area would likely require Coastal Commission approval for restrictions that affect the coastal zone.

If you have any questions regarding this matter, please call Deputy Public Works Director and City Engineer Sean Crumby at (562) 570-6695.

ATTACHMENT

CC:

CHARLES PARKIN, CITY ATTORNEY LAURA L. DOUD, CITY AUDITOR TOM MODICA, ASSISTANT CITY MANAGER ARTURO SANCHEZ, DEPUTY CITY MANAGER AMY J. BODEK, DIRECTOR OF DEVELOPMENT SERVICES ROBERT LUNA, CHIEF OF POLICE AMY R. WEBBER, DEPUTY CITY ATTORNEY REBECCA JIMENEZ, ASSISTANT TO THE CITY MANAGER DEPARTMENT HEADS

Memorandum



City of Long Beach Working Together to Serve

Date:	March 15, 2016
То:	Patrick H. West, City Manager
From:	Craig Beck, Director of Public Works
For:	Mayor and Members of the City Council
Subject	Indate on the Recreational Vehicle Parking Restriction Program

On October 13, 2015, the City Council requested the City Manager to provide an update on oversized and recreational vehicle parking issues and options to address neighborhood concerns. This memorandum responds to this request.

Background

The residents of many neighborhoods throughout the City have complained about oversized and recreational vehicle (RV) impacts, especially related to parking. This is happening not just in residential areas, but along commercial corridors as well. The problem is further exacerbated in neighborhoods that lack adequate parking for its residents, where an RV can take three or four normal-sized parking spaces.

Additional concerns have been expressed about RVs occupied by people with no permanent residence. In these situations, which primarily occur along the City's commercial corridors, it is common to find trash and debris left in the public right-of-way, and in some cases human waste. There are also complaints about crime associated with the RV occupants. A local homicide investigation is currently underway after someone was found deceased in an RV.

The City has enforcement tools available to address some of these issues, but they are somewhat out of date and inconsistent with neighboring communities. The Long Beach Municipal Code (LBMC) and California Vehicle Code have several sections defining parking restrictions for oversized vehicles (these are provided in Attachment 1). When reviewed together, these sections can be confusing and appear to be contradictory. For example, one section requires that signs must be posted to restrict the parking of oversized vehicles whereas another section requires a permit for oversized vehicles to park on residential streets. Thus, there appears to be some ambiguity as whether a permit is required in residential areas at all times, or only when oversized vehicle parking prohibitions are posted.

In discussions with the City Attorney's Office, there is concern that the current LBMC requires that parking restrictions can only be enforced if signs stating the specific restrictions are posted. The cost of posting signs on every street would need to be calculated, but would likely be costly.

Attachment C

Update on the Recreational Vehicle Parking Restriction Program March 15, 2016 Page 2 of 5

Regulations of Other Cities

For your consideration, the following is a summary of the regulations for oversized vehicle parking in other Southern California cities:

Lakewood

The City of Lakewood requires permits for all RVs and trailers parked on the streets. Owners of vehicles registered to Lakewood addresses can apply for free daily permits. A maximum of three consecutive daily permits can be requested (longer permits are available only for medical hardships). The maximum number of daily permits available for a Lakewood registered RV is 52 per year, or 104 if a household owns two or more RVs.

RVs and trailers not registered to a Lakewood address cannot park on streets without a temporary permit. To accommodate "short-term needs" for visitors, Lakewood residents can request a free, temporary on-street parking permit. The request must be made in advance by the resident in front of whose home the RV or trailer will be parked. A maximum of 30 days of on-street parking per year can be permitted in increments not exceeding 14 days. The permit is not transferable.

Seal Beach

The City of Seal Beach prohibits the parking of any RV or trailer that exceeds a width of 80 inches on any street for a period longer than two hours, unless with a permit issued by the Police Department. Permits can be issued if "... the proposed parking will not adversely affect the subject neighborhood" and/or "... is necessary due to special circumstances," such as immobile vehicles due to accidents, mechanical failures, vehicles loading or unloading, or vehicles providing services to adjacent properties that would need more than two hours.

RVs and trailers longer than 20 feet cannot be parked on any street between 2:00 a.m. and 5:00 a.m., unless with a permit. A non-motorized vehicle that has been detached from its motor vehicle cannot be parked at any time, unless with a permit. Permits can be issued by Police Department if:

- Vehicle belongs to a house guest temporarily residing in the city (14-day maximum)
- Vehicle is newly purchased, or the resident is new to the property and a permanent parking place is being arranged (14-day maximum)
- Vehicle is used on a daily basis for work and on-premises parking is not reasonably possible (6-months maximum)
- Vehicle and proposed parking is necessary for loading or unloading (one-day maximum)

Update on the Recreational Vehicle Parking Restriction Program March 15, 2016 Page 3 of 5

Huntington Beach

The City of Huntington Beach prohibits the parking of oversized vehicles (over 25 feet), RVs (over 20 feet), and any unattached trailer on all public streets or highways. RVs are allowed to be parked in a reasonable proximity to a park between the hours of 6:00 a.m. and 9:00 p.m. Unattached trailers may be parked for a period not to exceed four hours. Parking of RVs is prohibited in commercial or industrial districts between the hours of 9:00 p.m. and 6:00 a.m.

Residents can request free daily permits for their property frontage from the Police Department. A maximum of 12 permits can be requested each month, and only three of those can be used consecutively (except for medical reasons, six-month maximum).

The Police Department can also issue a 45-day permit for any oversized motor vehicle parked while being used in performing services or repairs on residential property. This cannot exceed 90 days in a 12-month period.

Newport Beach

The City of Newport Beach prohibits parking of large motor vehicles (over 22 feet) or non-motorized vehicles on public streets, highways, or alleys, with the following exceptions:

- Large motor vehicles parked adjacent to the owner's residence are allowed for the purposes of loading, unloading, cleaning, battery-charging or other activity preparatory or incidental to travel for a period of time not to exceed 24 consecutive hours. This can be extended to a maximum of 72 hours by the Police Department.
- Vehicles displaying authorized placards or license plates for physically handicapped or disabled persons are exempt.

Costa Mesa

The City of Costa Mesa prohibits parking of large motor vehicles (over 22 feet) or nonmotorized vehicles on public streets, highways, or alleys, with the following exceptions:

- Large motor vehicles parked adjacent to the owner's residence are allowed for the purposes of loading, unloading, cleaning, battery-charging or other activity preparatory or incidental to travel for a period of time not to exceed 48 consecutive hours. The vehicle must be parked adjacent to the address where it is registered. This can be extended once for an extra 24 hours by the Police Department.
- A spot that has been occupied by a large motor vehicle or RV using a permit shall not be used for at least 48 hours afterwards by that same vehicle. Back to back permits cannot be requested.

Update on the Recreational Vehicle Parking Restriction Program March 15, 2016 Page 4 of 5

• Fountain Valley

The City of Fountain Valley's regulations apply to vehicles longer than 22 feet, which may include RVs.

No RVs shall stop or park on streets with curb to curb widths of less than 40 feet. An RV parking permit is required prior to parking an RV on any city street. An RV parking permit is available for Fountain Valley residents and allows residents to use their property frontage for loading, unloading and other short-term uses. It is valid for 36 hours from the time of issuance and no more than eight permits may be obtained each month. More than one permit can be requested at one time, but no RV can be parked in excess of 72 hours regardless of the number of permits it has.

A spot that has been occupied by a large motor vehicle or RV using a permit shall not be used for at least 48 hours afterwards by that same vehicle. Back to back permits cannot be requested.

A permit can be requested for visitor RV parking by a guest/resident for a period of 24 hours. No more than three such periods are allowed per month per residence. Such permits may only be issued to persons visiting a resident within the city, and such visitor must provide proof that the driver of the RV resides outside the city. Medical necessities are exceptions.

Westminster

No RV shall park on any street or alley for more than 24 consecutive hours. RVs may not be re-parked at any location within two-tenths of a mile from any prior parking location used within the preceding 24 hours for any length of time.

Non-motorized vehicles may be parked for the sole purpose of actively loading and unloading for a period of time not to exceed 24 consecutive hours.

Businesses Providing RV Parking

Before considering any changes to the City's regulations for the parking of oversized vehicles, it is important to note that there are a number of local businesses that provide onsite RV parking. The following is a partial list of these businesses:

- Coast Storage Co.
- Paramount Carson RV & Boat Storage
- Temple Storage
- Cherry-Carson RV & Self Storage
- Pouch Self Storage
- Affordable RV Storage
- Studebaker Self Storage
- Lakewood RV Storage
- H&M RV Storage

Update on the Recreational Vehicle Parking Restriction Program March 15, 2016 Page 5 of 5

Lastly, many Wal-Mart stores across the country allow overnight parking for RVs, but this activity is prohibited at the two Wal-Mart stores within Long Beach due to the zoning restrictions found in the LBMC.

Recommendations

Currently, the City's Traffic Engineering Division reviews and implements signage placement for restriction of oversized vehicles. Each request must be analyzed on a case-by-case basis, which is time consuming, costly, and increases the quantity of signage throughout the City. Staff recommends a more focused approach and believes it is necessary to change elements of the LBMC to provide more clarity. Further, any modifications should provide consistency throughout the City and minimize the cost of enforcement.

Specific changes to the LBMC should include:

- A prohibition against parking oversize vehicles within the City right-of-way and in front of residential properties.
- Exceptions can be made for loading and unloading of oversize vehicles. Free permits
 for the exception can be obtained online through the City's website. Permits are valid
 for 72 hours from the time of issuance and no more than two permits may be obtained
 each month.

Next Steps

Staff will be setting up meetings with each City Councilmember to obtain further input on neighborhood issues related to RVs. We will also continue further research on fiscal impact, signage, definition of oversized vehicles, and enforcement, and have recommendations to the City Council in summer 2016. New signs would need to be placed on all streets entering the City of Long Beach to be enforceable and this will have a fiscal impact. The effect to staffing for enforcement will also be studied further to determine the impact increased ticketing and potential towing would have on existing budgets. In the interim, if you require additional information, please contact Deputy Director of Public Works Sean Crumby at (562) 570-6695.

SC:EW

ATTACHMENT

CC: CHARLES PARKIN, CITY ATTORNEY LAURA L. DOUD, CITY AUDITOR TOM MODICA, ASSISTANT CITY MANAGER ARTURO SANCHEZ, DEPUTY CITY MANAGER AMY J. BODEK, DIRECTOR OF DEVELOPMENT SERVICES ROBERT LUNA, CHIEF OF POLICE AMY R. WEBBER, DEPUTY CITY ATTORNEY REBECCA JIMENEZ, ASSISTANT TO THE CITY MANAGER DEPARTMENT HEADS

DEFINITIONS

Oversized vehicle - is a vehicle that exceeds eighty-five inches (85") high or eighty inches (80") wide or twenty feet (20') long on a residential street, or eighty-five inches (85") high or twenty feet (20') long on a nonresidential street. A boat, equipment or other object on or attached to a trailer shall be measured together with the trailer. *Long Beach Municipal Code Section 10.24.005*.

Recreational vehicle - is a vehicle used for the conveyance and/or shelter of persons or goods for purposes of leisure time activities. This includes motor homes, travel trailers, vans, truck campers, camping trailers, boats and off-the-road vehicles. Recreational vehicles shall not include the following vehicles designed and intended for commercial use and that have been converted to recreational use: airplanes, buses, moving vans, semitrailer vans, recreational vehicles used for economic gain, and "chattel." *Long Beach Municipal Code Section 21.15.2270.*

Commercial vehicle - is a motor vehicle of a type required to be registered under this code used or maintained for the transportation of persons for hire, compensation or profit, or designed, used or maintained primarily for the transportation of property. *California Vehicle Code Section 260 (a).*

POSTING OF RESTRICTIONS - Long Beach Municipal Code Section 10.24.077

The City Traffic Engineer shall place and maintain or cause to be placed and maintained, on each of the streets or portions of streets on which oversized vehicle parking is restricted, appropriate signs notifying the public of such restrictions.

(Ord. 05-0025 § 2, 2005; Ord. C-7464 § 4, 1997)

PARKING OF OVERSIZED VEHICLES PROHIBITED - Long Beach Municipal Code Section 10.24.077

- A. Where posted, no person who owns, has custody, or control of an "oversized vehicle" as defined in Section 10.24.005, shall cause it to be parked on any public street.
- B. Subsection A of this Section shall not apply to an oversized vehicle, so long as it is parked in a manner which otherwise complies with applicable State law and the City of Long Beach Municipal Code, when a valid permit is displayed on the inside of the lower left corner of the windshield of an oversized vehicle so as to be visible from the street. Said permit may be obtained and displayed in accordance with Section 10.24.080 of this Chapter.
- C. Subsection A of this Section shall not apply to a commercial vehicle which is engaged in the active loading or unloading of goods for a period of time which does not exceed the "permitted commercial loading period" as defined in Section 10.24.005.

(Ord. 05-0025 § 3, 2005)

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DESIGNATION AND TERMINATION OF OVERSIZED VEHICLE PARKING RESTRICTIONS - Long Beach Municipal Code Section 10.24.079

Installation or removal of oversized vehicle parking restrictions may be initiated in one of the following ways:

- A. Safety/Traffic Hazards. The City Traffic Engineer may install or remove oversized vehicle parking restrictions from one or both sides of any street or block when the need has been established by evidence satisfactory to the City Traffic Engineer based on factors including, but not limited to, street size and width, traffic patterns and volume, traffic on nearby streets or street segments, location of the street in the parking impacted area, neighborhood characteristics and City-wide traffic plans; or
- B. Petition. The City Traffic Engineer is authorized to install or remove oversized vehicle parking restrictions from one or both sides of any street or block upon receipt of a petition containing the signatures of occupants of two-thirds (2/3) of the street addresses of properties with front curbs proposed to be affected by the action. The City Traffic Engineer shall make available for this purpose a petition form containing the street addresses of said properties. In the case of nonresidential properties, the petition must contain the signatures of owners or owners' agents for at least two-thirds (2/3) of the linear street frontage described on the petition, irrespective of the property's legal address; or

C. Council District Office. As an alternative to the petition process, the City Traffic Engineer is authorized to install or remove oversized vehicle parking restrictions from one or both sides of any street or block upon receipt of a written request from a Council District office and a determination by the City Traffic Engineer that there is either majority support for or lack of sufficient opposition to the proposed restrictions. The City Traffic Engineer's determination shall be based on responses from occupants of properties with front curbs proposed to be affected by the action received after notice of the proposed restrictions.

(Ord. 09-0021, § 22, 2009; Ord. 05-0025 § 4, 2005; Ord. C-7464 § 2, 1997)

OVERSIZED VEHICLE 48-HOUR PARKING PERMIT FOR RESIDENTIAL STREETS - Long Beach Municipal Code Section 10.24.080

A. The Fire Department, or such other department as the City Manager shall designate, is authorized to issue oversized vehicle parking permits for campers, trailers, boats on trailers and recreational vehicles for the purpose of such activities as loading, unloading or performing maintenance on such vehicles for a period of not more than 48 hours. Such activities must be conducted in compliance with all other laws and regulations. No more than 12 permits shall be issued to any one eligible resident or to any one eligible vehicle within one calendar year and a 24-hour period must elapse between permits.

- B. Oversized vehicle parking permits shall be issued for motor vehicles upon application of the registered owner or such other person who can provide evidence of residency at a location at which on-street parking of oversized vehicles is prohibited and can demonstrate exclusive use and control of the vehicle for which application is made.
- C. Each oversized vehicle parking permit shall be issued for a period not to exceed 48 hours in duration. Each application or reapplication for oversized vehicle parking permits shall be in writing and shall contain sufficient information to satisfy the administering department as to the identity and residential address of the applicant, the applicant's registered ownership or exclusive use and control of the vehicle for which application is made, the license number of the vehicle, and any other information that the administering department deems necessary for the proper processing of the application.
- D. The Fire Chief or his designee may place further restrictions on any permit issued as deemed necessary to protect the public health and safety. Such restrictions shall appear on the face of the permit which shall be displayed on the inside of the windshield of the vehicle for which the permit is issued so as to be readily visible to a person approaching the vehicle from the front thereof.
- E. Applications for issuance of 48-hour permits shall be accompanied by such fee therefor as may be established from time to time by resolution of the City Council.

(Ord. 05-0025 § 6, 2005; Ord. C-7464 § 3, 1997)

Long Beach, California - Municipal Code - Title 10 - VEHICLES AND TRAFFIC -

CHAPTER 10.24 - PARKING-RESTRICTIONS

10.24.078 - Parking of oversized vehicles prohibited.

- A. Where posted, no person who owns, has custody, or control of an "oversized vehicle" as defined in Section 10.24.005, shall cause it to be parked on any public street.
- B. Subsection A of this Section shall not apply to an oversized vehicle, so long as it is parked in a manner which otherwise complies with applicable State law and the City of Long Beach Municipal Code, when a valid permit is displayed on the inside of the lower left corner of the windshield of an oversized vehicle so as to be visible from the street. Said permit may be obtained and displayed in accordance with Section 10.24.080 of this Chapter.
- C. Subsection A of this Section shall not apply to a commercial vehicle which is engaged in the active loading or unloading of goods for a period of time which does not exceed the "permitted commercial loading period" as defined in Section 10.24.005.

(Ord. ORD-05-0025 § 3, 2005)

10.24.079 - Designation and termination of oversized vehicle parking restrictions.

Installation or removal of oversized vehicle parking restrictions may be initiated in one (1) of the following ways:

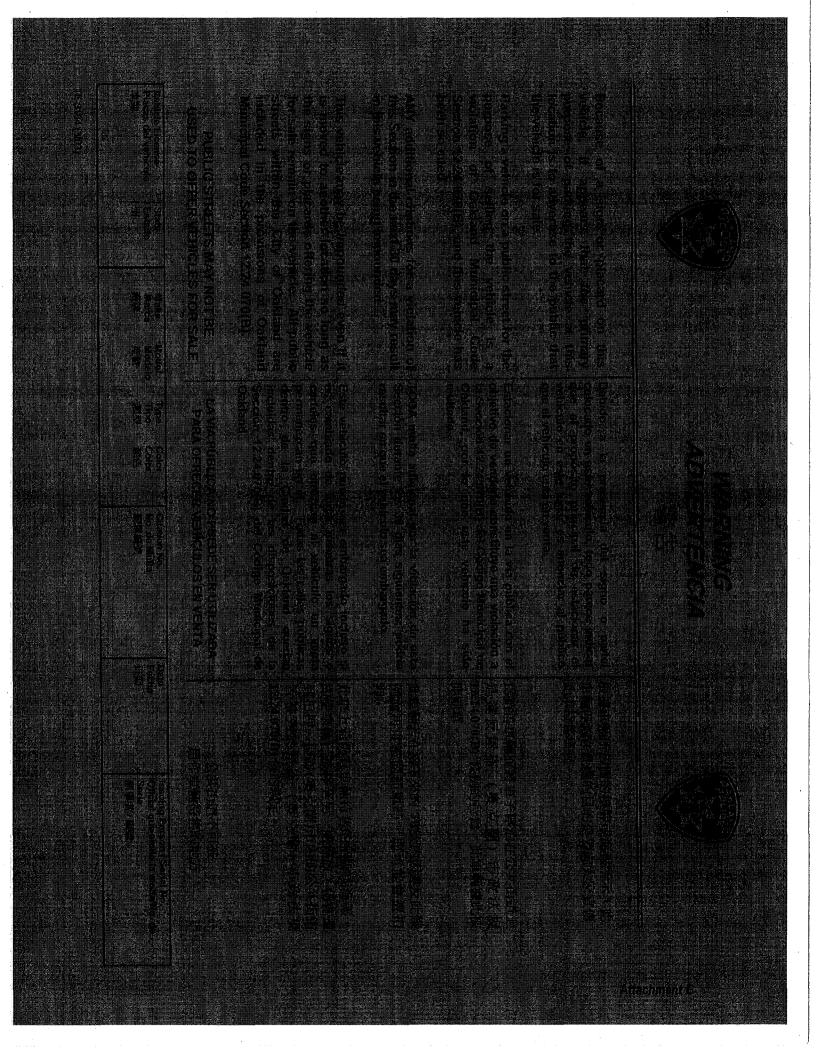
- A. Safety/traffic hazards. The City Traffic Engineer may install or remove oversized vehicle parking restrictions from one (1) or both sides of any street or block when the need has been established by evidence satisfactory to the City Traffic Engineer based on factors including, but not limited to, street size and width, traffic patterns and volume, traffic on nearby streets or street segments, location of the street in the parking impacted area, neighborhood characteristics and City-wide traffic plans; or
- B. Petition. The City Traffic Engineer is authorized to install or remove oversized vehicle parking restrictions from one (1) or both sides of any street or block upon receipt of a petition containing the signatures of occupants of two-thirds (2/3) of the street addresses of properties with front curbs proposed to be affected by the action. The City Traffic Engineer shall make available for this purpose a petition form containing the street addresses of said properties. In the case of nonresidential properties, the petition must contain the signatures of owners or owners' agents for at least two-thirds (2/3) of the linear street frontage described on the petition, irrespective of the property's legal address; or
- C. Council district office. As an alternative to the petition process, the City Traffic Engineer is authorized to install or remove oversized vehicle parking restrictions from one (1) or both sides of any street or block upon receipt of a written request from a Council district office and a determination by the City Traffic Engineer that there is either majority support for or lack of sufficient opposition to the proposed restrictions. The City Traffic Engineer's determination shall be based on responses from occupants of properties with front curbs proposed to be affected by the action received after notice of the proposed restrictions.

(ORD-09-0021, § 22, 2009; ORD-05-0025 § 4, 2005; Ord. C-7464 § 2, 1997)

10.24.080 - Oversized vehicle forty-eight hour parking permit for residential streets.

- A. The Fire Department, or such other department as the City Manager shall designate, is authorized to issue oversized vehicle parking permits for campers, trailers, boats on trailers and recreational vehicles for the purpose of such activities as loading, unloading or performing maintenance on such vehicles for a period of not more than forty-eight (48) hours. Such activities must be conducted in compliance with all other laws and regulations. No more than twelve (12) permits shall be issued to any one (1) eligible resident or to any one (1) eligible vehicle within one (1) calendar year and a twenty-four (24) hour period must elapse between permits.
- B. Oversized vehicle parking permits shall be issued for motor vehicles upon application of the registered owner or such other person who can provide evidence of residency at a location at which on-street parking of oversized vehicles is prohibited and can demonstrate exclusive use and control of the vehicle for which application is made.
- C. Each oversized vehicle parking permit shall be issued for a period not to exceed forty-eight (48) hours in duration. Each application or reapplication for oversized vehicle parking permits shall be in writing and shall contain sufficient information to satisfy the administering department as to the identity and residential address of the applicant, the applicant's registered ownership or exclusive use and control of the vehicle for which application is made, the license number of the vehicle, and any other information that the administering department deems necessary for the proper processing of the application.
- D. The Fire Chief or his designee may place further restrictions on any permit issued as deemed necessary to protect the public health and safety. Such restrictions shall appear on the face of the permit which shall be displayed on the inside of the windshield of the vehicle for which the permit is issued so as to be readily visible to a person approaching the vehicle from the front thereof.
- E. Applications for issuance of forty-eight (24) hour permits shall be accompanied by such fee therefor as may be established from time to time by resolution of the City Council.

(Ord. ORD-05-0025 § 6, 2005; Ord. C-7464 § 3, 1997)



Oakland Laws Related to Prohibited Use of Vehicles on Public Streets

OMC Section 12.24.070, Prohibited uses of streets—Washing, greasing, repair of vehicles—Storing of vehicles for purposes of selling, dismantling, repairing or servicing, states:

It is unlawful for any person to use any public street in the city for any of the following purposes:

- A. Washing, greasing or repairing such vehicles except repairs necessitated by an emergency;
- B. Storing of vehicles held or acquired for dismantling, rebuilding, sale or resale, repairing, servicing, scrapping or other salvage processes.

This section may be enforced by the method provided for in Chapter 1.24 of this code and Sections 853.5 through 853.8 of the Penal Code of the state of California. Said section shall be enforced by members of the Police Department.

OMC Section 12.24.075, Parking of vehicles advertised for sale-authority to remove states:

- A. California Vehicle Code Section 22651.9 provides that a local authority may remove a vehicle located on any street or public land when the vehicle is found to satisfy all the following requirements:
 - 1. Because of a sign or placard on the vehicle, it appears that the primary purpose of parking the vehicle at that location is to advertise to the public the private sale of that vehicle.
 - 2. Within the past thirty (30) days, the vehicle is known to have been previously issued a notice of parking violation, under local ordinance, which was accompanied by a notice containing all of the following:
 - a. A warning that an additional parking violation may result in the impoundment of the vehicle;
 - b. A warning that the vehicle may be impounded pursuant to this section, even if moved to another street, so long as the signs or placards offering the vehicle for sale remain on the vehicle;
 - c. warning that all public streets within the city are covered under this section.
 - 3. The notice of parking violation was issued at least twenty-four (24) hours prior to the removal of the vehicle.
 - 4. The local authority of the city has, by ordinance, authorized the removal of vehicles pursuant to this section from the street or public lands on which the vehicle is located.
- B. The city authorizes removal of cars parked for purposes of advertising their sale, pursuant to the terms and authority and in accordance with the provisions of California Vehicle Code Section 22651.9.

OFFICE OF CHIEF OF POLICE OAKLAND POLICE DEPARTMENT

SPECIAL ORDER 9054-Revised

TO:	All Personnel
SUBJECT:	Response to Calls and On-Line Reporting
EFFECTIVE DATE:	18 Jun 14
TERMINATION:	Upon Revision of Departmental General Order I-5, COMMUNICATIONS CONTROL AND COORDINATION (12 Jan 08)

The purpose of this Special Order is to revise DGO I-5 regarding the procedures for handling certain types of calls for service. This Special Order shall take effect on <u>01 Jul 14</u>.

XI. HANDLING AND ASSIGNMENT OF CERTAIN CALLS FOR SERVICE

- A. Citizen's On-Line Police Reporting System Incidents
 - 1. Reporting parties who phone Communications to make any of the following reports shall be directed to file their report on-line at <u>http://www.oaklandpolice.com</u>:
 - a. Theft
 - b. Identity Theft
 - c. Fraudulent Use of Credit Card
 - d. Mail Theft
 - e. Theft of a Dog or Animal
 - f. Vandalism
 - g. Vehicle Tampering and Attempted Auto Theft
 - h. Abandoned Vehicles
 - i. Hit and Run without Injury AND the suspect is no longer on scene
 - j. Harassing/Annoying Phone Calls (except for death threats)
 - k. Forgery
 - l. Bad Checks
 - m. Lost Property
 - n. Auto Burglary (optional)
 - o. Residential Burglary (optional)

Just occurred crimes listed above, where the suspect is no longer on the scene, shall be broadcast and filed in accordance with Communications Section Policy and Procedure.

- 2. Officers who detain a possible suspect from a broadcasted incident <u>shall</u> advise on the main channel then switch to the service channel for follow up.
- 3. Auto and residential burglaries may be reported on-line or an officer may be dispatched at the request of the reporting party.
- B. Illegal Dumping Incidents

Reporting parties who phone Communications to report Illegal Dumping shall be directed to file their report on-line at <u>http://www.oaklandpw.com</u>:

- C. Animal Services Incidents
 - 1. Officers shall not be dispatched to any Animal Services Incident other than reports of an in progress attack where a person is at risk.
 - 2. Reporting parties who phone Communications for Animal Services Incidents such as a barking dog or dead animal pick-up shall be referred to make the report on-line at <u>http://Oaklandanimalservices.org</u> or call the Animal Shelter at 535-5602.
- D. Reporting/Referral
 - 1. Officers, who are flagged down on any of the incidents/reports listed in Part XI, A, a-m, may refer the reporting party to make an on-line report or may complete the report themselves, if time permits.
 - 2. Officers flagged down on any Burglary, not in progress, shall either complete a report, stack a call for service or refer the reporting party to Communications depending on the officer's availability or status.
 - 3. Officers, who are flagged down on any of the incidents/reports listed in Part XI, B-C, shall refer the reporting party to make an on-line report at the web sites listed above, excluding an in progress attack where a person is at risk.
 - 4. If citizens do not have access to a computer, they shall be directed to their local library, or the reporting kiosks in the lobbies of the Police Administration Building (PAB) or the Eastmont Mall (EMM) Substation.

If the phone report position is staffed at the Communications Section, this option may be offered as an alternative.

OAKLAND POLICE DEPARTMENT Special Order 9054

E. Police Service Technicians (PST) or Officers

- 1. Only PSTs assigned to the field shall be dispatched to resolve the following types of calls for service <u>unless</u> there is a threat of violence or active disturbance (415), in which case an officer shall be dispatched:
 - a. Auto in a Restricted Zone (970C)
 - b. Auto on the Sidewalk (970A)
 - c. Parking on Private Property (10.16.070 OMC / 106)
 - d. Emergency No Parking (temp signs) (10.28.100 OMC / 160B)
- 2. The following types of calls shall be dispatched to available PSTs, <u>however</u>, if there are no PSTs available, the first available officer shall be dispatched:
 - a. Stolen Vehicle (10851 VC)
 - b. Recovered Stolen Vehicle (R10851)
 - c. Auto Blocking a Driveway (970B)
 - d. Residential Burglary (459)
 - e. Auto Burglary (459)
 - f. Hazard
- F. Broadcast and File
 - 1. The following call types shall be broadcast and filed if there is no indication that a hazard to public or officer safety is present AND there is no request for contact:
 - a. Loud Music (415E)
 - b. Speeding Vehicle (23103), not including sideshow activity
 - c. Juveniles Making Noise (415J), not including fighting
 - d. Loud Music from a Vehicle (415AU)
 - e. Playing Ball in the Street (963), not including hazards
 - f. Firecrackers
 - 2. The following call types shall be broadcast at least one time as soon as possible. After 30 minutes the call shall be broadcast one more time and then filed using the disposition code CMS:
 - a. Drug Dealing (11500)
 - b. Drunk Driving (23152)
 - c. Street Vendors (OMC)
 - d. Parked Vehicles for Sale (OMC)
 - e. Panhandlers (647C), non-aggressive
 - f. Sleepers at Bus Stops (SLEEP/602L)
 - g. Theft of Recyclables

Officers who detain a possible suspect from a broadcasted incident <u>shall</u> advise on the main channel then switch to the service channel for follow up.

G. Civil Standby

Citizens who request a civil standby <u>for the purpose of a custodial exchange of</u> <u>children</u> shall be directed to the PAB or EMM when a Police Officer is present. Police Officers shall not be dispatched to these calls for service unless there is a clear violation of a custody order or there is a written order by a judge.

Any crimes or incidents not specified in this order shall still be dispatched or handled in accordance with existing policy and procedure.

By order of

Sean Whent Chief of Police

Date Signed:

