February 4, 2015

To Users of this Manual:

This Operations Manual is intended to serve as a reference for the members of the Berkeley Police Department Parking Enforcement Unit as they perform their duties.

This Manual may serve as reference for other Departmental or City staff and officials, and for members of the public.

This manual will be periodically reviewed and amended to ensure accuracy and applicability. The most current revision of this manual will be available on the Departmental Parking Enforcement Unit's web page.

This Manual contains numerous references to Berkeley Police Department Policies, City of Berkeley policies and regulations, Berkeley Municipal Codes, California Vehicle Codes, and other sources. In the event of a conflict between information and guidelines presented in the Manual, and Department and City policies and related law, Departmental Policies, City Policies, and applicable law are authoritative, and shall supersede the information and guidelines presented in this Manual.

Capt. A. Greenwood #C-4
Investigations Division
Berkeley Police Department
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Introduction:
The Parking Enforcement Operations Manual ("Manual") defines the roles and functions of the Parking Enforcement Unit within the Police Department. General Orders (GOs), Police Regulations (PRs), Departmental Policies and Procedures, the City of Berkeley Municipal Code (BMC), City of Berkeley Administrative Regulations (ARs), and the California Vehicle Code (VC) are included by reference.

This Manual is intended to be a convenient source of information that describes existing employment law, procedures, practices and policies. It is not intended to be a comprehensive source of all employment law, procedures, practices and policies that pertain to employees in the Parking Enforcement Unit. This Manual, including individual sections, may be updated, amended, or withdrawn at any time.

Value Statement:
As members of the Berkeley Police Department, our primary duty is to serve our community with pride and professionalism. As individuals and as an organization, we place high value on safety, honesty, integrity and adherence to the standards embodied by the law enforcement code of ethics. We recognize the importance of individual rights and the principle that each person must be treated fairly, with respect, dignity and concern.

As members of the organization, we are expected to devote our full energy and talent to the department's mission. Employees, at all levels and ranks, should be held accountable for their performance.

As employees, we are an important part of the City of Berkeley (COB) and a resource to serve the community. Our contributions to the citizens should be appreciated, recognized and supported.

We value the diversity within the Police Department and our demonstrated ability to work effectively as a team addressing the concerns of our community. Parking Enforcement must be responsive to the public, identifying needs and devising strategies in partnership with the community, other branches of the city government and other service providers.
BPD Parking Enforcement Unit Chain of Command

- Captain of Investigations Division
  - Traffic Bureau Lieutenant
    - Traffic Bureau Sergeant
    - Parking Enforcement Manager
      - Parking Enforcement Supervisors*
        - Parking Enforcement Officers

*When Parking Enforcement Manager is absent, Parking Enforcement Supervisors report to Traffic Lieutenant, or to the Traffic Sergeant in the Lieutenant’s absence.
CHAPTER 1: CONDUCT

1.1 Acceptable Conduct

Policy:
Parking Enforcement Officers are to be courteous and professional in all matters during the performance of their duties. The Policy and Procedures Manual is designed to maintain efficient operations, to enhance communication, and to ensure that policies and procedures are easy to understand and applied consistently.

Guidelines:
All employees are representatives of the City of Berkeley and the Berkeley Police Department and are expected to observe and practice the highest standards of professional conduct at all times. This is particularly important for the employee who wears a City uniform, a badge, or who interacts with the public. Acceptable conduct involves not only sincere respect for the rights and feelings of others, but the assurance that personal conduct avoids any action which might be harmful to the employee, other employees, the public or which disrupts the work site.

Parking Enforcement Officers are expected to conduct their work in a manner which fosters good public relations and public support for the Department. This means:

- Be courteous and civil to the public (refer to PR 234).
- Treat other BPD employees with respect (refer to PR 233).
- Avoid racial, ethnic, religious, sexual slurs, profanity, verbal abuse, and other behavior seen as discourteous, arrogant, or unprofessional (refer to PR 232).
- Promote good public relations.
- Enforce the law fairly, and as directed by City Policy.

Patterns of complaints and claims against an employee will be investigated and evaluated by a supervisor.

References:
PR 232
PR 233
PR 234
1.2 Reporting Misconduct

Policy:
When an employee, who is not a supervisor, becomes aware of or observes what he/she believes to be misconduct by another Department employee, he/she shall, by the end of the employee’s current shift, or if off duty within 24 hours, notify a supervisor, or in the absence of a supervisor a Command Officer or the Internal Affairs Bureau. A written report documenting the alleged misconduct shall be made by the reporting employee initiating the complaint if required by the Supervisor, Command Officer or Internal Affairs.

Guidelines:
Serious allegations, including but not limited to those listed below, shall be reported immediately.

- Dishonesty.
- Any act which may constitute the commission of a misdemeanor or felony crime.
- Improper use of force.
- Employee(s) under the influence of intoxicants.
- Any discrimination or harassment on the basis of race, color, religion, ancestry, national origin, sexual orientation, gender, marital status, age, political affiliation, family care leave status, physical or mental disability or medical condition.

References:
PR 200
PR 201
1.3 Harassment Policy:

All Parking Enforcement Employees are held to the standards of General Order H-07, and the City of Berkeley Harassment Prevention Policy. GO H-07 is quoted in part below, and employees seeking further information are encouraged to reference the entire GO.

The City of Berkeley Policy in GO H-07 states, in part:

It is the policy of the City of Berkeley that harassment on the basis of race, color, religion, ancestry, national origin, age, sexual orientation, marital status, political affiliation, family care leave status, physical or mental disability, or medical condition, as well as sexual harassment based on gender will not be condoned or tolerated. All employees are guaranteed the right to a work place free of hostility and intimidation. The City will neither tolerate nor condone harassment of employees by managers, supervisors, coworkers, or non-employees with whom City employees have a business, service, or professional relationship. Retaliation against an employee who complains or reports any act of harassment in violation of this policy is prohibited. The City is committed to ensuring and providing a work place free of harassment. The City will take disciplinary action, up to and including termination, against an employee who violates this policy.

The Berkeley Police Department Policy states:
The Berkeley Police Department will adhere to the City of Berkeley policy outlined below:

(a) The Police Regulations and General Orders are consistent with this City Policy.
(b) In addition to following the City Policy, supervisors shall inform their superior officers of any violations of this policy so that appropriate actions can be taken by their Chain of Command.
(c) In addition to any actions taken by the City’s Equal Employment Opportunity and Diversity (EEO) Officer in response to violations, the Department may initiate a complaint and investigation as outlined in General Order P-26.

References:
GO H-07
Memorandum Agreement SEIU-Local 1021 Appendix A
1.4 Gratuities

Introduction:
Employees are prohibited under any circumstances from soliciting, accepting, or receiving gifts from the public including but not limited to money, food, beverages, discounts, or professional services.

Guidelines:
Employees are responsible for observing and practicing professional conduct at all times. In part, this requires fair and equal application of the Berkeley Municipal Code, and California Vehicle Code, as well as Parking Enforcement Regulations. An employee who accepts gifts not only violates the law, but also provides an opportunity for preferential treatment and creates a conflict of interest that impacts the City, Police Department, and other employees.

For the purpose of this policy, a gift refers to the transfer of any property or items or favors which benefits or results in benefits either directly or indirectly for a recipient.
1.5 Firearms and Weapons

Introduction:
Firearms or unauthorized weapons are not permitted to be carried by any Parking Enforcement personnel, in Parking Enforcement equipment or vehicles, or in any facility.

Guidelines:
The possession or carrying of firearms or unauthorized weapons may result in disciplinary action up to and including termination and/or criminal prosecution. Weapons and firearms are those items designated as such by applicable local, state, and federal statues including, but not limited to, guns, starting pistols, flare pistols and any pocket or hunting knife with a blade exceeding 3 inches.
1.6 Cellular Phone Use:

All Parking Enforcement Employees are held to the standards of Administrative Regulation (A.R.) 2.14, which governs the use of cellular/wireless phones while on duty.

A.R. 2.14 states the following:

- Use of cell phones for personal conversations is restricted to non-duty time.
- Use of cell phones is prohibited while operating a City Vehicle.
- Text messaging constitutes use of a cell phone.
- Drivers may not make outgoing calls while driving a City Vehicle.
- Drivers may only answer calls after their vehicle has safely stopped.

Drivers are responsible for any citation fees incurred as a result of a citation for violating CVC 23123.

City employees are authorized to use cell phones to call for help during emergencies.
CHAPTER 2: ADMINISTRATIVE PROCEDURES

2.1 Parking Enforcement Unit Organization and Personnel

Organization:
The Parking Enforcement Unit, supervised by the Traffic Bureau Lieutenant and the Parking Enforcement Manager, consists of non-sworn Parking Enforcement Officers (PEOs) and Parking Enforcement Supervisors (PESs) responsible for enforcing parking laws and regulations. PEOs currently operate GO-4 vehicles, portable radios, and other equipment assigned to the unit.

Goals:
The purpose of the Parking Enforcement Unit is to promote parking turnover to mitigate traffic congestion and achieve maximum utilization of available parking within the City of Berkeley.

The issuance of citations through the consistent enforcement of parking laws provides incentives for citizens to comply with regulations. This results in parking turnover, greater availability of parking, and the efficient movement of traffic.

The Parking Enforcement Unit will accomplish its goals by ensuring that appropriate enforcement is carried out fairly and efficiently.

The Parking Enforcement Unit’s duties include but are not limited to general enforcement of parking violations, towing, and traffic control.

Personnel Responsibilities:
Listed below are the responsibilities of personnel assigned to the Parking Enforcement Unit.

Parking Enforcement Manager:
Parking Enforcement Manager (PEM) provides overall management oversight for the day-to-day operations of the Parking Enforcement Unit and ensures that the PEU operates safely, efficiently and effectively. The PEM is the City’s Project Manager for the Parking Citation Management System. The PEM is the liaison between the Unit and other City Departments, and is responsible for promoting collaboration between Departments in order to ensure that the Unit’s operational needs are met.

Parking Enforcement Supervisor:
PESs provide direct supervision to PEOs. Their duties include, but are not limited to:

- Planning, scheduling, reviewing, conducting performance appraisals
- Handling complaints from the public regarding parking enforcement activities
- Providing training to staff regarding use of methods or equipment
- Preparing concise instructions, memoranda, procedures, and reports
- Operating computerized parking citation systems including hand held computers
- Maintaining inventory of equipment and supplies used in the issuance of parking citations by PEOs.
- Completing projects as assigned by the Traffic Lieutenant and/or the Parking Enforcement Manager.

**Parking Enforcement Officer (PEO):**
PEOs enforce parking laws and regulations. Their duties include, but are not limited to:

- Issuing citations for parking violations
- Monitoring/citing/towing of illegally parked vehicles
- Performing traffic control duties as needed
- Assisting public with questions regarding parking regulations or points of interest
- Observing and reporting malfunctioning parking control devices, painted curbs, and signage issues
- Checking operational condition of enforcement vehicles, delivering and picking up vehicles to and from the Service Yard and having routine maintenance performed, as needed.

A PEO must be knowledgeable of City ordinances and the California Vehicle Code, and how to apply them, and adhere to all department rules and regulations.
2.2 PEO New Hire Training

The Parking Enforcement Field Training Program is a three-phase training program designed to teach new PEOs (referred to as Student Officer) the skills needed to effectively perform all parking enforcement duties in the City of Berkeley.

All Student Officers must complete Phases I and II of the Training Program prior to being allowed to work without direct supervision.

The Training Program consists of three phases:

- **Phase I:** In-House Orientation (Generally 1 week)
- **Phase II:** Field Training (Generally 3-5 weeks)
- **Phase III:** Supervisory Final Evaluation (Generally 1 week)

During Phase I, Field Training Officers (FTOs) teach Student Officers about Departmental Policies and Procedures, as well as the city municipal code and parking laws.

During Phase II, Student Officers learn how to perform Parking Enforcement duties through hands-on, in-field practice, under the direct supervision of an FTO. Once the FTO recommends a Student Officer can perform solo, the FTO prepares a final report recommending the Student Officer go solo, or receive further training. The PES reviews that report. After successfully demonstrating their ability to perform all Parking Enforcement duties, Student Officers advance to Phase III.

At the start of Phase III, Student Officers undergo an Observation Period where they are followed by a PES, who ensures that they are able to perform their duties independently. After in-field evaluation, if the PES determines the Student Officer can satisfactorily perform the duties of a PEO, the Student Officer is released for solo duty. If the PES determines further training is needed, the PES prepares a training plan, and the Student Officer receives additional training. If the Student Officer’s performance does not meet standards after additional training efforts, the Student Officer may be released from probation. Once solo, the Student Officer works alone, and is monitored and evaluated by a PES for the remainder of their probationary period, and yearly thereafter.

During Phases I and II of the Training Program, Student Officers receive performance evaluations in the form of Daily Observation Reports and Weekly Observation Reports. The evaluations are designed to provide Student Officers with feedback, and help identify any extra training needs or areas of focus. At the end of Phase III, where the Student Officer successfully completes the phase, the PES prepares a formal report, which documents their observations and training activity, as well as their formal recommendation to release the Student Officer to solo status. If the Student Officer is
not able to successfully complete Phase III, the PES shall prepare a report detailing the problems identified, training efforts undertaken, and final results, and include a formal recommendation to release the Student Officer from Probation, and release them from employment.
2.3 Performance

Introduction:
PEOs are expected to perform their assigned duties and to meet prescribed job performance standards.

Guidelines:
Employee conduct is distinguished from the standards which govern job performance. Conduct refers to employee actions, which are behavioral in nature. Performance relates to carrying out assigned duties and responsibilities.

Supervisor Responsibilities:
PESs are responsible for determining factors that affect individual performance and conduct, and for establishing performance and conduct expectations and standards. PESs are responsible for communicating performance and conduct standards to PEOs, providing feedback through performance evaluations, and when necessary, informing PEOs of performance deficiencies and providing solutions to correct the problem.

PEO Responsibilities:
PEOs are responsible for performing their assigned duties and responsibilities in accordance with established standards. If a performance deficiency is identified, PEOs are responsible for working with their PES to resolve the problem.

Performance Problem:
A performance problem is a failure to perform assigned duties and responsibilities or to meet prescribed performance standards. Depending on the nature of the performance problem, the PEO may be subject to disciplinary action, up to and including termination of employment.

If a PEO has a performance problem, depending on the nature of problem, the PEO and PES are expected to work together to find a solution to the problem. Depending on the severity of the problem, this may involve one or more of the following:

**Counseling:**
The PES may counsel the PEO to identify the nature of the deficiency, clarify the PES’s expectations, determine possible solutions which may include remedial training, and establish follow-up guidelines.

**Shadowing:**
The PES shall conduct a “shadow” with the PEO on a regular basis to assist in identifying performance deficiencies and establish expected performance standards. The PES will discuss his or her findings with the PEO and document the facts supporting the problem; if required, develop an action plan to resolve the problem, and establish a follow-up review date.
Performance Memorandum:
If a performance problem goes unresolved or is significant, the PEO and his or her PES are expected to meet to discuss the problem. A summary of the discussion is prepared in the form of a performance memorandum. The memorandum should include the facts supporting the problem, a developed action plan to resolve the problem, and an established follow-up date.

Failure to Correct a Performance Problem:
Failure to correct a performance problem may result in disciplinary action up to and including termination of employment. The following criteria, while not all inclusive, may be used to determine appropriate corrective action to be taken:

- The severity or nature of the incident
- The impact on departmental operations
- Previous performance problems
- Prior training or counseling related to the performance problem
2.4 Performance Standards

Field Enforcement:
PEOs are expected to patrol assigned areas of the City to enforce parking regulations, ordinances, and laws. They are expected to issue citations, maintain records, and perform related work as assigned using approved methods and procedures.

Problem Identification and Solving:
As part of their workload, PEOs are to identify problems and issues in their assigned beats and initiate appropriate steps to correct them.

PEOs shall respond appropriately to resolve problems brought to their attention by citizens. This can be in the form of contacting Dispatch for assistance according to policy, procedure, or referring the citizen to the proper agency if it does not pertain to police services.

Service Calls:
PEOs shall complete assigned service calls in a thorough and efficient manner. PEOs shall follow-up on abandoned vehicle complaints according to established guidelines.

Activity:
A PEO’s level (amount) of activity should reflect thorough and reasonable enforcement of his or her assigned beat, in support of the City’s goals of parking space turnover and general compliance with BMC ordinances and related laws. Daily performance will be measured through effective use of time and:

- Number of citations issued
- Number of citations voided due to errors
- Problem Solving Activities
- Supporting other Departmental needs (e.g. Assignment of other parking matters; Traffic Control details)

The workday shall be spent focused on enforcement activity, unless otherwise directed.

Citations:
- PEOs shall utilize the hand-held computer to issue citations, in accordance with policy and procedure.
- PEOs shall utilize hand-written paper citations only as directed by the PES in the event of failure of the hand-held computer system, or otherwise with PES approval.
- PEOs are responsible for assuring accuracy of all issued citations.
- PEOs shall turn in all voided citations, including explanations, at the end of shift.
- PEOs shall print and turn in their “Officer EOD Statement” at the end of shift.
- PEOs shall adhere to the Council policy that citations issued at expired meters shall be taken back when the citizen approaches prior to placing the citation.¹

**Safety:**
PEOs shall conduct their work in a manner most likely to protect themselves and others from harm, and equipment from damage. Although not an exhaustive list, PEOs shall:

- Drive city vehicles per Department policy and in accordance with the Vehicle Code.
- Use safety equipment when appropriate.
- Monitor their radio at all times, and respond promptly when called.
- Proceed directly to calls for service, as assigned.
- Use the radio to request police assistance when needed.

**Internal Relations:**
PEOs shall conduct their work in a manner which supports their work group, and the Berkeley Police Department in its mission. PESs shall evaluate patterns of complaints and claims against the conduct of a PEO. PEOs shall maintain professionalism, treating each other with respect at all times, as proscribed in PR 233, and especially in accord with the following:

- When differences arise, PEOs should find constructive ways to handle them; they should not allow differences to disrupt their work or the work of others.
- Refrain from using racial, sexual, religious, and ethnic slurs (refer to PR 232, GO H-07).
- If a PEO disagrees with a policy or decision, he/she must do as lawfully directed by a supervisor. However, as long as it is not disruptive to the work unit, the PEO can propose an alternative solution with a supervisor. If the PEO still has an issue with directive/s from the supervisor, after doing as directed, the PEO may proceed through the chain of command to report the issue/s regarding the PES’s directive/s.

**External Relations:**
PEOs shall conduct their work in a manner which fosters positive public relations, and public support for the department. A PEO’s supervisor will evaluate patterns of complaints and claims against the conduct of his or her work. PEOs shall:

- Treat citizens with respect.
- Refrain from using racial, ethnic, religious, sexual slurs, profanity, verbal abuse, and other behavior seen as discourteous, arrogant, or unprofessional.

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¹ Minutes, Consent Calendar Item #16, Berkeley City Council, September 28, 1999

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PEO’s shall enforce parking laws, while using their professional judgment, common sense and discretion to achieve an outcome consistent with the City’s parking policies and goals, and avoid an outcome that is fundamentally unfair under the particular circumstance.

2.5 Personnel Complaints

Definition:
A personnel complaint is an allegation of misconduct by a Police Department employee working within the Police Department, received from any source.

All complaints alleging misconduct by a Police Department employee will be promptly investigated.

Employee misconduct is defined as follows:

(a) Violation of City or Department rules, regulations, Orders, policies, or procedures.
(b) Commission of a criminal offense.

Categories of Complaints:
Per GO P-26, personnel complaints shall be classified as follows (See GO P-26 for definitions):

- Improper Use of Force
- Discourtesy
- Improper Stop/Street Detention/Search/Seizure/Arrest
- Improper Detention Procedures
- Inadequate Investigation or Improper Police Report
- Discrimination
- Harassment
- Improper Police Procedures
- Improper Traffic Citation or Tow
- Other

Guidelines:
Complaints against a PEO will be investigated by the PEO’s immediate supervisor, unless otherwise directed by the Parking Enforcement Manager. During the investigation, the supervisor may interview all parties involved in the incident. As a part of the investigation, the PEO may be required to submit a written statement regarding the allegation(s). PEOs shall be afforded all of their employee rights, including Union Representation, during an investigation when the subject PEO reasonably believes that the interview may lead to disciplinary action.
At the conclusion of the investigation, the PES’s report shall be forwarded, along with all supporting documentation, to the Parking Enforcement Manager for review. The Parking Enforcement Manager, after consultation with the Traffic Bureau Lieutenant, may refer the complaint investigation to the Internal Affairs Bureau, or other investigative unit. Certain allegations require formal investigation by the Internal Affairs Bureau, including allegations of a committing a crime, sexual or harassment, and cross-divisional complaints.

**Report Format:**
The personnel complaint investigation shall have the following format:

**Issue:**
Allegation of misconduct

**Discussion:**
Synopsis of the allegation, the investigative steps, and synopsis of all interviews

**Findings:**
The conclusion reached by the supervisor, as described below:

(a) If the investigation clearly establishes that the allegation is not true, the finding shall be “**Unfounded.**”

(b) If the investigation fails to support the allegation(s), but the allegation(s) cannot be shown false, the finding shall be “**Not Sustained.**”

(c) If the investigation clearly establishes that the actions of the Employee that formed the basis for the complaint are not violations of law or department policy, the finding shall be “**Exonerated.**”

(d) If the investigation shows the allegation did occur and disciplinary action may be warranted, the finding shall be “**Sustained.**”

**Appeals Process:**
Employees receiving discipline as a result of a “Sustained” finding made against them in any personnel complaint that desire to appeal such discipline should consult the applicable Memorandum of Understanding, City Personnel Rules and Regulations, and Department Regulations regarding employee appeal rights and processes.

**Reference:**
P-26: Personnel Complaints Procedure and Disposition
2.6 Progressive Discipline

Introduction:
The City of Berkeley attempts to use progressive discipline for all of its employees in the career service personnel system, if the circumstances are appropriate. Employees who have completed their probationary period may not be terminated without good cause.

Guidelines:
The objective of progressive discipline is to motivate an employee to change his or her inappropriate behavior. Depending on the severity of the misconduct, progressive discipline may include counseling, and may progress to more severe discipline, including written reprimand, suspension, or termination, if the inappropriate behavior continues. The concept of progressive discipline is that the discipline administered is consistent with the offense committed. Depending on the severity of the misconduct, not all steps may be administered, and in some situations, termination is appropriate for a first offense.

Another purpose of progressive discipline is to provide notice to the employee of his or her unacceptable work behavior. This affords the employee the opportunity to improve before implementing further discipline up to and including termination. Progressive discipline may include some or all of the following elements:

Counseling:
Counseling includes any informal discussion with an employee designed to assist him/her to fully develop his/her skills and abilities or to refrain from unacceptable behavior. Usually, the immediate supervisor counsels the employee, although anyone up the chain of command may do so. Counseling may be documented.

Oral Warning:
The oral warning verbally notifies the employee that his/her performance or behavior must be improved. Oral warnings are given by supervisors when counseling has failed to produce the desired changes, or if the poor performance or misconduct is at the level where this step is appropriate.

Written Reprimand:
A written reprimand is a formal notice to an employee that further disciplinary action will be taken unless his/her behavior or performance improves. The content of the written reprimand is essentially the same as that of the oral warning. The employee is advised in writing of the consequences of failing to improve his/her performance. Written reprimands are placed in an employee’s official personnel file, and a copy provided to the Union President.

Suspension:
Suspension is the temporary removal of an employee from his/her duties without pay. Suspensions are normally given in cases involving “first time” gross misconduct, or as a next step in progressive discipline of recurring behavioral problems.

**Termination:**
Termination is the permanent removal of an employee from service. Termination generally occurs following a history of discipline, but may, depending on the severity of the misconduct, occur with few or no previous disciplinary matters in the employee’s history.

Prior to an employee being suspended or terminated, the employee shall receive a statement citing the reason for suspension or dismissal and the effective date(s), as provided for in the applicable Memorandum of Understanding, City Personnel Rules and Regulations, Unrepresented Manual, Department Regulations, or some other source.
2.7 Appearance and Grooming

Introduction:
PEOs are expected to maintain a professional appearance in the cleanliness and upkeep of their uniforms and equipment. Per PR310, "Employee shall maintain uniforms and equipment in serviceable condition. Uniforms or portions thereof shall be clean, pressed, and shall not be noticeably patched, torn or worn. Shoes, leather and metal equipment shall be well polished and shined."

Expectations:
1. Meet or exceed minimum standards as outlined in the Department Uniform and grooming Policy, Police Regulation 310.

2. Exercise good personal hygiene.
2.8 Uniform Standards

Introduction:
PEOs and PESs are required to be in full uniform at all times while on duty, unless authorized by a supervisor.

Guidelines:
A PEO is identified by his/her uniform. The uniform is a necessary component for the employee’s work, and is therefore regarded as equipment.

Professional Appearance:
- Uniform shirts and pants are to be a proper fit and shall be maintained clean at all times.
- Shirts are to be worn tucked into the uniform pants at all times (except for maternity shirts, see section for Maternity)
- A uniform belt is to be worn at all times.
- Badges are to be worn on the outermost garment. (Except for rain gear which does not have a badge holder.)

PEO Uniform Specifications:
Mandatory Items:
- Light blue shirt; either long- or short-sleeved, by Flying Cross w/badge tab
- Trousers, by Fecheimer (or any brand used to replace current brand, navy blue)
- Dress Coat, Eisenhower-style, navy blue w/brass buttons
- Necktie, navy blue clip-on
- 1½” wide black basket weave belt w/brass buckle
- Socks, solid black
- Shoes, fully enclosed toe, solid black
- Patches on each upper garment

Approved Optional Items:
- Black baseball cap (enclosed in the back.  BPD patch (small) must be placed on the front of the cap above the bill.  A rocker is not needed.
- Navy blue sweater button front/navy blue v-neck cardigan by San Francisco Mill (or replacement company)

- Jacket, Ultra jacket, black w/brass buttons/Jacket, High Command navy blue with brass buttons.

- Navy blue cargo shorts (By Fecheimer or Blauer style 8565). Trousers will be tailored into shorts. Must be worn with ankle to knee high black socks. Cargo shorts may be worn year round.

- Navy blue cargo pants (by Fecheimer or Blauer style 8565)

- Shirt, Flying Cross Duro Poplin, 65% Dacron Polyester and 35% Cotton.

- Skirt, navy blue Lady Edwards A-line with pockets, lot #9617. Must be worn with plain black hose, plain black tights, or ankle to knee high black socks. Skirt not to be altered from manufacturers length. Can be worn year round.

- Turtleneck shirt, navy blue to be worn under long sleeve shirt only. White turtleneck for supervisors.

- Dickie, navy blue can be worn under long or short sleeve shirt. White Dickies for supervisors.

- Tee shirt, solid white or black crew neck. No other under garment may be visible under or through shirt.

- Gloves, solid black. No colored designs, names, etc.

**Departmental Issue:**

- Orange/Yellow departmental issued traffic vest. (Must be worn whenever performing traffic control)

- Departmental issued rain gear (pants/jacket w/hood)

- Parking Enforcement rockers (one of each on each sleeve of each garment).

- Numbered badge (to be polished, and kept in good condition)

- Name tape

- Metal name bar

Issued: February 4, 2015 AG/KS/NP/MC/LG
Additional Items for Supervisory Personnel:
- Brass SUPV insignia for each lapel
- Brass name bar (placed over right breast pocket)
- White long or short sleeve shirts

Maternity Uniforms:
Maternity wear may be worn which conforms to the standard uniform requirements (navy blue pants and either short or long sleeve light blue shirt). Pregnant employees may wear their shirts outside of their pants. With the exception of a belt, pregnant employees shall wear all other required uniform items.

Class A Uniform Specifications:

Parking Enforcement Supervisor Class A:
- Long sleeve white shirt
- Eisenhower jacket
- Black tie
- Black dress shoes
- White gloves (when authorized)

Parking Enforcement Officer Class A:
- Long sleeve shirt
- Eisenhower jacket
- Black tie
- Black dress shoes
- White gloves (when authorized)

Maternity Class A:
- Long sleeve light blue uniform shirt
- Navy blue pants
- Black tie

An employee found not to be in full uniform will be considered not prepared for work, and may be required to correct the problem before beginning work. Any time needed to correct the problem will be on the employee’s own time. Repeated instances of being out of uniform will be considered a performance problem.

Uniform Allowance:
Parking Enforcement Officers receive a uniform allowance annually for the sole purpose of replacing/maintaining their uniform or any portion thereof. The allotment is given in two disbursements, June and December.
PR 245  *Shopping While in Uniform:* Employees in uniform shall not shop extensively or carry large quantities of merchandise unless directly connected with their normal police activity or required in the line of duty.

All clothing must fit appropriately.

Exceptions to the specifications above will not be allowed.

**References:**
PR 300
PR 200
2.9 **Daily Duties**

**Start of Shift:**
All PEOs shall report to work on time, in full uniform. Non-uniform apparel must be removed prior to the start of shift.

Briefing is held at the beginning of each shift. PEOs will arrive to the briefing with handheld, printer, portable radio and all needed supplies. During briefing, PEOs will receive information or changes needed to perform their duties that day. After briefing, PEOs shall go to their GO-4 and proceed to their assigned Beat. Up to five (5) minutes to warm-up GO-4 will be allowed on an as-needed basis by the PES upon request from PEO.

PEOs shall ensure that they:

- Check the schedule for beat assignments. Check the proper map for beat boundaries, if needed.
- Ensure that assigned GO-4 is in good operating condition. If vehicle needs servicing or repair, immediately report it to the PES. A vehicle repair form should be completed and signed by a supervisor prior to taking a vehicle in for repairs.

PEOs are to get gas daily to ensure that their vehicles will not run out of gas. GO-4s or any other vehicles assigned to PEOs are not to be left idling, unattended, for any length of time.

**Enforcement Activities:**
- While enforcing a beat, PEOs are currently required to keep all daily mark times and issues that need to be resolved documented in a notepad. This notepad shall include:
  - Date
  - Beat(s) assigned
  - ALL mark times with streets and/or blocks indicated
  - Misc. issues i.e. curbs and signs that need to be replaced or painted

PEOs shall keep all notepads for 2 years. PEOs are also required to update their activity logs on the handheld throughout the day.

**Beginning of Shift:**
Following briefing, PEOs shall notify Dispatch when going into service (10-8). During any breaks in enforcement, PEOs must notify S-Control when going out of service and when going back into service.

**Breaks:**
Breaks are fifteen (15) minutes and meal breaks are thirty (30) minutes. Meals are to be taken only at pre-assigned times. PEOs must notify S-Control when going out of service (“10-7”) on break and when concluding their break and going back in service (“10-8”). Breaks shall not be combined, except upon specific supervisory or command permission in extremely unusual circumstances, and in any case, breaks shall not be combined as a matter of routine. There are no exceptions.

**End of Shift:**
PEOs shall not leave their Beats to return to the substation no more than thirty (30) minutes prior to the end of their shifts. This means as an example that the 07:30 AM shift PEO will leave their Beat after 3:30 PM and the 10:00 AM shift PEO will leave their Beat after 6:00 PM. Upon arrival at the Substation remaining time is to be used to do the following:

- Turn printer off. Properly secure printer and portable radio in their individual cradles for overnight charging. Immediately notify PES if there are any issues.

- PEO shall ensure that handheld is properly secured in the cradle to make sure that citations’ data collected for the day is downloaded overnight and handheld is fully charged. Immediately notify the PES if there are any issues with cradle connectivity.

- Return GO-4 keys to key rack

- Check City e-mail, BPD Crime Forum

- Change clothes (only to be done after above tasks have been completed)

The last employee out of the building is responsible for making sure all windows and doors in the building are closed and locked. That employee is then responsible for activating the alarm and making sure that the exterior gates are completely closed. The last employee out of the Folger St. parking lot is responsible for making sure the gate is closed and locked using the chain and combination padlock.

**Building Security Procedures:**
All BPD Parking Enforcement Unit employees must provide the Traffic Bureau Lieutenant with their personal building security alarm code.

**Start of Shift:**
The first employee into the Traffic Substation must deactivate the alarm upon entry:
   1. Enter personal alarm code at alarm panel, followed by “Command” key.
   2. Follow prompts to deactivate alarm.

Exterior gates must remain open from 08:00 AM until 5:00 PM. PES shall make sure that the pedestrian driveway gates are locked by 6:30 PM.

When the substation is not open to the public, exterior gates shall remain closed at all times.

End of Shift:
The last employee to leave the building must close and lock all doors and windows (including upstairs), check that exterior gates are closed, and activate the alarm prior to leaving:

   1. Press “Command” key at the alarm panel.
   2. Enter personal alarm code.
   3. Press “Command” key, and answer prompts to activate alarm.
2.10 Reporting On and Off Work

Basic Shift Provisions:
Shift sign-ups are done on an annual basis according to seniority, with specific days off selected on a quarterly basis.

Although the basic work schedule consists of five eight-hour days, the PEM may at his or her discretion allow alternative work schedules if such arrangements do not impact operational issues, such as adequate personnel coverage and/or delivery of service to the community.

Time Records:
Time records shall be maintained in accordance with a schedule and by procedures approved by the Chief of Police and posted in the master time book by Public Safety Accounting personnel.

Reporting Time and Place:
PEOs are to be prepared to start their work shift at the time and place of assembly ready for duty, completely clothed and equipped as authorized and required for his/her respective assignment.

If a PEO is not present at start of shift, but is present within fifteen (15) minutes after, he or she shall be marked “tardy.” A pattern of tardy attendance is not acceptable, and may result in disciplinary action. If the tardiness exceeds fifteen minutes, he/she shall be marked “late” (see 2.13, Attendance, for details).

Notification:
Supervisory approval is required to leave work early or to leave an enforcement beat. Leaving a work site/beat without approval may be considered an unauthorized absence and the PEO may be subjected to disciplinary action up to, and including, termination of employment.

References:
General Orders D-16
Memorandum Agreement SEIU-Local 1021
2.11 Parking Enforcement Shift Selection

Introduction:
There are four shift options:

- Monday-Friday, 0730-1600 hrs
- Monday-Friday, 1000-1830 hrs
- Tuesday-Saturday, 0730-1600 hrs
- Tuesday-Saturday, 1000-1830 hrs

One PES is assigned to personnel reporting at 0730 hrs
One PES is assigned to personnel reporting at 1000 hrs.

Shift-swap opportunities may be provided to afford PEOs the opportunity to swap shifts within each shift-group, upon approval by PES and PEM. PEOs will be permitted to sign-up for shift-swap within a shift-group on a quarterly basis. However, sign-ups for a shift-group change shall be on an annual basis as determined by PEM.

Shift Selection and Posting:
The shift-group sign-up sheets will be passed around once annually in seniority order at least one (1) month in advance of starting the new shifts. The shift-swap sign-up sheets, which include all available shifts for a three month time period, will be passed around by PESs in seniority order at least one month in advance of starting the new shifts.

All shifts will be assigned according to permanent departmental seniority. Specific assignments within a shift will be made at the Parking Enforcement Manager’s or Designee’s discretion.

Seniority:
Seniority is calculated by the date the PEO started work as a permanent PEO.

Any work shifts scheduled outside of the above work schedules will be offered on a seniority basis. Should the need exist, any remaining un-staffed shifts shall be assigned by inverse seniority.

will be assigned on the basis of inverse seniority unless more senior PEOs prefer to accept such work.

The new shift sign-up will be posted on the employee bulletin board.

Related Policy:
Memorandum Agreement SEIU-Local 1021-Maintenance and Clerical Chapter, Sections 14, 14.3
2.12 Beat Assignment and Schedule

Introduction:
Beat assignments currently rotate on a weekly basis. Parking Enforcement Manager or designee reserves the right to change, modify or adjust PEO Beat rotations as operationally essential.

Guidelines:
There are three beat schedules and three maps used for each beat schedule. The Monday schedule consists of 13 beats using the 13 Beat map. The Tuesday through Friday schedule consists of 21 beats using the 21 beat map. The Saturday schedule consists of 10 beats using the 10 beat map. In addition, a PEO is assigned to scofflaw enforcement (using the “Booting” van). APES may select any beat schedule or beat map on any given day, depending on staffing and operational needs.

The daily schedule lists the day, date, PEO last name, beat assignment, street sweeping assignment, PEOs using sick/vacation, recovery and any other type of leave.

In addition to normally scheduled work assignments, Parking Enforcement or Traffic-control related tasks may be assigned as needed.

Management may change, modify or adjust shift schedules or beat maps as needed based upon operational needs.
2.13 Attendance

Introduction:
All PEOs are expected to be punctual when reporting for work. PEOs are required to be in full uniform, have all their work gear in their possession and be fully ready to go to their assigned Beat at the start of his/her shift.

Guidelines:
This section establishes the standards used to evaluate attendance of all PEOs and allows for consideration of individual circumstances as needed. An employee may take time off because of illness and medical appointments. However, excessive sick leave use, or patterns of absenteeism or tardiness, regardless of the reason, may require appropriate corrective action and/or result in disciplinary action.

Evaluation Period:
Attendance will be evaluated every three months, unless a situation requires that it be done more frequently.

Sick Leave Use:
Sick leave shall be used pursuant to the provisions of an applicable MOU. In general, sick leave must only be used for absences from scheduled work duty shift due to personal illness or injury, attend medical appointments, or to care for a parent, spouse, son or daughter, domestic partner, niece or nephew residing in the employee’s household (see section 2.14, Leaves of Absence, below).

Tardiness:
A PEO is considered tardy if he or she arrives to work up to 15 minutes after the beginning his or her scheduled shift. A tardy PEO is required to provide a verbal explanation to his or her PES. The PES shall ensure a “T” is marked on the day’s timesheet when a PEO is tardy. Tardiness is considered separately from absenteeism. A pattern of tardy attendance is not acceptable; and supervisors are responsible for monitoring and taking corrective action as needed.

Late:
A PEO is considered late if he or she arrives sixteen minutes after the beginning of shift. The PES shall ensure a “L” is marked on the day’s timesheet, and that the “sign in” time is accurate. The employee shall submit an absence report for the time missed, and will be compensated using time from their vacation or compensatory time accounts. If the employee has no time remaining in their vacation or compensatory time accounts, the payroll clerk will contact the PES, who will determine whether the employee is carried as Authorized Leave Without Pay or Unauthorized Leave Without Pay. In addition, a PES may require a written memo from the involved employee, explaining their reasons for being late. A pattern of late attendance is not acceptable, and supervisors are responsible for monitoring and taking corrective action as needed.
Notification:
The PEO will make every reasonable attempt to directly contact his or her designated supervisor within one hour of beginning of shift. In order to receive compensation while absent on sick leave, the PEO shall notify his or her PES prior to or within four (4) hours after the time set for the beginning of his or her daily duties.

In case of an unanticipated (emergency) absence, the PEO shall notify his or her PES immediately, prior to the beginning of his or her duties. The PEO shall also inform the PES of the nature of the absence and approximate time of return. The PEO shall provide a call back telephone number for inclusion on the Absence Report form. The PES shall document the information on an Absence Report form. If the use of sick leave by a PEO shows a trend and/or continuing pattern, the PES shall review the explanations provided in the PEO's Absence Reports for the absences in question. Any pattern that indicates the possibility of sick leave abuse or frequent unscheduled absences, including, but not limited to, a PEO using more than half of the sick leave normally accrued in the preceding 12 months, may result in the PEO being counseled or disciplined. (General Order S-5).

Use Criteria:
Family Sick Leave:
Unless the PEO has an approved medical leave covered under the federal Family and Medical Leave Act (FMLA), not more than fifteen (15) working days (120 hours) in any calendar year may be taken as sick leave because of the illness of a member of the employee's immediate family. The immediate family of an employee, for the purpose of this Section, shall be defined as: parent, spouse, son or daughter, domestic partner or niece or nephew. (21.6 Memorandum Agreement)

Sick Leave:
Sick leave used for an absence from duty due to a reason other than what is authorized for per the MOU (e.g., participation in leisure or personal activities, attendance at social events, extension of an employee's weekend/holiday/vacation, etc) shall be deemed abusive and is prohibited. Any number of ULWOP or absences without contacting the supervisor is unacceptable and is grounds for immediate disciplinary action, up to and including termination of employment. (S-5 General Orders.)

Evaluation:
Sick leave and related unscheduled absences will be evaluated on an individual basis. Consideration may be given to periods of approved long-term leave, and to past attendance patterns including sick day taken in conjunction with vacations, holidays, and regular schedule days off. Supervisors have a duty to monitor employees' attendance, including sick leave usage, and shall review attendance records regularly, though no less once every performance appraisal report period.
While employee attendance will be monitored on a three month basis, this policy does not prevent a Supervisor from evaluating, counseling and recommending corrective action for patterns of absence or excessive absenteeism at any time during the review period.

**References:**
GO S-5
Memorandum Agreement SEIU-Local 1012
2.14 Leaves of Absence

Introduction:
Requests for leave shall be subject to the approval of a PES, PEM, Traffic Bureau Lieutenant, or Chief of Police and/or designee.

Anticipated Absence:
Requests for vacation, floating holiday, recovery (compensatory time off), military and maritime leave, break in service, bereavement leave, FMLA, parental leave, jury duty, leave without pay, union training leave, or other absences not amounting to an extended leave without pay shall be made to a PES, the PEM, or the Traffic Bureau Commander and/or designee for approval.

Anticipated absence requests are granted on a first-come, first-served basis and based on the needs of the work unit. PEOs should attempt to submit absence requests at least 24 hours in advance.

Unanticipated and Unscheduled Absence:
Requests for sick leave, family sick leave, death leave, Worker’s Compensation leave or other unanticipated (emergency) absence shall be made to a PES, the PEM, or the Traffic Bureau Commander, and/or designee or, if none are available, the Communications Center supervisor.

Sick Leave Notification:
The PEO will make every reasonable attempt to directly contact the PES within one hour of beginning of their shift (see section 2.13, Attendance, above).

When leaving a message for a PES, the PEO will leave his/her name, call-back telephone number and the reason for the intended absence. Failure to leave a message will be considered an unauthorized absence.

Approval of Leave:
Any leaves of absence from work must be approved in writing by the PEO’s supervisor and/or commanding officer. Approval is defined as the entire process of completing the appropriate form, supervisory review and approval.

Approval of leave requests are strictly at the discretion of the supervisor and/or commanding officer, and will be based on the operational needs of the division. In considering requests, supervisors may inquire into the reason for the request for leave.

Borrowing Unearned Vacation:
PEOs, with advance approval from the Chief of Police or designee, may be allowed to use up to two (2) weeks of unearned vacation that will be accrued during that year, as long as their vacation balance does not remain as a negative balance by year end.
PEOs must have at least 2 years of continuous employment with the Parking Enforcement Unit prior to borrowing vacation time.

**Annual Vacation Sign-ups:**
In November/December of each calendar year, there will be an annual vacation sign-up. During annual vacation sign-ups, PEOs are allowed to sign up for earned vacation time in one-week increments. The number of PEOs allowed off for each week will be determined prior to the start of the sign-up, based on the needs of the work unit. The sign-up will be done on a seniority basis.

**Return to Work:**
PEOs are expected to return to work the next scheduled working day following their day(s) off. Failure to return to work is considered an unauthorized absence and may be subjected to disciplinary action up to, and including, termination of employment.

**Procedures:**
A PEO requesting time off should submit a completed “Absence Report” form to his or her PES at least 24 hours prior to the requested time off.

A completed form includes the PEO’s name, badge #, class/rank, division, requested dates and/or hours of absence, total days or hours, reason, signature, date and time. Instructions are printed on reverse side of form.

The PES will sign the form either approving or denying the request. Denials will be accompanied by an explanation.

**Appeals of Denied Absence Requests:**
A request for leave which has been denied may be appealed to the employee’s intermediate supervisor who must respond within 24 hours of receipt of the appeal.

**Union Release Time:**
Requirements for PEOs requesting “release time” are detailed in the Memorandum Agreement. Those requirements must be met by the PEO requesting such release time, including but not limited to the requirement that a PEO should request union release time at least 24 hours prior to meeting.

When requesting union release time, the following procedure shall be used:

1. PEOs shall utilize the City of Berkeley “Union Release Time” form. The “release form” serves as the primary control indicator to assist the PEO’s supervisor or commanding officer.

2. PEOs shall notify a PES immediately upon return to the work site so that appropriate sections on the “release form” may be completed.
3. The completed form shall be processed in the same manner prescribed in section “Anticipated Absence.”

**Substitution of Vacation for Sick Leave:**
PEOs are not entitled to use vacation leave, compensatory leave, floating holiday leave, or any other leave covered in the Memorandum Agreement SEIU-Local 1021 in lieu of exhausting their sick leave.

**References:**
GO P-17
GO S-5
Memorandum Agreement SEIU-Local 1021
2.15 Overtime

Introduction:
Subject to the needs of the work unit, the Berkeley Police Department – Parking Enforcement Unit will distribute overtime as equitably as possible when overtime is required to complete an assignment or to maintain staffing levels. PEOs are mandated to work overtime when assigned by a supervisor.

Definition of Overtime:
Consistent with the SEIU Memorandum Agreement-Local 1021, overtime is defined as time worked in excess of eight (8) hours per day. Overtime shall be compensated at one and one-half (1 ½) times the regular rate for the first four (4) hours of such excess and at two (2) times the regular rate for the balance for such excess.

Such overtime can be compensated by pay or compensatory time (recovery time), subject to the provisions of the MOU.

For the purpose of calculating overtime, time spent in a pay status but not actually worked (e.g. sick leave, vacation leave, recovery leave, Worker's Compensation leave, holiday leave, etc.) shall be considered “time worked” in computing the basic 40 hour work week; however, PEOs shall be eligible to work in an overtime capacity while actually on such absence only in accordance with the provisions of the current Memorandum Agreement with the City of Berkeley and prior supervisor approval.

Compensatory Time (Recovery Time):
Per the MOU, compensatory time off may be earned in lieu of overtime pay at the rate of one and one-half (1 ½) hours for each overtime hour worked. PEOs may accrue a maximum of 90 hours of compensatory time (60 hours of overtime worked).

Whether a PEO shall be compensated for overtime by the compensatory time off or payment shall be at the sole discretion of the Chief of Police.

Work Week:
Consistent with the Fair Labor Standards Act, the work week is defined as seven consecutive 24 hour periods.

PEOs work a “5/8” schedule, meaning they work eight hour shifts five days a week. PEO work shifts may fall between 0700 hours (7:00AM) and 2200 hours (10:00PM). The regular work week includes Sunday.

See Memorandum Agreement sections 14.4 for details regarding the work week and shift selection.

Overtime Sign-up:
Subject to the needs of the work unit, once a month during briefing pre-scheduled overtime assignments will be selected according to seniority rotation, and posted immediately.

**Seniority Rotation:**
Subject to the needs of the work unit, the PEO with the most permanent seniority in the rotation will have the option of signing up for available overtime shifts. Once that PEO has signed up for an overtime shift, their name is moved to the “bottom” of the seniority list, and the next most senior PEO is next up to select an available overtime shift. At the next month’s overtime signup process, the next most senior PEO is next up to select an available overtime shift.

**Inverse Seniority Rotation:**
Subject to the needs of the work unit, and in the event there are not enough volunteers for mandatory overtime, the PEO with the least seniority shall be assigned to work the mandatory overtime shift, and remaining mandatory overtime shifts will be made according to inverse seniority thereafter.

**Overtime Assignments:**
Subject to the needs of the work unit, overtime will first be available to PEOs in order of seniority (Seniority Rotation). If there are not enough volunteers for mandatory overtime, work assignments will be made via Inverse Seniority Rotation.

However, during emergency situations or because of short notice, overtime may be assigned to any available PEO, provided the assignment is not used to circumvent the seniority rotation process and procedures.

Because of staffing limitations, PEOs who have selected an overtime shift are required to work that shift. Failure to work a selected overtime shift may result in disciplinary action, which may result in temporary removal from the seniority list.

PEOs working on modified duty, (i.e due to injury) may not work an overtime shift in the field.

**Overtime/Shift Extension:**
No PEO may work overtime or extend their shift without express prior approval of the PES. For overtime to be credited, a PEO is required to submit an Extraordinary Duty Report immediately following the overtime assignment.

The Extraordinary Duty Report shall be reviewed and approved by a PES and the PEM, and thereafter by the Division Commander. The PES is responsible for checking the accuracy of the report, and ensuring that the “reason” and the paid overtime budget designations are properly completed.
Holiday Overtime:
As provided in Section 20.4 (Compensation for Holiday Work) of the MOU, holiday overtime is earned in lieu of taking the time off during the same week when a PEO works any part of a recognized City of Berkeley holiday or has that day as a regularly scheduled day off.

In lieu of either pay or compensatory time, a PEO may be allowed an alternative day off during the same calendar week as the holiday with the PES’ approval.

Court Overtime:
Court overtime is defined as overtime worked as provided for in Sections 15.1 and 15.2 of the MOU in connection with a work-related appearance before any criminal or civil court, or any other specially approved appearance on behalf of another City department or commission. Unless otherwise approved by the Traffic Commanding Officer, all court overtime shall be paid.

To receive court overtime, an employee shall submit an Extraordinary Duty Report. A properly filled out Report shall include:
1. Subpoena should be attached and case, docket, or citationnumber.
2. The specific amount of time required for “testifying/conferring, ” “time waiting,” or if “needed” or “not needed”.

Training Overtime:
Training overtime is earned when an employee is assigned to attend a class, conference or seminar during off-duty hours as provided for in Sections 15.1 and 15.2 of the MOU.

Emergency Callout Overtime:
Subject to the needs of the work unit, seniority rotation will be used when employees who are called for emergency duty on days other than normal work days or on normal work days outside of their regular work hours shall be paid emergency overtime compensation for actual time worked, including call time of notification and acceptance.

Two callout lists have been established: an Initial Contact List, and a Response List. In the event of an emergency where PEOs are needed for duty, the Communications Center will contact the members of the Initial Contact List, and provide them with the following information:

1. Number of PEOs needed
2. Where to report
3. Who to report to
4. Any special instructions (e.g. “bring extra flares”)
The members of the Initial Contact List with then contact the members of the Response List, who respond to the scene.

The senior responding PEO is the team leader, and is the point of contact with the police scene supervisor. The team leader is to handle the supervision of the PEO’s for the duration of the callout.

References:
Memorandum Agreement SEIU-Local 1021, Section 15
GO D-15
GO F-1
GO S-5
2.16 Meal Breaks and Rest Breaks

Introduction:
Pursuant to the MOU, a PEO is provided with a 30-minute meal break and two 15-minute rest breaks during a standard 8 hour shift.

Mealtime Periods (Code 7):
The basic eight hour shift excludes mealtime. A PEO must work at least 4 hours in order to take a 30 minute unpaid meal break and one 15 minute break. During an 8 hour shift, PEOs are allowed a 30 minute unpaid meal break, and two paid 15 minute breaks. PEOs are to radio S-control when they go Code 7 (meal break). PEOs who work a 5-day week and who are actively participating in the Police Department’s Physical Fitness Program may, upon clearance by a PES or designee, extend their meal period by fifteen (15) minutes in order to work out. This extension is to be used only when the PEO is actually working out in the Department approved fitness program. As in the case of any meal period, the needs of the City and Department take precedence. The fifteen (15) minute extension for the meal period is limited to three (3) times per week per PEO.

Any abuse of this privilege may result in revocation of the allowed extension for the offending PEO(s).

PEOs are assigned meal times. If a PEO cannot make his or her designated meal time, he or she must notify a PES for approval to change meal times. There are no exceptions.

Rest Breaks:
Every full-time PEO that works an 8 hour shift shall take two 15-minute paid rest breaks.

In addition to the paid rest breaks, PEOs may take breaks as is reasonably necessary to use the restroom. These breaks are not for eating, smoking, making personal telephone calls, or for other non-essential business. When taking a rest break, PEOs shall notify S-Control when going out of service, and when going back in service.

References:
A.R 7.1
GO V-4
PR 230
PR 231
2.17 Vehicles

Introduction:
All PEOs operating City vehicles shall drive in compliance with all laws, and in a manner that reflects concern for safety and courtesy toward the public.

Licensing:
All PEOs shall have a valid Class C California Drivers License.

PEOs are responsible for notifying their supervisors immediately of any changes in the status of their driver’s licenses. Failure to do so may result in disciplinary action.

Vehicle Assignments:
Each PEO will be assigned a vehicle for regular use and the storage of their equipment. Vehicles are assigned based on seniority. Each PEO shall be responsible for ensuring that his or her vehicle is safe to operate prior to using it.

Keys:
All vehicle keys are to be returned to the key lock box, located in the equipment room, at the end of shift.

Changing Vehicles:
If a PEO’s assigned vehicle is out of service, the PEO shall contact his or her supervisor, who will determine which vehicles are available. The PEO shall log their replacement vehicle in the GO-4 Sign-out Log.

At the end of shift, the PEO shall return the replacement vehicle in a presentable manner.

Personal Property in Vehicles:
PEOs are required to remove all personal property from their assigned vehicles at the end of shift.

Vehicle Equipment:
PEOs shall be responsible for maintaining the equipment contained in the vehicles assigned to them.

A list of approved, City-issued equipment and supplies that shall be stored in City vehicles will minimally include:

- Fire extinguisher
- A spool of Police “Do Not Cross” tape
- Highway flares
- 4-6 traffic cones
- First Aid kit
PEOs shall replace supplies as needed.

PEOs are expected to be proficient and competent in the use of all assigned equipment. The Parking Division management is expected to provide the necessary training.

**Cleanliness:**
In order to maintain a professional appearance, PEOs shall wash their GO-4 vehicles as needed.

**Vehicle Inspection and Operation:**
At the beginning of a work shift, PEOs shall inspect their vehicles for damage or defective conditions (check all operational lights and brakes, the tire pressure, etc.). PEOs shall initiate repair procedures if any defective conditions are discovered. PEOs shall also check the amount of gas.

PEOs are routinely notified in advance of when they will be required to turn their vehicles into the Corp Yard for regular maintenance. PEOs are expected to carry out these appointments, or notify a supervisor if unable to do so.

**Operation:**
PEOs shall use safety belts at all times while operating vehicles.

While on patrol, PEOs shall activate the rooftop light and the yellow directional arrow lights at all times. While stopped, PEOs should also activate the vehicle’s hazard lights.

PEOs shall use the emergency brakes when parking or stopping on slopes.

When leaving vehicles unattended, PEOs are expected to park legally and secure their vehicles.

**Training:**
All PEOs are required to submit to a Driver Training course at the beginning, and as a condition of, employment. The City of Berkeley may schedule and require additional driving safety training. PEOs are expected to operate their vehicles in accordance with their training.

**Fuel:**
Keep fuel tank no less than a quarter full.

PEOs shall utilize the Corporation Yard fuel pumps when filling the vehicle’s’ gas tank. In the event the Corporation Yard is out of service, the City of Berkeley may designate a private gas station to supply city vehicles with gas.
PEOs are to use their vehicle-designated gas keys appropriately. To use the Corporation Yard gas pumps, PEOs must follow the following procedure:

- Insert gas key at the pump, turn key
- Answer prompts accurately (employee number, mileage, pump number)

If a gas key does not work, the PEO must contact the Mechanics’ Supervisor for assistance.

**Equipment Failure:**
In the event of vehicle failure, the PEO shall drive to the Corporation Yard for mechanic assistance, if safe to do so.

If it is not safe to drive the vehicle to the Corporation Yard, the PEO shall notify S-control of the situation, and provide his or her location, vehicle number, and possible cause. S-control will then notify the Mechanic Supervisor and/or Public Works. S-control shall then inform the PEO of the ETA for mechanical assistance. If the problem is beyond the level of mechanical assistance that can be provided in the field, or if it is past the end of the mechanics' work shift, a tow will be ordered.

PEOs shall NOT perform any repairs on their vehicles.

**Corporation Yard:**
If the PEO determines that it is safe to drive the vehicle, he or she will drive to the City Corporation Yard. Once there, the PEO will inform S-control of the issue by radio-transmitting “10-7 Corp Yard,” and inform the Mechanics’ Supervisor of the vehicle’s mechanical problems. The Mechanic Supervisor will then assign one of the mechanics the task of repair.

A reasonable waiting time for the repair to be completed is 15-30 minutes. Upon completion of repair, the PEO will radio-transmit “10-8” when leaving the Corp Yard.

If the estimated time of repair is longer, the defective vehicle shall be left at the Corporation Yard, and transportation of the PEO from the Corporation Yard will be arranged. The Officer shall consult the Mechanics’ Supervisor for availability of other repaired GO-4 vehicles. If that is not an option, the PEO shall contact S-Control to be picked up.

In the event that the PEO is given a replacement vehicle at the Corporation Yard, the PEO should notify a PES in case the PES has further instructions regarding vehicle assignment.

If the vehicle breakdown occurs at the substation, the PEO shall notify the PES on duty.
After Hours Equipment Failure:
If a PEO suffers a vehicle failure after the mechanics garage has closed (after 1500 hours), the PEO should first determine if it is safe to drive the vehicle. If so, the PEO shall notify S-Control, and then drive to the substation to replace the vehicle for the remainder of the shift.

If the vehicle is not safe to drive, the PEO shall notify S-Control, who will coordinate the appropriate mechanical assistance. If S-Control is not in service, the PEO shall directly contact the tow company to have it towed to the Corporation Yard.

PEOs shall not leave a vehicle parked in any unsecured area overnight, and shall not leave the keys to the vehicle inside.

PEOs shall complete Defective Condition Reports for all vehicle breakdowns.

Traffic Barriers:
PEOs shall not drive through traffic barriers during the course of their work.

City Borders:
PEOs are not to leave city limits without prior supervisor approval.

Parking a Vehicle:
When leaving a vehicle unattended, a PEO should park it legally, whenever possible. When a PEO parks while performing work related tasks, he or she may park at meters/pay station zones without paying. A PEO may not park in, bus zones, disabled zones, blocking wheelchair ramps, or in such a manner as to create an unsafe condition.

A PEO is responsible for his or her vehicle and its contents. An employee shall lock his or her vehicle and retain the vehicle’s keys whenever it is left unattended.

PEOs shall not position their vehicles next to a citizen’s vehicle in such a way as to deliberately block that vehicle or keep it from exiting. If the operator of a vehicle requests that a PEO re-position their vehicle so that he or she may leave, the PEO is to do so in a safe manner.

Reference:
GO V-2
GO V-3
GO V-4
GO V-8
GO V-16
GO V-17
GO V-23
2.18 Accident and Injury Reporting

Introduction:
The City of Berkeley is dedicated to the principal that its employees are its most important asset. Therefore, a primary concern in the performance of all work is the safety and health of all employees.

Occupational Injuries or Illnesses:
Occupational injuries and illnesses are covered by the detailed provisions of City Administrative Regulation 2.7. Employees shall immediately report all occupational injuries or illnesses, whether needing medical treatment or not, to his/her PES, or the PES on duty. In the event a PES is not available, report should be made to the PEM, and in their absence, the Traffic Lieutenant. If none of the Parking and Traffic Bureau supervisory personnel are available, the employee shall report the injury to a patrol sergeant.

It is the employee's responsibility to provide a work status slip from the doctor to their supervisor the same day, absent extenuating circumstances. Once the employee has notified the supervisor of his/her injury/illness, the supervisor will give the employee a series of forms that are time-sensitive and must be completed immediately by the employee. In the event an employee is unable, the supervisor shall complete the necessary forms.

These following Forms shall be completed:

1. City of Berkeley Medical Treatment/Visit Verification Form
2. Employee Injury Report
3. Supervisory Investigation Report
4. Employee’s Claim form for Worker’s Compensation Benefits
5. In the event the PEO is involved in a collision, the employee shall complete the City of Berkeley Accident Report (also known as the “City Manager’s Report.”)

Collisions:
All collisions involving Department vehicles are to be reported immediately. The PEO should wait at the scene for a PES to arrive and in a typical situation for the arrival of a police officer.

Non-injury Collisions:
The PEO shall notify dispatch on channel 2 in the event of a minor non-injury accident to have a police officer come to the scene. Example: Someone knocks the mirror off of a PEO’s’ GO-4 while pulling into a parking space, or a PEO hits a pole or fixed object.

Injury Collisions:
In the event a PEO is involved in an injury collision, whether the PEO or another party is injured, regardless of the severity of the injury, the PEO shall notify Control on Channel 1.

PEOs should never guess at the severity of an injury, and should request an ambulance if unsure.

**On Scene Procedures:**
After notifying Police Control on Channel 1, a PEO shall notify S-Control, and request that a PES respond to the scene. The PEO shall standby the scene, and render assistance as needed, pending the officer’s arrival. The PEO should not move their vehicle following a collision, until the responding officer arrives and provides direction.

The PEO shall not admit fault, and should be courteous at all times. Per BPD policy, all accidents will be reviewed, and a finding will be later be made determining if the collision was preventable or not preventable by a Traffic Collision Review Board.
2.19 Worker Compensation

Policy:
As detailed in City AR 2.7, the City of Berkeley’s policy is to provide just and equitable administration of legitimate claims for Workers’ Compensation benefits and ensure that all processing of claims for work-related injuries is done in a fair and equitable manner within the guidelines of Workers’ Compensation laws. It is also the City of Berkeley’s policy to vigorously defend against fraudulent claims, and refer all suspected fraudulent claims to the Insurance Commissioner’s Fraud Unit, the District Attorney, City Attorney and/or U.S. Attorney for consideration of criminal prosecution under applicable state and federal statutes. It is the City of Berkeley’s intention to comply to the fullest under the California Labor Code and Insurance Code Section 1871 et seq., specifically, “Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying Workers’ Compensation benefits or payments is guilty of a felony.” The City reserves the right to pursue disciplinary action for filing fraudulent workers’ compensation claims. Volunteers are not covered by the City’s Workers’ Compensation Program.

Procedure:
This Administrative Regulation (refer to AR 2.7) concerns only on-the-job injury or illness. An on-the-job injury or illness is one that arises out of, and occurs in, the course of the worker’s employment with the City of Berkeley. The California Labor Code requires the employer to provide medical, surgical, and hospital treatment reasonably required to cure or relieve an employee from the effects of a compensable on-the-job injury. This AR outlines the procedures for employees, supervisors/department heads, (or approved designated employee), the Workers’ Compensation Analyst, the Claims Administrator, Auditor Payroll staff, and the health care provider.
2.21 Modified Duty

Introduction:
Subject to the needs of the work unit and consistent with AR 2.7, the City of Berkeley may accommodate, when feasible, employees under the provisions of Worker’s Compensation, and such work assignments are to incorporate the following provisions:

Temporary Modified Duty Defined:
The temporary assignment of an employee to perform a portion of his/her regular duties which may include performing the duties of the position less than full time, or to perform the duties of another position for which the employee is qualified.

The assignment shall be consistent with medical limitations as determined by the physician on record.

Temporary Modified Duty Assignment:
AR 2.7 includes the City’s policy on modified duty assignments. Included in that AR is whether to provide a modified duty assignment; temporary modified duty assignments are made at the discretion of the Department. Examples of a modified duty assignment may include hours and days of work other than the employee’s regular assignment, at no loss of pay.

Subject to the requirements outlined in AR 2.7, temporary assignments will be made on a case-by-case basis and take into consideration the ability to temporarily accommodate an employee’s work restrictions, the employee’s ability to perform tasks associated with the assignment, the length of time the employee has been on modified duty, the eligibility date for modified duty, and the operational needs of the Department.

The City complies with the Americans With Disabilities Act and similar California law regarding employees who suffer from qualifying medical conditions. Employees should contact the City’s Equal Employment & Diversity Officer if they believe their medical condition is covered by such law.

Medically Certified Pregnancy:
The City complies with all applicable laws regarding rights for pregnant employees. Typically, in the case of a medically certified pregnancy related disability, in which the normal duties clearly threaten the health safety of the employee or the unborn child, the Human Resources department will endeavor to place the employee in a position which best serves the interest of the City with no loss of pay, but such placement generally will not exceed (3) months in duration.
2.22 Safety Equipment

Introduction:
As an employer, the City of Berkeley is dedicated to the principle that its employees are its most important asset. Therefore, a primary concern in the performance of all work is the safety and health of all employees.

Guidelines:
The City of Berkeley is responsible for issuing appropriate safety equipment to its employees. It is the employee’s responsibility to correctly use and maintain such equipment.

All PEOs are required to wear/use safety or protective equipment when provided or required. This includes, but is not limited to:

- Wearing protective eye wear when performing duties where there is a likelihood of injury.
- Wearing safety vest when directing traffic or assigned to fixed post duties.
- Using a flashlight when appropriate
- When available, using and securing seatbelts when operating a vehicle.
- Monitoring a radio at all times.
- Using overhead amber enforcement lights at all times.
- Using directional lights correctly at all times, making sure the direction of the lights are appropriate.
- Using emergency hazard lights in conjunction with the directional lights when stopped.

Failure by an employee to utilize safety or protective equipment when provided or required may result in disciplinary action.
2.23 Safekeeping of Equipment

Introduction:
All PEOs are responsible for the safekeeping of all city issued equipment. City issued equipment is defined as any item issued to an employee by the City of Berkeley for the purpose of allowing or aiding an employee in the execution of his or her job.

Securing equipment:
While on duty, and when a vehicle is left unattended, keys must be removed from the ignition and all equipment and personal items must be secured and locked in the trunk or vehicle. No vehicle shall be left unattended while running.

At the end of each shift each PEO will be responsible for removing keys and equipment from the vehicle. Vehicle keys are to be placed in the key box located in the equipment room on the appropriate hook.

The portable radios are to be placed in the radio charging rack located in the equipment room. A red light will come on indicating the radio is being charged.

Handhelds are to be plugged into the charging rack located in the equipment room to be downloaded. PEOs are to make sure that the handheld is at the proper screen for downloading. Handhelds must be left on when downloading.

Reporting Damaged Equipment:
Damaged, destroyed, lost, or defaced equipment must be reported immediately to a supervisor upon discovery.

A PEO is responsible for replacing equipment which has been damaged, destroyed, lost, or defaced as a result of deliberate or negligent action.

Procedures:
Damaged, lost or defaced equipment will immediately be reported to the appropriate field supervisor either via memo form, or e-mail. The notification will include:

- Date, time, location of the incident
- A description of the equipment (Example: Go-4 1500, Right rear tire)
- A precise narrative of the events (Example: Ran over glass)

For vehicle repairs, a PEO must complete an Equipment Repair form which must be submitted to the field PES in charge of vehicles. The PES will read and sign the form, then return it to the PEO to give to the Mechanic Supervisor when dropping off the vehicle at the Corporation Yard.
For handheld problems the PEO must forward the information to the PES in charge of handhelds. The PEO must tape a description of the problem to the handheld. The PES will attempt to correct the problem. If the PES is unable to correct the problem, the handheld will be sent to Duncan Solutions for repair. The PEO will be assigned a spare handheld.

Under certain circumstances and for certain equipment, the PEO may be required to notify a sworn officer to file a police report.

Based on a review of the facts, the PES will determine if damage or destroyed equipment was a result of deliberate, negligent, or unavoidable actions.
2.24 Activity Log

Introduction:
Activity Logs will be updated by all PEOs throughout the course of the day and turned in at the end of their shifts.

Guidelines:
Activity Logs will be completed truthfully and accurately. All spaces pertaining to the PEO’s assignment shall be completed, including name, badge number, date, duty hours, and beat number or detail. The Begin Time and the End Time of the log will reflect the actual time spent performing each activity. The number of citations issued, voids, and vehicles towed are recorded on the Activity Log.

Activity Log Sections:
Task:
This section is filled to record the PEO’s location and activities throughout the day. Examples of these are:
- Meeting (Briefing/Training/Union)
- Down Time (Prep Time/Gas/Bricker/Car Wash/Bathroom)
- Break
- Lunch
- Other (Traffic Control/Office Coverage/Area Checks)
- Time Used (Sick/Recovery/Vacation/Floating Holiday, etc.)
- Enforcement (Cites/Marking)
- Voids (Public Relations/New Policy)
- Errors (Operational Errors)
- Tow (Number of vehicles towed)

Total Time:
This section itemizes the amount of time spent on each activity performed during the shift.

Citation Total:
This section itemizes the amount of citations issued for the different activities performed throughout the day for a particular time period.

Task Time Total:
This section is the addition of all the various task times and should total the amount of time worked during the PEO’s shift. The shift time usually is eight (8) hours and thirty (30) minutes.

Task Total Number:
This section summarizes the amount of citations a PEO has issued during a shift. All voided citations should be turned in with the completed Activity Log at the end of the shift and placed in the Void box.

In cases where a PEO has been assigned overtime by extending their shift, the PEO shall complete a separate activity log for the overtime shift. When a PEO works overtime on a day that they are not regularly scheduled, he or she shall complete an activity log for that day.
2.25 **Radio Protocol:**

**Introduction:**
The radio provides BPD Parking Enforcement Officers direct contact with the Communications center, other Police Department personnel, and each other. All PEOs are required to have a functioning radio on their person at all times and shall respond to all radio calls promptly and without delay. In case of emergency, such as threat to personal safety, PEO shall activate the “red” button on their radio for immediate response by BPD. It is the responsibility of the individual PEO to maintain his or her radio in working order, and to immediately report a non-functioning radio to a supervisor.

Channels in use:
- Channel 1: Control
- Channel 2: Dispatch
- Channel 3: Records
- Channel 8: S-Control

All PEOs are required to monitor radio channel 8 (S-Control) at all times while on duty. In addition, PEOs are encouraged to also monitor channel 1 (Control), in order to know what events are happening throughout the City. Monitoring both channels 1 and 8 can be achieved by either setting a radio to “scan,” or by setting the handheld radio to either channel 1 or 8, and the GO-4 radio to the other channel.

**Channel 1:**
Channel 1 is the primary radio channel for patrol, and should be reserved for priority or emergency traffic.

Examples of appropriate use:
- When a PEO is a victim of, or witness to criminal action
- When requesting immediate Police or medical assistance

**Channel 2:**
Channel 2 is used to contact the Communications Center (Dispatch). Dispatch should be contacted when requesting non-emergency resources, or to update a PEO’s work status.

Examples of appropriate use:
- Informing dispatch when starting or ending shifts
- Requesting tows
- Relaying a citizen report of a non-emergency incident
Channel 3 is used to communicate with the records center (RB1). RB1 should be contacted when requesting license plate checks prior to towing a vehicle.

**Channel 8:**
Channel 8 is the primary PEO radio channel, and should be used for PEO to PEO communications.

**Basic Radio Protocol**
To ensure proper radio usage, PEOs should attempt to follow these basic rules:

- Only one person may speak on the radio at one time
- Make sure radio air is clear (no current radio traffic) prior to transmitting to avoid interrupting/covering others
- Whenever preparing to transmit, key the microphone, and wait for the tone indicating it is OK to transmit.
- State unit identifier at beginning of all transmissions.
- Try to formulate statements in mind before transmitting on the radio.
- Use short, concise statements to minimize transmission time as much as possible.
- For extended conversations, telephones should be used instead of the radio.

**Most radio traffic follows a basic template:**

<table>
<thead>
<tr>
<th>Caller:</th>
<th>States Prompter</th>
<th>(unit ID)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiver:</td>
<td>Acknowledges caller</td>
<td>(“caller, go ahead”)</td>
</tr>
<tr>
<td>Caller:</td>
<td>Request / Statement</td>
<td>(make request)</td>
</tr>
<tr>
<td>Receiver:</td>
<td>Confirms receipt of transmission</td>
<td>(“10-4” or “I copy”)</td>
</tr>
</tbody>
</table>

Example:

<table>
<thead>
<tr>
<th>Caller:</th>
<th>“8xx.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiver:</td>
<td>“8xx, go ahead.”</td>
</tr>
<tr>
<td>Caller:</td>
<td>“8xx, request code one 11-98.”</td>
</tr>
<tr>
<td>Receiver:</td>
<td>“10-4, unit is en-route.”</td>
</tr>
</tbody>
</table>

**Initiating Radio Traffic:**

- Wait for break in radio traffic.
- State prompter (usually Unit ID), then wait for response.
- Once acknowledged (by dispatch, RB1, etc.), state request.
- Listen for confirmation by receiver.
Receiving Radio Traffic:
- Listen for Unit ID to be called on the radio.
- If called, respond using basic acknowledgment.
- Listen to request or information, and respond as appropriate.

Other Rules:
When initiating contact with Dispatch (Channel 2), prompter begins with “Dispatch” followed by Unit ID.

Example Dispatch Transmission:
   Caller: “Dispatch, 8xx.”
   Dispatch: “8xx go ahead.”
   Caller: “8xx, request an O tow at Virginia and McGee”
   Dispatch: “Vehicle description?”
   Caller: “white Honda civic, 6ABC123.”
   Dispatch: “Copy, East Bay is en-route.”
   Caller: “8xx, 10-4.”

When initiating contact with RB1 (Channel 3), prompter begins with “RB1” followed by Unit ID, AND request.

Example RB1 Transmission:
   Caller: “RB1, 8xx. License plate check”
   RB1: “8xx go ahead.”
   Caller: “8xx, California plate 6ABC123, white Honda civic.”
   RB1: “stand by… …plate comes back 10-26, 2010 Honda.”
   Caller: “8xx, 10-4.”

When providing spelling over the radio, spelling should be given in two ways: alphabetically, and phonetically.

Example of Spelling:
“…Last name of Smith, spelled S-M-I-T-H, Sam, Mary, Ida, Tom, Henry.”

If transmissions are sufficiently short (no more than one very short sentence), there is no need to wait for acknowledgement after prompter.

Acceptable Examples:
“8xx, 10-10”
“8xx, 10-8”

Common Radio Codes:
- 10-4 Acknowledged / Message received
- 10-7 Out of service
- 10-8 In service
- 10-9 Repeat transmission (used if transmission unclear/static, etc)
- 10-10 Off duty / End of shift
- 10-97 Arrived on scene
- 11-81 Injury collision
- 11-82 Non-injury collision
- 11-83 Unknown injury collision
- 11-98 Request for units for assistance (see below response codes)

**Common Response Codes:**
- Code 1 Non-emergency response, normal driving.
- Code 3 Emergency, request immediate response.
- Code 4 Situation secure, no further assistance required

**Complete List of Radio and Response Codes:**
Calling for emergency assistance: When immediate cover is needed, “Code 3 cover” should be requested, rather than initiating an 11-99. The initiation of an “11-99” call is intended for the most dire situations, such as a officer down, under attack, and/or losing a fight, or riot, with imminent loss of an officer's life a possibility. An “11-99” will draw all officers monitoring the radio channel to the scene, including possibly officers from other agencies. Absent the circumstances listed above, the use or initiation of an “11-99” should be left to the discretion of a patrol supervisor.

**10 Series:**
10-0 Caution
10-1 Poor radio reception
10-2 Good radio reception
10-4 Message received
10-6 Change radio channel
10-7 Out of service
10-7B Out of service / personal
10-8 In service
10-9 Repeat transmission
10-10 Off duty
10-13 Weather / Road advisory
10-15 In custody
10-17 Out of service / fuel
10-18 Equipment exchange
10-19 At station
10-20 Location
10-21 Telephone
10-22 Disregard
10-23 Stand by
10-26 Clear
10-27 CDL request
10-28 Registration request
10-29 Check wanted status
10-30 Doesn’t conform to regulations or inappropriate transmission
10-33 Alarm call
10-35 Time check
10-36 Confidential information
10-42 Welfare check
10-49 Proceed to:
10-53 Person down
10-56 Suicide
10-56A Suicide attempt
10-57 Missing person
10-59 Security check
10-60 Lockout
10-62B Civil standby
10-63 Prepare to copy
10-67 Person calling for help
10-70 Prowler
10-71 Shooting
10-79 Bomb threat
10-80 Explosion
10-88 Assume a post
10-91B Noisy animal
10-91E Animal bite
10-91V Vicious animal
10-97 Arrived on scene

11 series:
11-24 Auto parked for over 72 hours
11-48 Provide transportation
11-80 Accident – Major injuries/death
11-81 Accident – Injuries
11-82 Accident – Non-injury
11-83 Accident – No details
11-94 Pedestrian stop
11-95 Vehicle stop
11-96 Suspicious vehicle stop
11-97 Radio security check of officer
11-98 Meet
11-99 Extreme emergency

Request Codes:
Code 1  At your convenience
Code 2  Urgent response
Code 3  Emergency response (Emergency lights and sirens will be activated)
Code 4  No further assisting units required
Code 5  Stakeout
Code 6  Out of position / extended response time
Code 7  Mealtime
Code 33  Clear radio channel for emergency traffic
Code 34  Resume normal radio traffic

Phonetic Alphabet:

A- Adam
B- Boy
C- Charles
D- David
E- Edward
F- Frank
G- George
H- Henry
I- Ida
J- John
K- King
L- Lincoln
M- Mary
N- Nora
O- Ocean
P- Paul
Q- Queen
R- Robert
S- Sam
T- Tom
U- Union
V- Victor
W- William
X- X-ray
Y- Yellow
Z- Zebra
2.26 Records Checks

Introduction:
While enforcing a beat, a PEO will at times need to perform a vehicle records check. These instances include to verify that a registration tab is expired, or to obtain the registered owner’s information to complete a tow form.

Procedures:
When a PEO is at a vehicle in violation of the Berkeley Municipal Codes (BMC) or California Vehicle Code (CVC) and is in need of information about said vehicle, the PEO shall do the following:

Radio:
1. Prepare to write information from dispatcher
2. Switch to channel 3 (RB1)
3. Unit identifier
4. Request a 10-28 on vehicle
5. State and License Plate
6. Ask specifically for what you need.
7. Write information from dispatcher
8. Give Acknowledgment

Example:
PEO: “RB1, 801”
RB1: “Go ahead 801”
PEO: “10-28 on a BMW”
RB1: “License plate”
PEO: “California plate commercial 7W65432. I need all r/o information including the VIN.”
RB1 will then give all information requested

Computer:
The information received from Communications Center is useful in identifying stolen vehicles, towing a vehicle, or to verify registration tabs.

All records check information is confidential and any misuse of said inquiries shall lead to disciplinary action.

References:
GO R-1
2.27 Reporting or Witnessing a Crime:

**Introduction:**
PEOs shall report any criminal activity that they witness or are a victim of.

**Witnessing a Crime:**
Any time that a PEO witnesses a crime in progress, or is flagged down regarding a crime that has just occurred; the PEO shall do the following:

1. Maintain a safe distance
2. Broadcast incident over Channel 1
3. **STAY ON CHANNEL 1** until Police Officer(s) arrive

The PEO shall attempt to broadcast the following information:

- Unit Identifier
- Location of Incident
- Description of crime
- Suspect description
  - Sex
  - Race
  - Age
  - Build/Height
  - Clothing
  - Complexion
  - Hair Description
  - Scars / Marks / Tattoos
- Victim Description (same as above, if possible)
- Direction of flight (if suspect is fleeing)

**For PEO safety reasons, it is essential that PEOs never intervene in crimes in progress, or confront or chase suspects.**

PEOs shall broadcast crimes in progress or crimes that have just occurred over Channel 1 to maximize response time. By using Channel 1, police officers can hear the broadcast and respond immediately without having to be notified by dispatch.

If a suspect turns his or her attention to the witness PEO, and the PEO is unable to maintain a safe distance, the PEO shall attempt to call for “code 3 cover” and retreat.

**When the PEO is a Victim of a Crime:**
Crimes against PEOs can range from being physically attacked to having their equipment vandalized. When a crime is actively being committed against a PEO or his or her equipment, the PEO shall:

1. Disengage
2. Establish a safe distance
3. If unable to get to safety, call for “code 3 cover” and retreat
4. Immediately activate “red” button on the radio and broadcast the incident over Channel 1.
5. **STAY ON CHANNEL 1** until help has arrived.

### PEO Flag Downs

When a PEO is flagged down by a citizen regarding a cold crime (not in progress) with either no suspect information, or the suspect is not nearby, the PEO shall notify Dispatch (Channel 2) of the crime. The PEO should provide dispatch with the following information:

- Victim / Reporting Party information (name, DOB, address, telephone)
- Description of crime being reported
- Location

If the crime report can be taken via telephone, the PEO shall notify the reporting party that a police officer will contact them by telephone. The PEO should then resume their normal duties. If the crime report requires personal contact by a police officer, the PEO should stand by with the victim/reporting party until police arrive.

When PEOs are flagged down by citizens regarding a medical issue, they shall broadcast the incident on Channel 1, providing the following information:

- Location
- Description of victim (see earlier section for description details)
- Description of symptoms / complaint

The PEO should then stand by with the victim until Police and/or Fire services arrive on scene.

*PEOs shall not take medical action (CPR, First Aid), as it is out of the scope of their training, and could open both the City of Berkeley and themselves to civil liability.*
2.28 Incident Response

As part of their normal duties, PEOs enforce citizen complaints regarding parking violations, and provide assistance with traffic control when needed.

PEOs should respond to requests by patrol for traffic control according to their proximity to the scene. When only one PEO is requested, the PEO assigned to the beat that the incident occurred in should respond. If more than one PEO is requested, PEOs assigned to adjacent beats should respond as well. PEOs should notify dispatch when responding, following basic radio protocol (See Radio Protocol).

If no nearby PEOs are available, the PES may assign the appropriate number of PEOs to the incident.

Once on scene, PEOs should take over traffic control duties as directed by an on-scene patrol supervisor until relieved.

PEOs should be aware of incidents being dispatched that fall within the scope of their duties (abandoned vehicle tows, parking violations, etc.). Available PEOs are expected to respond to and handle such incidents occurring in their beats.
2.29 Media Contact

PEOs are to be courteous and professional to members of the media as with all members of the public.

PEOs may be approached by reporters from television, newspaper, or radio for information or comments on Police/Parking Enforcement activities, issues and/or policies.

As with any questions from a member of the public, if the questions regard the PEOs particular activity, PEOs should explain what they are doing when asked, e.g. “I'm citing this car for a red zone violation.”

However, PEOs shall refer media members seeking comment on policy or general issues to the Press Information Officer (PIO), without providing personal comments or information. City of Berkeley AR 1.14 covers contact with the media.
2.30  No Smoking Policy

PR 230 states:
Employees, while on duty, whether in uniform or working plain clothes, are
governed by the Anti-Smoking Ordinance of the City of Berkeley, and the dictates
of common courtesy.

PR 231 states:
Employees shall not smoke in City vehicles, nor smoke close enough to a city
vehicle such that the smoke enters the vehicle.

Guidelines:
PEOs must recognize their responsibility to obey the law and for the health of other
employees and not smoke in BPD facilities, to include buildings, vehicles, and
equipment.

Smoking is not permitted within 25 feet of a COB public building, 50 feet of a health
facility or senior center. While adhering to the above regulations, PEOs may smoke
while on scheduled breaks only. Smoking while on duty is prohibited.

References:
PR 230
PR 231
2.31 Outside Employment

Introduction:
The City of Berkeley is the primary employer of full-time employees. Pursuant to City policies in effect, approval from the Chief of Police and City Manager are required for all outside employment.

The following is to be considered when requesting outside employment:

1. The outside employment will not impair or interfere with the full and proper performance of the employee’s regular duties.
2. The employment will not be contrary to the interests of the City.
3. The employment will not conflict or be inconsistent with the employee’s civil service position or with departmental responsibilities.
4. The employment will not be a hazardous occupation that would involve substantial risk of injury to the employee.

PEOs must submit a “Request to Engage in Outside Employment” form for permission from the Chief of Police and City Manager to engage in any outside employment or gainful occupation.

Outside employment is not considered an excuse for poor work performance, absenteeism, tardiness, or refusal to work overtime.

PEOs discovered working another job (outside employment) without proper approval may be subject to disciplinary action, up to and including, termination.

Procedures:
PEOs seeking outside employment are to complete a “Request to Engage in Outside Employment” form (A.R. 2.10). Request form may be obtained from a PES or the Human Resources Department.

1. Complete “Request to Engage in Outside Employment” form and submit to Chief of Police.

2. Chief of Police sends form to General Services Manager for determination of whether outside employer has business relationship with the City. General Services Manager signs and returns form to Chief of Police (should be completed within five (5) days).

3. Upon receipt from General Services, the Chief of Police completes the Recommendation section and send form to Human Resources Department for review. Human Resources forwards form to City Manager for approval or
4. If approved or disapproved by the City Manager, Human Resources Department files original copy of request form in the PEO’s personnel file.

5. PEO is required to submit a revised form if there are any changes in the conditions of the approved outside employment has been terminated.

References:
A.R. 2.10
GO P-20
CHAPTER 3: ENFORCEMENT PROCEDURES

3.1 Parking Citations

Introduction:
Parking citations are legal documents which must be accurately and legibly completed.

Recording Issued Citations:
Issued and voided citations are recorded in the handheld and downloaded to the server at the end of the shift.

Altering Citations:
Citations shall not be altered or modified once they have been issued. To do so is a misdemeanor and in violation of Section 40202 of the California Vehicle Code. Under no circumstances shall any department employee or any other person nullify or destroy a citation once it has been issued. Authority to void a citation rests solely with the PES or an authorized employee.

Citations with Errors:
If an error occurs while handwriting a paper citation, a PEO shall not superimpose over the error; instead he or she must write “VOID” on the citation, and reissue a new citation.

Lost Citations:
All lost handwritten as well as printed citations shall be reported in writing to the PES by the end of the PEO’s shift. The report shall include:

1. Date, time and location of lost citations.
2. The citation numbers which were lost.

Hand Held Unit:
Each PEO is assigned a Hand Held Unit with citation book numbers pre-programmed in the unit.

To issue a citation using the Hand Held Unit, a PEO shall enter information at each prompted field (location, violation, vehicle make, color, last 4 of VIN, etc.) and take a minimum of two (2) pictures: one (1) of the rear license plate and one (1) of the violation. Up to four (4) total pictures can be taken for each citation. Note that the clearer the pictures are, the stronger the evidence is which ultimately upholds the citation. Certain BMC violation codes have been programmed in the handheld to not require two (2) pictures to be taken to complete the citation. Add required comments. Once the PEO has completed all required fields and touched the “Print” button on the touch screen, the handheld unit will print the citation. The PEO shall then place the citation, along with an envelope, under the windshield wipers of the vehicle.
**Handwritten Citations:**
When handwriting a citation, the PEO shall accurately complete all sections of the citation. Leaving out any area of the citation invalidates the citation. A line shall be drawn through all sections not applicable to that violation. All information, with the exception of the PEO’s signature, must be printed. Up to two (2) violations can be written on each handwritten citation.

The following information shall be included in each handwritten citation:

1. Date of Violation
2. Time
3. Day of Week
4. Vehicle Make
5. Color
6. Vehicle License or VIN
7. State
8. License Expiration Date
9. Last 4 numbers of VIN
10. Location of Violation
11. BMC or CVC (Check applicable box)
12. Officer Badge Number
13. Name of Officer (Signature)

**Citation Books:**
PEOs in need of citation books shall record in the Citation Log Book (located on the top of the citation storage file cabinet) the following information:

1. The beginning and ending numbers of the citations issued.
2. Date of issuance.
3. The name and badge numbers of the officer to whom the citation book is issued.

**Multiple Citations:**
Multiple citations may be issued to the same vehicle at the same location as violations occur within the parameters of the BMC codes. If a vehicle has been previously cited at the same location, additional citations may be issued for the same, related, or other violations.
Multiple citations may be issued for Berkeley Municipal Codes, but may not be issued for California Vehicle Code violations.

Multiple citations may be issued for the following:
- Meter zones
- Residential permit parking areas
- Overtime parking zones
- Yellow, Red (except coach zones), and White curb zones

Vehicles may be cited twice in one day for the same violation. For example, violation of time zones less than 60 minutes, a PEO must wait one hour prior to issuing a second citation for the same violation.

For violation of time zones greater than 60 minutes, the PEO must wait as long as the time zone designates prior to issuing a second citation for the same violation.

Red, white, and yellow zones may be cited one hour after the first citation was issued.

RPP Zones may be cited two (2) hours after the first citation has been issued.

Occupied vehicles are usually asked to be moved before a citation is issued.

**Citing “Drive-away” Vehicles:**
If a driver attempts to drive away while a PEO is in the process of citing his or her vehicle, the PEO shall attempt to notify the driver that he or she is receiving a citation. If the driver still drives away before the PEO can complete the citation or attach it to the vehicle, the PEO may still complete the citation, and shall indicate “drive-away” in the remarks section of the citation. All “drive-away” citations shall be turned in at the end of shift, and will be mailed to the R/O.
3.2 Voiding Citations

Introduction:
Under certain conditions issued citations may be voided.

Reasons:
Citations may be turned in to the PES to be voided for reasons including, but not limited to the following:

1. When issued to a stolen vehicle (10851R)
2. When a duplicate citation is issued for the same violation
3. For a malfunctioning meter
4. Officer error – incorrect date, time, violation etc.
5. Missed disabled parking placard (DP)
6. In the Name of Justice/Public Relations (INJ/PR)

All voided citations shall be turned in at the end of a PEO’s shift.

The word VOID will be prominently written on the requested voided citations and the reason for voiding the citation.

Batch Voids:
In some cases, groups of citations need to be voided (e.g. wrong date/time used after daylight savings time changes). In these cases, the PEO shall inform the PES of all citations that need to be voided.

In accordance with the California Penal (PC) and Vehicle Codes (VC), illegally voiding a citation is considered a misdemeanor. Employees found illegally voiding citations shall be subject to disciplinary action (CVC Sec.40202 c.).

Repeated incidents of citations voided due to errors shall be reason for re-training. Following re-training, continued occurrences of issuing invalid citations will be considered a performance problem, which may result in disciplinary action.

References:
CVC section 40202
3.3 Parking Complaints

Introduction:
Parking violation complaints may be referred to a PEO by a PES, Police Dispatch, or by a citizen. It is the responsibility of a PEO to address any parking complaints assigned to them in a timely manner.

It is the discretion of the PES to assign a parking complaint to a PEO outside of his or her assigned beat.

Guidelines:
When assigned a complaint, a PEO will in most cases be given information such as location of complaint, vehicle description, type of violation, and in some cases contact information of a reporting party. It is the responsibility of the PEO to address complaints in a timely manner.

Types of parking complaints:
Parking complaints include, but are not limited to the following:

- 11-24 (Abandoned Autos)
- Blocked Driveways
- Problem Area, Heavy Enforcement Request
- Unauthorized use of Disabled Zone

Parking citations shall be issued after violation has been identified through proper investigation of complaint.

Area Checks:
Area checks are sometimes necessary to see if appropriate signage or curb markings are properly displayed regarding contested citations. In order to avoid conflicts of interest, PESs shall be responsible for performing area checks. However, occasionally a PEO may be requested to assist the PES with area checks.
3.4 Towing

Introduction:
This section describes a PEO’s responsibilities regarding the towing of vehicles.

Policy:
PEOs shall tow vehicles in accordance with Departmental regulations and when authorized by law.

PEOs shall know the laws that authorize the towing of a vehicle, as well as the requirements and conditions that must be met prior to towing the vehicle.

Whenever a vehicle is towed, the PEO shall submit the tow report form (CHP 180 form).

In most cases, citations may be issued when towing a vehicle. However, for violations of CVC 22651(i) and CVC 22669(d), no citations may be issued when towing the vehicle.

Tow Form:
When completing a CHP 180 tow form, a PEO shall indicate if the vehicle is to be “stored” or “impounded”. If the vehicle is to be stored, the PEO must mark “release vehicle to R/O or agent” on the tow form. If the vehicle is to be impounded, the PEO must mark “agency hold” on the tow form.

Vehicles that are stored are usually vehicles in violation of parking or traffic ordinances (blocked driveway, abandoned vehicle, etc.). Vehicles are to be stored when towed for violations of CVC 22651(b), (d), (e), (j), (k), (l), (n), CVC 22500(e), and CVC 22669(d).

Vehicles that are impounded are vehicles that are illegal to drive (expired registration, five or more outstanding parking citations, etc.), and must be released by the Police Department. Vehicles are to be impounded when towed for CVC 22651(i) and CVC 22651(o).

In most cases when a vehicle is towed, the PEO is expected to wait for the vehicle to be removed before resuming enforcement activities. However, in the cases of tows for CVC 22669(d) (non-functioning vehicle) and CVC 22651(k) (abandoned vehicle), the PEO is not required to stand by for the tow company.

All tow forms, whether for completed or cancelled tows, shall be turned in by PEOs by the end of the work shift to the PES. If a tow was cancelled, the cancellation should be noted on the CHP 180 tow form, and dispatch shall be notified.

Prior to towing any vehicle, PEOs shall contact RB1 for a records check to be performed on the vehicle.
Single Vehicle Tows:
When a single vehicle is to be towed, the PEO shall contact Dispatch to request the tow. The PEO shall provide Dispatch with the following information:

1. Location  
2. Tow Authority (CVC authorizing tow)  
3. Vehicle description and either license plate number or VIN

The PEO shall then complete a CHP 180 tow form with the following information:

1. Reporting Department, time of tow, and case number (provided by dispatch)  
2. Location and Location Code (0103 for all tows)  
3. All available vehicle information  
4. VIN/License plate clear SVS (provided by dispatch)  
5. Registered Owner information  
6. Legal Owner information  
7. Known valuable property contained inside  
8. Tow Company  
9. Tow Authority  
10. Description of vehicle condition  
11. Explanation of reason for tow (Remarks field)  
12. PEO name (legibly written) and ID number

If a PEO is required to stand by for the vehicle to be removed, the PEO shall obtain the tow company employee’s signature in the appropriate box on the tow form. The PEO shall then leave the yellow carbon copy of the CHP 180 tow form with the vehicle.

Multiple Vehicle Tows:
In the event that multiple vehicles are to be towed at once, the PEO shall contact Dispatch to request the tow. PEO shall obtain a separate case number for each street. The PEO shall provide Dispatch with the following information:

1. Location  
2. Tow Authority

The PEO shall then Complete ONE CHP 180 tow form for all vehicles to be towed from each street. The CHP 180 tow form shall be completed with the following information:

1. Reporting Department, time of tow, and case number (provided by dispatch)  
2. Location and Location Code (0103 for all tows)  
3. Tow Company  
4. Tow Authority  
5. List of towed vehicles (see below)
6. Explanation of reason for tow (Remarks field)
7. PEO Signature and ID number

All towed vehicles shall be listed in the “Remarks” field. The following information shall be provided for each vehicle:

1. Make
2. Model
3. Color
4. License Plate / VIN (if no License Plate is available)
5. Specific Location (address vehicle is parked in front of)

Completed CHP Form 180 shall be turned in with all copies attached. Citation shall be placed on the vehicle. At the end of shift, the CHP 180 tow form is faxed to Dispatch, providing them with the list of towed vehicles.

Football Tows:
During Football enforcement days, PEOs are responsible primarily for citing vehicles. Towing of vehicles is coordinated by Police Officers and the tow companies.

Types of Tows:
PEOs may tow vehicles during the course of their shift after notifying the PES and getting PES’s approval, when instructed to do so by a supervisor (complaint based tows), or as part of a special assignment.

When assigned a tow by a PES, a PEO is expected to respond immediately. However, if the PEO is already engaged in another task, and cannot immediately divert, he or she must inform S-Control. A PES will then determine whether or not to reassign the tow.

Self Initiated Tows:
A PEO may observe the following towable violations during regular beat enforcement:

Expired Registration Tows:
If a vehicle’s registration is expired for six months or more, the vehicle may be towed under CVC 22651(o). A PEO may contact RB1 to request a “10-28” (DMV records check), to confirm that a vehicle’s registration is expired.

If the records check confirms that the vehicle’s registration is expired by 6 months or more, and the vehicle does not have a valid DMV TOP, One Day Moving Permit, or Dealership Purchase Notice, the vehicle may be towed. The PEO shall note on the CHP 180 tow form that no valid TOP or permits were displayed on the vehicle.

Missing/Obstructed License Plate and VIN:
If a PEO is unable to cite a vehicle in violation of a parking law or ordinance due to missing, obliterated, or obstructed License plates and VIN numbers, or other evidence of registration, the PEO may tow the vehicle under CVC 22651(j).

Vehicles may only be towed under this section if the vehicle was illegally parked, and it was impossible to identify the vehicle. If after the vehicle is opened by the tow company and the VIN number is made visible, the vehicles shall still be towed.

**Non-functioning or Hazardous Vehicles:**
CVC 22669(d) states:

> Motor vehicles which are parked, resting, or otherwise immobilized on any highway or public right-of-way and which lack an engine, transmission, wheels, tires, doors, windshield, or any other part or equipment necessary to operate safely on the highways of this state are hereby declared a hazard to public health, safety, and welfare and may be removed immediately upon discovery by a peace officer or other designated employee of the state, county, or city.

This tow may be self-initiated or complaint-driven. On the tow form, the PEO must articulate the conditions qualifying the vehicle for this type of tow.

**7:00 AM-9:00 AM and 4:00 PM-6:00 PM No Stopping/Tow Away Lanes:**
If a vehicle is observed in violation of BMC 14.40.070, prohibiting the parking or stopping of vehicles designated as no stopping / tow away lanes during designated hours, the PEO may tow the vehicle under CVC 22651(n).

If there are multiple vehicles to be towed, the PEO shall follow the procedure outlined in “Multiple Vehicle Tows,” using one case number for all vehicles towed from each street.

**Complaint Initiated Tows:**
Complaints may be received from citizens regarding the illegal parking of vehicles. These citizens may request the cite and/or towing of the vehicle.

**Blocked Driveways:**
PEOs may be instructed to cite and/or tow vehicles encroaching beyond the curb dip of driveways, in violation of CVC 22500(e). As a condition of towing the PEO must verify that the driveway is active and operational.

The PEO must also verify that the complainant has authority to make the complaint (landlord or resident of property in question). In order to do so, the PEO shall make personal contact with the reporting party to confirm authority by verifying name and address on CDL or utility bill.
If authority is confirmed and the vehicle is towed, the PEO shall note on the CHP 180 tow form the name of the complainant and that the tow was performed “by request.”

Construction Zones:
PEOs may be instructed to cite and tow vehicles parked illegally in construction zones. Vehicles shall only be towed from such zones based on complaints from the construction site foreman. Prior to enforcing, the PEO shall make personal contact with the reporting party and verify their complaint.

Vehicles parked illegally in construction zones shall be cited for BMC 14.36.030G, but shall be towed using tow authority CVC 22651(n).

Prior to towing from a construction zone, a PEO shall verify that the vehicle is not displaying a valid Construction Zone Permit.

The PEO shall also ensure that the construction zone signs are City of Berkeley Issued, and not private signs and that they were erected a minimum of 48 hours prior to effective date.

Other Possible Tows:
Occasionally, PEOs may encounter other towable violations. In any case where a PEO is unsure of what to do, they shall contact a PES for further instructions.

Return of Vehicle Operator before Tow is Complete:
PEOs do not have the legal authority to prevent a driver from entering a vehicle and driving off with it.

If the driver of a vehicle returns prior to the completion of a tow, but does not attempt to board the vehicle, a PEO may, at his or her discretion, cancel the tow. In these cases, the PEO will educate the driver as to the reasons for the tow.

If a tow is cancelled, the PEO shall notify the Communications Center regarding the cancellation, and turn in the cancelled tow form at the end of the work shift.

When a problem tow is concerned, a PEO may request police officer assistance through dispatch when requesting the tow. If a PEO has police assistance, the police officers, using their discretion, may decide whether or not a person should be prevented from reaching their vehicle (based on the circumstances, a police officer may decide that the safest course of action is to allow the person to leave with their vehicle).

Once a vehicle has been secured to a tow truck, the operator of the tow truck takes responsibility of the vehicle. If a driver appears once the vehicle has been secured to the truck, all further questions shall be referred to the operator of the tow truck.
Some tow truck operators may charge the driver of a towed vehicle a drop fee on-site (if the vehicle has not yet been removed). If the driver is able to pay the fee at that time, the tow truck operator is required to drop the vehicle. The driver will of course be expected to remove the vehicle immediately afterwards.
3.5 Scofflaw Enforcement

Introduction:
Scofflaw enforcement is the primary responsibility of the “Boot beat” or “Booting beat” officer. Scofflaw Enforcement efforts focus on locating, identifying, and booting or towing vehicles with five or more outstanding citations. The City contracts with a vendor, Paylock, which provides the parking unit with a booting van, vehicle immobilizing devices (“boots”), and a computer system to facilitate payment of outstanding citations, removal and return of boots. This program results in collection of outstanding citations with fewer tows and storage fees, and therefore less expense to vehicle owners.

Guidelines:
The Booting Beat rotates among PEOs on a weekly basis. The PEO that is assigned to the Booting Beat will handle CVC 22651(i) tows (vehicles towed for having five or more outstanding citations) whenever possible, and may assist with CVC 22651(k) tows (72 Hour Abandoned Auto Tows) as well.

The Booting Beat will be enforced five days a week, depending on the assigned PEO’s schedule. The Booting Beat may be enforced on the sixth workweek day, at the discretion of the PES, and based on staffing and operational needs.

All PEOs participate in Scofflaw Enforcement. PEOs’ handheld units are programmed with the “boot” list, a listing of all vehicles with five or more citations. Upon issuing any citation, the PEO may be notified that the vehicle to be cited is also boot-eligible. The PEO should notify S-control or the Booting officer of the vehicle location and description, and the Booting Officer should when practical proceed to that location in order to immobilize the vehicle. PEOs may elect to tow a vehicle, but if possible, vehicles should be booted rather than towed.

The Booting Beat officer will patrol the city looking for I-Tows. The Booting Officer may be assigned other calls as well.

In the event a PEO feels threatened or uneasy while engaged in booting or towing a vehicle, he or she should move to safety and radio for assistance (see Radio Protocol for details).

Towing Procedures:

CVC 22651(i) – Five or more Citations (I-Tow)
When a PEO is alerted to an I-Tow via their hand-held, they are to complete the citation and make a duplicate copy, indicating the code on the citation.

The I-Tow codes are classified as follows:

- Code 1: 5-10 citations
- Code 2: 11-20 citations
- Code 3: 21-30 citations
- Code 4: 31-40 citations
- Code 5: 41-50 citations

I-Tow codes may increase indefinitely, based on the number of outstanding citations.

The PEO will then notify the administrative PES of the vehicle’s eligibility for an I-Tow via radio, or by submitting the duplicate copy of the citation. After notifying the PES, the PEO shall resume their normal enforcement duties.

The PES shall confirm that the vehicle qualifies for an I-Tow and forward the information to the Booting officer, who will initiate the immobilization or towing of the vehicle. If the Booting officer initiates a tow, he or she must wait for the vehicle to be removed before leaving.

Note: Rental vehicles shall not be booted or towed for CVC 22651(i) except upon express permission granted by a PES.

*CVC 22651(k) – Abandoned Auto (11-24)*
The tow officer may be assigned to tag and mark 11-24s (possible 72 hour Abandoned Autos) as determined by a PES. All other PEOs who observe 11-24s in their beats may handle them on their own. All PEOs shall tag and mark 11-24’s as assigned by a PES.

All 11-24s should be entered into the hand held unit to determine if the vehicle also qualifies as an I-Tow. If the vehicle also qualifies as an I-Tow, the PEO shall have the car booted or towed for CVC 22651(i) rather than towing under CVC 22651(k).

**Reference:**
Paylock SOP Manual
3.6 No Parking Zones (Violation Code 249)

BMC 14.36.030 states:
It is unlawful for the operator of any vehicle to stop, stand, park, or leave standing such vehicle in any of the following places, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or other authorized officer, or traffic sign or signal:

A. Within any divisional island unless authorized and clearly indicated with appropriate signs or markings;

B. On either side of any street between the projected property lines of any public walk, public steps, street, or thoroughfare terminating at such street, when such area is indicated by appropriate signs or by red paint upon the curb surface;

C. In any area where the City Traffic Engineer determines that the parking or stopping of a vehicle would constitute a traffic hazard or would endanger life or property, when such area is indicated by appropriate signs or by red paint upon the curb surface;

D. In any area established by resolution of the Council as a no parking area, when such area is indicated by appropriate signs or by red paint upon the curb surface;

E. Upon, along or across any railway track in such manner as to hinder, delay, or obstruct the movement of any car traveling upon such track;

F. In any area where the parking or stopping of any vehicle would constitute a traffic hazard or would endanger life or property;

G. On any street or highway where the use of such street or highway or a portion thereof is necessary for the cleaning, repair or construction of the street or highway or the installation of underground utilities or where the use of the street or highway or any portion thereof is authorized for a purpose other than the normal flow of traffic or where the use of the street or highway or any portion thereof is necessary for the movement of equipment, articles or structures of unusual size, and the parking of such vehicle would prohibit or interfere with such use or movement; provided that signs giving notice of such no parking are erected or placed at least twenty-four hours prior to the effective time of such no parking.

H. Each person shall be guilty of a separate and distinct offense for each and every hour of unauthorized parking as defined by this section, after the

**Guidelines**

Unauthorized unattended vehicles are not permitted in No Parking Zones, when area is indicated with appropriate signs and or markings. An automatic citation should be issued to an unattended vehicle. PEOs should include comments of “unattended” in the comment section of issued citation. If an unauthorized vehicle is observed stopped, standing, and or parked with the driver present; the PEO should instruct the driver to move the vehicle. A citation should only be issued if the driver fails to comply with the officer’s request within a reasonable amount of time.

Parking citations are to be issued:

- Only after the violation has been identified.
- A warning issued and ignored; or, vehicle is unattended.
- If there are any details that need to be included on the citation, make sure to include them in the comments section.

This violation code shall not be used at a Coach Zone that has a No Parking sign.
3.7 Red Curbs and Loading Zones

BMC 14.04.060 states:

The lateral boundary of the roadway whether such curb be marked by curbing construction, or not so marked; the word “curb” as herein used shall not include the line dividing the roadway of a street from parking strips in the center of a street, nor from tracks or rights-of-way of public utility companies. (Ord. 3262-NS 1.5, 1952)

Guidelines:
Only clearly marked red curbs may be enforced. Clearly marked red curbs are curbs that are clear of foliage or debris, the color is red as opposed to pink or severely faded, or the paint is severely chipped as to impede the validity of the curbs function.

When citing for a red curb, the PEO must visually determine the percentage of the vehicle parked in the red. In general, if a portion of the vehicle’s bumper is in the red, but the tires are NOT in the red, the PEO may not cite the vehicle.

However, if a vehicle is parked in such a way as to impede the flow of vehicular or pedestrian traffic, or is a safety hazard, and any portion of the vehicle is in the red, the vehicle may be cited.

When a vehicle is cited for violation code 203, the percentage of the vehicle in the red (50% of rear), or the reasons why the vehicle was cited (impeding traffic) must be indicated in the “comments” section.

Yellow Curb Loading Zones:
BMC 14.44.020 states:

A. Yellow curb marking shall mean no stopping, standing or parking at any time between seven a.m. and six p.m. of any day except Sundays, unless other times are designated by appropriate signs, for any purpose other than the loading or unloading of passengers or materials, provided that the loading or unloading of passengers shall not consume more than three minutes, nor the loading or unloading of materials more than twenty minutes.

B. Passenger vehicles may use a loading zone for the purpose of loading or unloading passengers but may not load or unload materials unless said passenger vehicles are used for commercial purposes, which fact is plainly indicated by signs placed in the windows of such vehicles, or by other appropriate markings.
C. When authorized signs or curb markings are in place, it is unlawful for the operator of any vehicle to stop, stand or park said vehicle in any loading zone for any purpose other than loading or unloading passengers or materials for such time as is permitted in this section.

In some cases, PEOs may identify a problem vehicle (example: vehicle that is observed regularly using a loading zone as a parking spot). If a problem vehicle is located and identified, the PEO may conduct surveillance of the vehicle for a short period of time and if no loading activity takes place, the vehicle may be cited.
3.8 Street Sweeping (Violation Code 277)

Introduction:
The Street Sweeping Program was established to manage the goal of cleaning the City streets. Street Sweeping signs are posted at the beginning and end of each block. Street Sweeping is done twice a day (AM/PM). The street sweeping schedule is done by last name alphabetical rotation. Currently there are two street sweeping schedules. There is a schedule used on Mondays because of staffing and a schedule used Tuesday – Friday. There is no street sweeping on Saturdays, Sundays, or holidays.

PEOs shall keep a street sweeping schedule in their GO-4 vehicle. Two PEOs are assigned to street sweeping. In cases of a long sweeping route, a third PEO may be requested.

PEOs shall conduct street sweeping enforcement only when working in direct conjunction with Public Works Street Sweeping personnel and their equipment. PEOs shall not enforce street sweeping when, for whatever reason, Public Works personnel are not conducting actual street sweeping operations.

Procedure:
PEOs assigned sweeping routes are put on the beat schedule. PEOs are to arrive at their starting points and be prepared to begin citing at the assigned time. Parking Enforcement Officers shall drive ahead of the sweeper, citing as they follow the route.

In certain cases, sweepers must make multiple passes along the same route. In these cases, the same procedure is followed, with PEOs traveling in front of the sweepers, citing along the route. While enforcing a street that is being swept multiple times, PEOs should attempt to avoid citing vehicles that have already been cited during an earlier pass.

After completing his or her route, the PEO shall contact the other PEO assigned to street sweeping and ask if they need assistance. If assistance is needed, the finished PEO and his or her assigned PEO shall assist, starting at the endpoint of the other street sweeping team’s route.

Street sweeping violations shall be cited using violation code 277.
3.9 **Construction Zones and Permits (Violation Code 206):**

BMC 14.36.060(g) states:

It is unlawful for the operator of any vehicle to stop, stand, park, or leave standing such vehicle in any of the following places, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or other authorized officer, or traffic sign or signal:

On any street or highway where the use of such street or highway or a portion thereof is necessary for the cleaning, repair or construction of the street or highway or the installation of underground utilities or where the use of the street or highway or any portion thereof is authorized for a purpose other than the normal flow of traffic or where the use of the street or highway or any portion thereof is necessary for the movement of equipment, articles or structures of unusual size, and the parking of such vehicle would prohibit or interfere with such use or movement; provided that signs giving notice of such no parking are erected or placed at least twenty-four hours prior to the effective time of such no parking.

**Guidelines:**
Construction permits (cab cards) are issued by the Permit Center. Only the original cab cards shall be placed on the vehicle dash board.

Trucks and Vans used primarily for transporting equipment, personnel or materials to construction sites are eligible for a construction permit. Only one vehicle is allowed per construction sign, and vehicles are to park behind, not between signs. The information (date/time/location) on a cab card displayed by a vehicle must match the information on the posted signage.

Vehicles which meet the above requirements and which possess a valid cab card may park in the following areas:

- Meter zones without depositing coins.
- In a residential parking area with no time limit.
- Overtime parking
- Street Sweeping

Vehicles in violation of this ordinance may be cited using Violation Code 206.
3.10 School Bus Zones (Violation Code 225)

BMC 14.36.080 states:

The City Traffic Engineer is authorized to erect signs indicating no parking upon that side of any street adjacent to any school property when such parking would, in his opinion, interfere with traffic or create a hazardous situation.

When official signs are erected indicating no parking upon that side of a street adjacent to any school property, it is unlawful for the operator of any vehicle to park said vehicle in any such designated place. (Ord. 3262-NS § 9.7, 1952)

School buses: Loading and Unloading of passengers
Local authorities may, by ordinance, permit school buses owned by, or operated under contract for, that public school district to stop for the loading or unloading of passengers alongside any or all curb spaces designated for the loading or unloading of passengers of the transit bus system.

Violation Code 225 Posted School Zone Bus Stop
Unauthorized unattended vehicles are not permitted in a school bus zone during its hours of enforcement. Hours of enforcement are indicated on the school bus stop sign. An automatic citation should be issued to an unattended vehicle. PEOs should include comments of “unattended” in addition to the hours the bus zone is enforced. These comments should be in the comments section of issued citation.

Loading or unloading in a school bus zone is not permitted by any vehicle other than school bus during its hours of enforcement, with the exception of Student Shuttle Vans. If an unauthorized vehicle is observed loading or unloading in a school bus zone, a citation may be issued automatically, without warning.

If a PEO determines it to be appropriate, he or she can instruct the driver to move their vehicle rather than automatically citing. However, a citation should be issued if the driver fails to cooperate.
3.11 Time Zones (Various Violation Codes)

Short Term Parking Violations:
B.M.C. 14.40.010 (Short Term Parking) states:

When authorized signs, parking meters, pay-and-display stations or curb markings are in place giving notice of time limit parking of 24 minutes or less, it is unlawful for the operator of any vehicle to stop, stand or park said vehicle adjacent to any such legible curb marking or sign or parking meter in violation thereof. Such parking time limit shall be applicable for the total time parked within one or more designated parking spaces of a street frontage between intersecting streets, and during the hours and on the days indicated by said signs, parking meters, pay-and-display stations, or curb markings. In addition to said signs, parking meters, pay-and-display stations or curb markings, adjacent curbs may be painted green to indicate such short time limit parking.

Short Term Time Zone Violation Codes:
Violation Codes and the corresponding Short Term Time Zones are listed below:

- Violation Code 270 – Overtime Zone 3 Minute Limit
- Violation Code 220 – Overtime Zone 5 Minute Limit
- Violation Code 221 – Overtime Zone 10 Minute Limit
- Violation Code 268 – Overtime Zone 12 Minute Limit
- Violation Code 266 – Overtime Zone 15 Minute Limit
- Violation Code 219 – Overtime Zone 24 Minute Limit

Thirty Minute Time Zones (Violation Code 281):
B.M.C. 14.40.020 (Thirty minute parking) states:

When authorized signs, parking meters, pay-and-display stations or curb markings are in place giving notice thereof, an operator of a vehicle may not stop, stand or park a vehicle between the hours of 9:00 AM and 6:00 PM of any day except Sundays for a period of time longer than 30 minutes. Such parking limit shall be applicable for the total time parked within one or more designated parking spaces of a street frontage between intersecting streets.

One Hour Time Zones (Violation Code 222):
B.M.C. 14.40.030 (One hour parking) states:

When authorized signs, parking meters, pay-and-display stations or curb markings are in place giving notice thereof, an operator of a vehicle may not stop, stand or park a vehicle between the hours of 9:00 AM and 6:00 PM of any day except Sundays for a period of time longer than one hour. Such parking time...
limit shall be applicable for the total time parked within one or more designated parking spaces of a street frontage between intersecting streets.

Two Hour Time Zones (Violation Code 223):
B.M.C. 14.40.040 (Two hour parking) states:

When authorized signs, parking meters, pay-and-display stations or curb markings are in place giving notice of parking time limits of two hours, an operator of a vehicle may not stop, stand or park between the hours of 9:00 AM and 6:00 PM of any day except Sundays for a period of time longer than two hours adjacent to any such legible curb markings, sign, parking meter or pay-and-display station in violation thereof. Such parking time limit shall be applicable for the total time period parked within one or more designated parking spaces of street frontage between intersecting streets.

Guidelines:
PEOs may provide up to a 5-minute grace period when enforcing timed zones. When providing an explanation to a citizen, a PEO shall tell the citizen that when the time limit has expired, the vehicle must be moved out of the block. Vehicles displaying valid disabled plates or placards are exempt from the time limit zones and shall not be cited or required to be moved.

Multiple citations may be issued for time zone violations. However, a vehicle may only be cited twice per day for the same violation. (Read Parking Citations section for details of Multiple Citations).

When a PEO believes his or her mark has been erased or a vehicle is considered a “problem vehicle,” he or she shall note the address, tire stem position (using clock Hour positions), and time. Upon returning to check the vehicle, if the vehicle is in the same location and the tire stem is still in the same position, it can reasonably be determined that the vehicle has not moved, and shall be cited. When writing the citation, the PEO should indicate the position of the tire stem in the “remarks” section of the handheld. Vehicles shall not be cited based on suspicion.

Procedures:
1. PEOs shall chalk mark the tires of vehicles or electronically mark vehicles in the Time Zones in their beats. When chalk marking tires, location and time of marking shall be logged in a notepad.

2. After time limits have elapsed, PEOs shall return to check marks and re-mark newly parked vehicles, time permitting.
3. Once it is determined that a vehicle is in violation, the PEO must enter the address, code violation, license plate or VIN, last four of the VIN, make and color of the vehicle into the handheld.
3.12 Residential Preferential Parking (RPP) (Violation Codes 207, 269, 274)

B.M.C. 14.40.090 states:

The City Traffic Engineer shall designate established preferential parking zones by placing and maintaining appropriate signs indicating that parking of vehicles beyond the permitted time within the zone is prohibited, unless a valid permit is attached to the left rear bumper. Unless a valid parking permit is properly displayed, it is unlawful for the operator of any vehicle to park said vehicle in excess of the posted time during the days designated on the signs on a preferential parking street or parts of streets as established by City Ordinance.

General Guidelines:
PEOs may provide up to a 5-minute grace period when enforcing RPP zones. When educating a citizen, a PEO shall tell the citizen that when the 2 hour limit has expired, the vehicle must be moved out of the block.

Vehicles displaying valid disabled plates or placards are exempt from the two (2) hour limit in this zone and shall not be cited or required to be moved.

Multiple citations may be issued for RPP violations. However, a vehicle may be cited no more than twice a day per violation. (Read Parking Citations section for details of Multiple Citations).

RPP zones shall not be enforced during posted street sweeping dates and times (vehicles in violation shall be cited for street sweeping violations instead). A vehicle shall not be cited for RPP violations prior to two (2) hours after the street sweeping period ends.

When a PEO believes his or her mark has been erased or a vehicle is considered a “problem vehicle,” he or she shall note the address, tire stem position (using clock positions), and time. Upon returning to check the vehicle, if the vehicle is in the same location and the tire stem is still in the same position, it can reasonably be determined that the vehicle has not moved, and shall be cited. When writing the citation, the PEO should indicate the position of the tire stem in the “remarks” section of the handheld. Vehicles shall not be cited based on suspicion.

In some instances, driveways in RPP enforced blocks may not have RPP signs directly next to them. In these cases, the driveway is still considered part of the RPP zone, as long as there is not an arrow on an RPP sign stating otherwise. Vehicles parked in front of a driveway in an RPP zone shall be marked and enforced.

Violation Code 207 – Preferential Parking:
This violation code should be used when a vehicle has been parked for over two (2) hours and has an invalid permit and/or the citation needs detailed explanation.

**Procedures:**
1. PEOs shall mark tires of vehicles or electronically mark vehicles in RPP zones in their beats. When marking tires, locations and times of marking shall be logged in a notepad.

2. After 2 hours, PEOs shall return to check tire marks and re-mark newly parked vehicles if time permits. In the “remark” section, indicate relevant details, including any invalid permit numbers.

**Violation Code 269 – Preferential Parking Permit Expired:**
This violation code shall be used when vehicles have parked over two (2) hours, and are displaying expired RPP bumper permits, expired 1 and 14 Day Visitor Permits, expired merchant permits, expired community facility permits, etc.. In the remark section, note the date of expiration, and any other pertinent information.

**Procedures:**
1. PEOs shall mark the tires of vehicles in RPP zones in their beats. Location and times of marking shall be logged in a notepad.

2. After 2 hours, PEOs shall return to check tire marks and re-mark newly parked vehicles if time permits.

3. In the “remark” section, indicate expiration date and permit number.

**Violation Code 274 – Preferential Area 2 Hour No Permit Displayed:**
This violation code shall be used when vehicles have parked over two (2) hours and five (5) minutes and are not displaying a valid RPP bumper permit or a valid dash permit.

**Procedures:**
1. PEOs shall mark the tires of vehicles in RPP zones in their beats. Location and times of marking shall be logged in a notepad.

2. After 2 hours, PEOs shall return to check tire marks and re-mark newly parked vehicles if time permits.
3.13 Dispensing Machine Ticket (DMT) Zones/Multi-space Meter Receipt [MMR]

General Guidelines:
PEOs shall provide a five minute grace period at the beginning and ending times when enforcing this zone (for example, enforcement from 9:06AM - 5:54PM).

When a citizen is occupying a vehicle parked out of compliance in a DMT zone, the PEO shall ask the citizen to adhere to the DMT zone regulations or to move the vehicle.

Vehicles displaying valid handicapped plates or placards are exempt from displaying a DMT receipt and from the time limits in these zones, and shall not be cited.

PEOs shall not enforce the T-marks (parking space borders) on the ground in the DMT zones.

When educating a citizen, the PEO shall tell the citizen that when the DMT has expired, the vehicle must be moved off of the block.

Multiple citations can be issued for these parking violations, although no more than two citations for the same violation may be issued each day.

Violation Code 253 - Time Expired Pay Station Ticket
B.M.C. 14.52.050B states:

B. Pay-and-display stations. It is unlawful for the operator of any vehicle to permit said vehicle to remain parked in any parking space during any time that pay-and-display station dispensing machine ticket is indicating that such space is illegally in use, such as where the time has expired, other than such time immediately after the original occupancy as is necessary to obtain a receipt from the pay-and-display station and to place said dispensing machine ticket face up on the street-side of the vehicle’s dashboard to show legal parking. (Ord. 6938-NS §2 (part), 2006: Ord. 6841-NS §6 (part), 2005: Ord. 6686-NS § 11 (part), 2002: Ord. 3262-NS § 13.4, 1952)

Procedure:
1. PEOs shall look on the dashboard and side windows to see if a DMT is displayed and to verify there is no disabled placard displayed.

2. The PEO shall also look at the DMT machine to see if someone is purchasing a DMT and, may ask the person which vehicle belongs to them.

3. The PEO shall check DMTs displayed on vehicles to verify that the DMTs have the proper information (valid dates and times).
4. If a DMT is expired, the PEO may cite the vehicle. The PEO shall enter the address, code violation 253, license plate or VIN, last four of the VIN, make and color of the vehicle into the hand held. In the remark section of the handheld, enter the DMT receipt number.

5. If the DMT receipt number is not visible, the PEO must enter the time of expiration and the date in the remark section. Also note in the remarks section that the DMT receipt number was not visible.

Violation Code 254 – Extending Time
B.M.C. 14.52.060 states:

B. Pay-and-display stations. It is unlawful and a violation of the provisions of this chapter for any person to follow the operational procedure or any part of the operational procedure for the purpose of increasing or extending the parking time of any vehicle beyond the legal parking time which has been established for the parking space which is indicated on the pay-and-display station dispensing machine ticket. (Ord. 6841-NS §7 (part), 2005: Ord. 3262-NS § 13.5, 1952)

Marking Vehicles Suspected of Extending Time:
1. If a PEO thinks that a vehicle is illegally extending time, the PEO may chalk mark the tire of the vehicle in order to enforce time limit.

2. If the mark is still there upon return—indicating the vehicle is in violation—the PEO may cite the vehicle. The PEO shall enter the address, code violation 254, license plate or VIN, last four of the VIN, make of the vehicle, and color into the hand held. In the remarks section of the handheld, the PEO shall enter the mark time and time limit for that area.

Violation Code 255 – No Pay-and-Display Ticket Displayed
B.M.C. 14.52.063 states:

A motor vehicle on which is properly displayed a valid pay-and-display dispensing machine ticket as provided for herein shall be permitted to stand or be parked in a pay-and-display zone for which the dispensing machine ticket has been issued for the period of time indicated on the dispensing machine ticket without being subject to parking penalties in effect for such area. However, any motor vehicle on which there is not displayed a valid dispensing machine ticket as provided herein shall be subject to parking regulations and consequent penalties in effect for such area. (Ord. 6841-NS §8 (part), 2005)

Procedure:
1. The PEO shall look on the dashboard and side windows to see if a DMT is displayed. PEO shall also look at the DMT machine to see if someone is purchasing a DMT and ask the person which vehicle belongs to them in a professional manner.

2. If No DMT is displayed, the vehicle shall be cited.

Violation Code 256 – Improperly Displayed DMT
B.M.C. 14.52.066 states:

A motor vehicle on which the pay-and-display dispensing machine ticket is not properly displayed as provided herein shall be subject to parking regulations and consequent penalties in effect for such area. (Ord. 6841-NS §9 (part), 2005)

Procedure:
1. The PEO shall look on the dashboard and side windows to see if a DMT is displayed. PEO shall also look at the DMT machine to see if someone is purchasing a DMT and ask the person which vehicle belongs to them.

2. If the DMT is face down or the time and date are not visible, the vehicle shall be cited.

3. In the remark section of the handheld, use the comment: DMT face down/ unable to verify and include the DMT receipt number. If the DMT is face up but the time and date are not visible, put unable to verify info in the remark section of the handheld.

NOTES:
- This violation shall not be used when a DMT is not displayed on the street side of the dashboard.
- This violation may only be used when a DMT is face down, or the date and time are not visible.
3.14 Single Space Meters (Various Violation Codes)

Violation Code 201 – Meter Time Expired.
B.M.C. 14.52.050 states:

Single Space Meter. It is unlawful for the operator of any vehicle to permit said vehicle to remain parked in any parking space during any time that an operable meter is showing a signal indicating that such space is illegally in use, such as where the time has expired, other than such time immediately after the original occupancy as is necessary to operate the meter to show legal parking.

Violation Code 226 – Vehicle Outside Parallel Marks.
B.M.C. 14.40.050 states:

In such areas where any painted or marked lines have been placed on the pavement for the purpose of allotting space to parked vehicles, it is unlawful for the operator of any vehicle to park said vehicle unless said vehicle is entirely within the limits of said allotted space.

In instances when a vehicle has not parked within the T-marks, note in the remark section of the citation what percentage of the vehicle is not in the T-marks.

Violation Code 245 – Extending Meter Time
B.M.C. 14.52.060 states:

Single space meter. It is unlawful and a violation of the provisions of this chapter for any person to follow the operational procedure or any part of the operational procedure for the purpose of increasing or extending the parking time of any vehicle beyond the legal parking time which has been established for the parking space adjacent to which said parking meter is placed.

Marking Vehicles Suspected of Extending Time:
If a PEO thinks that a vehicle is extending time, the PEO shall chalk mark the tire of the vehicle and give it the proper time limit.

If the mark is still there upon return, the PEO shall cite the vehicle.

Guidelines:
PEOs shall apply a five minute grace period to the beginning and ending times of this zone (enforced from 9:06AM - 5:54PM).

PEOs shall adhere to the policy which states that when a PEO is approached by the driver of the vehicle being cited, and the citation has not yet been placed on the windshield, the PEO shall void the ticket. The PEO shall write “NP” on the voided citation and turn it in at the end of shift.

Operators of vehicles displaying valid handicapped plates or placards are exempt from activating the meter.

When a citizen is sitting in the vehicle and has not complied with the parking regulations by extending their time in the space, the PEO may ask the citizen to activate the meter or to move the vehicle.

When speaking with a citizen, the PEO shall explain that the law requires that when maximum time in a metered space has elapsed, the vehicle has to be moved to another meter to avoid a citation.

Multiple citations can be issued for these parking violations, although no more than two citations for the same violation may be issued each day.
3.15 Faulty Meter Time Limit Violation:

In instances where a meter is flashing “failed” or “out of order”, or is otherwise visibly and clearly not properly functioning, a vehicle parked in the spot shall not be cited automatically. The PEO shall enforce that meter as a time zone. The vehicle should be marked and given the time limit indicated on the meter.

When the PEO returns to check vehicle and the mark is still there, the PEO shall cite the vehicle using the appropriate violation codes:

- Violation Code 217 – 60 minute limit at faulty meter
- Violation Code 224 – 2 hour limit at faulty meter
- Violation Code 234 – 30 minute limit at faulty meter

Bags that have been placed over meters should be removed by the PEO.

If a vehicle already has a previously issued citation displayed, and the vehicle is still in violation, the PEO shall review the citation for time and meter location. If meter location is the same, and the posted time limit has expired plus five minutes, the PEO shall issue a second citation, noting in the comments section “second violation same location.”
3.16 Municipal Off-Street Parking Lots

Introduction:
PEOs must know which parking lots in the City of Berkeley are to be enforced. PEOs must also be able to recognize the various City-issued permits used where spaces, on-street or off-street, are set aside for the use of City vehicles and/or the vehicles of City employees.

Ordinances to be used in Public Lots:
There are two sets of ordinances generally used when enforcing a public parking lot: BMC 6.24 and BM 14.40.130

BMC 6.24 Ordinances are used specifically when citing vehicles in public parking lots.

BMC 14.40.130 Ordinance is used when enforcing lots reserved for City Vehicles and workers (City Hall Parking, etc).

In instances where a vehicle parked in a public parking lot is in a violation covered by a BMC other than the BMC 6.24 Ordinances, the PEO may cite for the applicable violation (for example, citing for BMC 14.52.050, expired DMT, in a public lot, which is not covered under 6.24 sections).

Violation Codes Corresponding to BMC 6.24:
- Loading Zone: Unauthorized Parking - Violation Code 241
- Loading Zone: Overtime Parking - Violation Code 288
- Overtime Parking/ 2 Hour Zone - Violation Code 294
- Disabled Space: No DP Displayed - Violation Code 242
- Vehicle Outside Diagonal Marks - Violation Code 275
- Reserved Space/No Permit Displayed - Violation Code 293
- Parking in Unmarked Space/Public Lot - Violation Code 243

BMC 14.40.130 – Violation Code 231
The parking lot behind Berkeley’s City Hall, 2180 Milvia St., is restricted to use by authorized City, County, and State personnel. When citing vehicles parked in violation of CVC 14.40.130, violation code 231 shall be used.

Lots Open to the General Public (Pay Stations):
There are two parking lots that are open to the general public that PEOs are expected to enforce regularly. PEOs are to note the expanded times of enforcement allowed at these lots.

Elmwood Lot:
Location: 2600 block of Russell St, south side, west of College Ave.
Hours of Enforcement: 7:00 AM – 6:00PM, except Sundays and Holidays
Special Conditions:
3 parking spaces are regulated by permit parking. The accepted permit is a “City of Berkeley Merchant Parking Permit, Area B.”

The permit will indicate “Elmwood Lot” and “Reserved Space #__.” The expiration date is expected to be current. Both an expired permit and no permit violation will be cited using code 293.

Between the two yellow curbs, there is a crosshatched area. Up to two vehicles may be parked here. Do not cite.

Berkeley Way Lot:
Hours of Enforcement: 7:00 AM – 10:00 PM, except Sundays and Holidays

Special Conditions:
The DMT (Dispensing Machine Ticket) issued at this lot’s pay stations is not honored elsewhere. A Berkeley Way Lot DMT is marked by a distinctive yellow stripe.

15 spaces are regulated by permit parking. The accepted permit is an up-to-date “BW” City of Berkeley Parking Permit. The posted hours of enforcement at these spaces reads “6:00AM-6:00PM MON-FRI.”

Parking here without a permit during these hours (even if a City vehicle) is to be enforced using code 293.

Signs stipulate that outside the Permit Parking hours, the 15 spaces revert to pay-and-display spaces, that is, from 6:00PM-10:00PM, Monday to Friday, and 7:00AM-10:00PM Saturday. However, vehicles displaying the BW permit and parked at these spaces are not to be cited for pay station regulations, no matter what the time.

If a vehicle displaying a BW permit is parked at a space other than a designated BW space, it is subject to the lot-at-large regulations and may be cited accordingly.

2 spaces are regulated as “City Car Share Vehicles” spaces. If a vehicle at one of these spaces is not a designated City Car Share vehicle, a PEO is to cite with code 293. On complaint or directive, the vehicle may be towed using tow authority CVC 22651(n).

Parking Lots Open to the General Public (No Pay Stations):

Adeline/Alcatraz Lot:
This lot is located on the south side of Alcatraz Ave., just east of Adeline Ave.
There are no pay stations in this lot. A 2-hour zone is established here, which will be enforced using the appropriate 6.24 BMC (overtime parking violation code 294)

This lot should be enforced regularly as a part of normal beat enforcement. Permit parking violations are NOT to be enforced in this lot.

**Berkeley Marina Lots:**
The Berkeley Marina is located west of the I-80 Freeway, off of the University Ave. exit. There are several parking lots throughout the Marina. (See Marina Map, Index).

All lots (including gravel lots), with the exception of the Double Tree Hotel Parking Lot, are subject to City Parking Enforcements.

*Lots J & K (near bait shop and restaurants):*
The source of most Marina complaints, here there are many 2 hour spaces, a few 24 minute spaces, and 2 loading zones here. On the other side of the complex, near the Marina Corp Yard, at Lot M, there are a number of “City of Berkeley vehicles only” spaces.

*H’s Lordships’ Lot:*
Not privately controlled, parking citations may be issued here for passenger loading zones, etc.

*8TH ST. @ Dwight Way Lot:*
2500 block of 8th street, west side.

This parking lot consists of two hour zones and DP spaces.
3.17 Common California Vehicle Code Violations

Introduction:
In addition to City of Berkeley Municipal Codes, PEOs may cite vehicles in violation of California Vehicle Codes related to parking.

CVC 22500 – Prohibited Stopping, Standing, or Parking:
No person shall stop, park, or leave standing any vehicle whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or official traffic control device, in any of the following places:

- **Code 210 – Parking In An Intersection**
  CVC 22500(a):
  Within an intersection, except adjacent to curbs as may be permitted by local ordinance, may be cited using Violation Code 210.

- **Code 212 – Parking on Crosswalk**
  CVC 22500(b):
  On a crosswalk, except that a bus engaged as a common carrier or a taxicab may stop in an unmarked crosswalk to load or unload passengers when authorized by the legislative body of any city pursuant to an ordinance.

If the vehicle is parked in an unmarked crosswalk, the vehicle should be cited using code 212, and in the remark section of the citation note unmarked crosswalk.

- **Code 214 – No Parking within 15 feet of Fire Station Driveway Entrance**
  CVC 22500(d):
  No Parking within 15 feet of the driveway entrance to any fire station. This subdivision does not apply to any vehicle owned or operated by a fire department and clearly marked as a fire department vehicle.

- **Code 215 – Blocking/Extending into Driveway**
  CVC 22500(e):
  In front of a public or private driveway, except that a bus engaged as a common carrier, school bus, or a taxicab may stop to load or unload passengers when authorized pursuant to an ordinance.

In unincorporated territory, where the entrance of a private road or driveway is not delineated by an opening in a curb or by other curb construction, so much of the surface of the ground as is paved, surfaces, or otherwise plainly marked by vehicle use as a private road or driveway entrance, shall constitute a driveway.
CVC 22500(e) is enforced only upon complaint. Prior to citing a vehicle for CVC 22500(e), the PEO must verify that the blocked driveway is a working driveway, and that the complaining citizen has authority to make the complaint (e.g. landlord or resident). See Towing section for further enforcement procedures.

**Code 215 – Park on or Across Sidewalk**  
CVC 22500(f):  
On any portion of a sidewalk, or with the body of the vehicle extending over any portion of a sidewalk, except electric carts when authorized by local ordinance, as specified in section 21114.5. Lights, mirrors, or devices that are required to be mounted upon a vehicle under this code may extend from the body of the vehicle over the sidewalk to a distance of not more than 10 inches.

The PEO shall make note in the remark section of the citation what percentage of the vehicle is blocking the sidewalk (25%, 50%, 75%, and 100%).

**Code 218 – Double Parked**  
CVC 22500(h):  
On the roadway side of any vehicle stopped, parked, or standing at the curb or edge of a highway, except for a school bus when stopped to load or unload pupils in a business or residential district where the speed limit is 25 miles per hour or less.

*Commercial Vehicle:*  
A commercially registered vehicle may, under certain circumstances (see CVC 22502.B), double park when curb parking is not available and when engaged in loading or unloading.

If a commercial vehicle is doubled parked and attended but is not engaged in loading, advise the driver to move the vehicle. If the driver refuses to move, the employee shall issue a citation, using violation code 218.

Commercial vehicles may still be cited under the following circumstances:  
- Creating a hazard  
- Request to move is ignored

When a PEO cites a commercial vehicle for double parking, they may include the reason for citing the vehicle in the comment section i.e. creating a hazard, request to move is ignored.

*Passenger Vehicle:*  
Passenger vehicles are prohibited from double parking at all times.

Cite on sight in high traffic volume if vehicle is unattended. If vehicle is attended request the driver to move. Discretionary citing applies to other areas.
**Code 284 – No Stopping or Parking Coach Zone**
CVC 22500(I)(a):
Except as provided under Section 22500.5, alongside curb space authorized for the loading and unloading of passengers of a bus engaged in common carrier in local transportation when indicated by a sign or red paint on the curb erected or painted by local authorities pursuant to an ordinance.

Coach Zones may be designated by sign with or without a red curb. Signs include, but are not limited to, AC Transit Bus Stop and UC Berkeley Bus Stop. Also, some of bus stops may include a “No Stopping” sign.

Unauthorized unattended vehicles are not permitted in coach zones. An automatic citation should be issued to an unattended vehicle in a coach zone. PEOs should include a comment of “unattended” in the comment section of the issued citation.

Loading or unloading in a coach zone is not permitted by any vehicle other than a bus. If an unauthorized vehicle is observed loading or unloading in coach zone, no warning needs to be given. A citation can be issued automatically.

**Code 289 – Access Onto Wheelchair Ramp (Red)**
CVC 22500(L):
In front of or upon that portion of a curb that has been cut down, lowered, or constructed to provide wheelchair accessibility to the sidewalk.

This code violation is used when a vehicle is blocking a wheelchair ramp.

**Code 233 – 18 Inches from Curb or Facing Wrong Way on Two Way Street**
CVC 22502a:
Except as otherwise provided in this Chapter every vehicle stopped or parked upon a roadway where there are adjacent curbs shall be stopped or parked with the right-hand of such vehicle parallel with and within 18 inches of the right-hand curb, except that motorcycles shall be parked with at least one wheel or fender touching the right-hand curb. Where no curbs or barriers bound any roadway, right-hand parallel parking is required unless otherwise indicated.

This section may only be applied in commercial areas when applied to vehicles facing the wrong way.

**Code 285 – Designated Disabled Zone**
CVC 22507.8(a):
It is unlawful for any person to park or leave standing any vehicle in a stall or space designated for disabled persons and disabled veterans pursuant to Section 22511.7 or 22511.8 of this code or Section 14679 of the Government Code, unless the vehicle
displays either a special identification license plate issued pursuant to Section 5007 or a distinguishing placard issued pursuant to Section 22511.55 or 22511.59.

**Code 287 – Block Access To Disabled Space**
CVC 22507.8(b):
It is unlawful for any person to obstruct, block, or otherwise bar access to those parking stalls or spaces except as provided in subdivision (a).

**Code 292 – Park in Cross Hatch at DP Space**
CVC 22507.8(c):
It is unlawful for any person to park or leave standing any vehicle, including a vehicle displaying a special identification license plate issued pursuant to Section 5007 or a distinguishing placard issued pursuant to Section 22511.55 or 22511.59, in either of the following places:

(1) On the lines marking the boundaries of a parking stall or space designated for disabled persons or disabled veterans.
(2) In any area of the pavement adjacent to a parking stall or space designated for disabled persons or disabled veterans that is marked by crosshatched lines and is thereby designated, pursuant to any local ordinance, for the loading and unloading of vehicles parked in the stall or space.

See Disabled Person Plates for detailed information

**Code 232 – Parking Within 15 feet of a Fire Hydrant**
CVC 22514:
No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant except as follows:

(a) If the vehicle is attended by a licensed driver who is seated in the front seat and who can immediately move such vehicle in case of necessity.

**Code 286 – Within 3 feet of Wheelchair Ramp**
CVC 22522:
No person shall park a vehicle within three feet of any sidewalk access ramp constructed at, or adjacent to, a crosswalk or at any other location on a sidewalk so as to be accessible to and usable by the physically disabled, if the area adjoining the ramp is designated by either a sign or red paint.

**Code 236 – Expired Tabs or Code 267 – Missing Tabs**
CVC 5204(a):
(a) Except as provided by subdivisions (b) and (c), a tab shall indicate the year of expiration and a tab shall indicate the month of expiration. Current month and year tabs shall be attached to the rear license plate assigned to the vehicle for the last preceding registration year in which license plates were issued, and,
when so attached, the license plate with the tabs shall, for the purposes of this code, be deemed to be the license plate, except that truck tractors, and commercial motor vehicles having a declared gross vehicle weight of 10,001 pounds or more, shall display the current month and year tabs upon the front license plate assigned to the truck tractor or commercial motor vehicle. Vehicles that fail to display current month and year tabs or display expired tabs are in violation of this section.

The PEO shall make reference to a Temporary Operating Permit (TOP) not being displayed or expired in the remark section of the citation. If the TOP is expired, note the expiration date in the remark section. When citing Violation Code 236, PEOs must make sure to include the month and year the tabs expired on the citation.

When citing Violation Code 267, PEOs must indicate in the remarks section which tab or tabs are missing.

**Code 237 – Missing License Plate**

CVC 5200(a)

When two license plates are issued by the department for use upon a vehicle, they shall be attached to the vehicle for which they were issued, one in the front and the other in the rear.

PEOs shall make reference to a Temporary Operating Permit (TOP) not being displayed or expired in the remarks section of the citation. If the TOP is expired, note the expiration date in the remark section. Make sure to indicate which plate is missing; front, rear or both front and rear (no plates) in the remark section of the citation.

**Exceptions:**

For Violation Codes 236, 237, and 267, if a vehicle has no plate, but has a valid Dealership Purchase Notice, TOP, or DMV Issued One Day Permit, the vehicle may not be cited.

Out of state expired registration violations may not be enforced without first confirming via DMV records check.
3.18 Disabled Person License Plates / Placards: CVC 22507.8A(1)

Policy:
A vehicle displaying a Disabled Persons License Plate/placard is exempt from certain parking regulations. The Parking Enforcement Unit shall vigorously enforce appropriate laws upon discovery of illegal use of a Disable Person License Plate or Placard.

Guidelines for Disabled Person license plates:
The State of California issues special license plates to disabled individuals and veterans. Disabled person license plates begin (or end) with the handicap insignia, followed by 5 numbers and ending with either DP (disabled person) or DV (disabled veteran).

Disabled person placards:
The California disabled person placard is 9 x 4 inches and displays the State Seal, the international disability symbol, the words “DISABLED PERSON”, the State's name, and the expiration date. The placard is blue in color and is hung from the rearview mirror.

Temporary person placards:
The California State temporary disabled person placard is red, measures 9 x 4 inches, and displays the Seal, the international Disability Symbol, the words “TEMPORARY DISABLED PERSON” the State name, month and year punched out indicating the expiration date. The placard is required to be hung from the rear view mirror.

Out of state disabled person license plates/placards are treated the same as vehicles displaying California disabled plates/placards.

Vehicles displaying a disabled license plate/placard may park in or on:
- Blue zones / Handicap spaces
- Parking meters without paying
- Green zones without restrictions to time limits
- Streets where preferential parking privileges are given to residents and merchants
- Handicap zones on Private Property
- Two parking stalls if warranted

Vehicles with disabled license plates / placards are not exempt from any other violations.

Renewal of Disabled Person Plates/Placards:
Permanent Disabled Placards are subject to renewal on June 30 of every odd numbered year.

Temporary Disabled Placards are issued for a period of not more than six months.

Disabled Plates have no expiration.

PEOs are expected to monitor all placards for expiration dates and/or tampering, and should indicate any observed expiration dates or tampering when issuing citations.

PEOs may work with sworn officers to enforce laws relating to illegal use of Disabled Person’s Plate or Placards.
3.19 School Zones

Introduction:
The goals of school zone enforcement are to ensure the safety of students and to encourage the flow of traffic during loading and drop off times.

PEOs shall be aware of all schools that the Parking Enforcement Unit has committed to patrolling, and shall provide regular enforcement at schools located in his or her beat.

For the purposes of enforcement, a School Zone is defined as both sides of the street along the perimeter of a school.

Beat Responsibilities:
The Parking Enforcement Unit enforces all of the city’s public schools and some of its private schools. A list of all schools is posted in the Parking Enforcement Unit’s Briefing Room.

A PEO shall visit all schools in his or her beat to determine the level of activity during drop off and pick up times. He or she should enforce school zones based not only on established practice or complaint but upon his or her own observations out in the field.

School Zone Enforcement Responsibilities:

Morning
The 7:30 AM-4:00 PM shift primarily enables enforcement of schools that start early in the morning. Enforcement responsibility for a school that has a time of 9:00 AM or later for its drop-off is based on beat assignment.

Afternoon
Responsibility for enforcement of pick-up in the afternoons is based on beat assignment for all schools.

A PES may direct a PEO to respond to a request for additional enforcement at a school, patrol a school outside of one’s beat, assist another Officer in patrolling a busy school zone, or replace an absent crossing guard.

Enforcement
At a school zone, the violations a PEO may cite for include, but are not limited to: parking in the school bus stop; the crosswalk; the sidewalk; the AC Transit bus stop; the disabled zone (without a placard); the red curb; double-parking; unattended at a passenger loading zone; and so on.

Warning vs. Automatic Cite:
While enforcing school zones during school drop-off and loading times, PEOs may issue citations without warnings but are not required to. In addition, if a PEO
determines that a warning is appropriate, but the driver of the vehicle fails to move after given the warning, the PEO may decide to issue a citation. PEOs should consider child safety and the flow of traffic when deciding whether to warn or cite.

PEOs shall not cite in the following cases:

1. No traffic flow can be determined to have been obstructed at a stop sign or red light (Pick-up or drop-off while waiting in line at a stop light or sign, as long as they do not delay other vehicles).

2. A driver uses a fire hydrant red curb without leaving the vehicle unattended. However, a hydrant red curb cannot be used if it is next to an intersection, in which case it is also considered a turning or crosswalk red curb.

3. A driver is blocking traffic BUT waiting to park at a legal space that is clearly soon to become available (however, if the driver decides to load or unload before it is appropriately parked, the vehicle may be cited).

One Citation at a Time:
A PEO shall issue a citation for a violation at the time the violation is committed. PEOs shall not produce logs (of license numbers, locations, and so on) from which to produce citations after the fact.

Commercial Vehicle Enforcement:
During the drop off and pick up periods, the exceptions the Parking Enforcement Unit may grant to commercial vehicles in the city-at-large—e.g. to the Post Office, Fed Ex, UPS, Comcast, BUSD, etc—are not given at school zones. However, at other times in the school day, an Officer may grant the usual exception.

Staying on Site Enforcement:
A PEO shall identify the level of activity at a school. If the PEO determines it necessary, he or she should enforce the school zone during the school’s pick-up and drop-off times, usually 20 minutes before and 15 minutes after school hours. Drive-by is considered appropriate enforcement only when violations occur infrequently.

“Drive-Away” Citations:
If a driver attempts to drive away while a PEO is in the process of citing his or her vehicle, the PEO shall follow the basic procedure established for drive-away citations (see “Parking Citations Section.”)

Driving vs. Walking During Enforcement:
The safety of the students and the flow of traffic, not the issuance of citations, shall be a PEO’s primary concern. While enforcing school zones during loading or drop-off times, PEOs driving or stopping their vehicles mid-traffic to issue citations may make the traffic
congestion worse. If a PEO determines this to be the case, he or she should refrain from driving if possible, and consider walking or standing by in a safe location in order to observe and enforce violations.

3.20 Citing City of Berkeley Vehicles

Introduction:
Parking regulations for California Exempt and “E” plated City of Berkeley vehicles shall be enforced according to the following guidelines.

Guidelines:
With the exception of the guidelines provided below, City of Berkeley vehicles are required to follow all parking regulations. Vehicles found in violation of parking regulations should be cited.

City of Berkeley vehicles that are parked in the downtown zone should adhere to the parking regulations; otherwise the vehicles should be cited.

Downtown Zone boundaries are as follows:
West side of Shattuck Ave from University Ave to Channing Way, including Shattuck Square.

North side of Channing Way from Shattuck Ave to McGee Ave.

East side of McGee Ave from Channing Way to University Ave.

South side of University Ave from McGee Ave to Shattuck Ave.

Parking in the Downtown Zone for City Vehicles:
Commercial Loading Zones:
City of Berkeley vehicles are allowed to park at the yellow curbs up to twenty (20) minutes.

Green Zones:
City of Berkeley vehicles should adhere to the time limit for the green zone.

Parking at Single Spaced Meters and DMT Zones:
City of Berkeley vehicles should deposit money in the meter or display a valid DMT ticket. City vehicles should adhere to the time limits. However, City of Berkeley Car-Share vehicles may park in this zone for up to four (4) hours without depositing money in a meter or displaying a valid DMT ticket.

Passenger Loading Zones:
City of Berkeley vehicles can park at a white curb for up to three (3) minutes while the driver is in the vehicle, unless there is a sign that states otherwise.
Residential Parking Zones:
City vehicles can park in the residential parking zone for up to two (2) hours.

City Wide Parking for City Vehicles excluding the Downtown Zone:
Commercial Loading Zones:
City vehicles and City Car-share vehicles are allowed to park at the yellow curb up to twenty (20) minutes.

Green Zones:
City vehicles and City Car-share vehicles are allowed to park at the green curbs up to thirty (30) minutes, unless the sign states a longer time limit.

Parking in Metered/DMT Zones:
City vehicles and City Car-share vehicles are allowed to park at a meter or DMT zone up to four (4) hours without depositing money into the meter or paying for a DMT ticket.

Residential Parking Zones:
City vehicles and City Car-share vehicles are allowed to park in a residential zone for two (2) hours. However, they can stay at that same location for an additional two (2) hours before they can receive a citation.

When City work crew vehicles are parked and the work crew is actively working, a citation may only be issued if a hazardous condition exists.

Emergency Vehicle Exemptions from Enforcement:
Emergency vehicles (marked or unmarked) are not to be cited or towed. This includes, but is not limited to, police and fire department vehicles, and ambulances.

PEOs shall not tow City of Berkeley vehicles for violations of CVC 22651(i) without the express approval from a PES. In all cases where a City of Berkeley vehicle is discovered to have five or more unpaid citations, the PEO shall report the vehicle to their PES, who in turn shall report the vehicle to the PEM for appropriate action. The PEM shall contact a member of the affected department so that the department is aware and steps can be taken to resolve the matter.

All other violations should be enforced.
3.21 Consul Corp License Plates and Vehicles

Vehicles displaying Consul Corp license plates are exempt from all City of Berkeley parking regulations.
3.22 Bicycle Zones (Violation Code 211)

BMC 14.44.040 states:

It is unlawful for the operator of any vehicle to stop or park such vehicle in any of those zones designated by the City Traffic Engineer as bicycle zones.

The City Traffic Engineer shall cause the provisions of this section to be designated by placing and maintaining appropriate signs directing that the stopping of vehicles is prohibited, or by placing or maintaining red paint or other red material upon the entire curb surface within such zones. (Ord.3262-NS, 11.3, 1952)

Guidelines:
Unattended vehicles are to be cited immediately. If the driver is present, the PEO shall ask the driver to move the vehicle. If the driver complies, do not cite. If the driver is unable or refuses to move, the PEO should cite the vehicle. The PEO should document reason for citation (unattended, refusal, or inability) in the handheld.

References:
BMC 14.44.040
3.23 Funeral Zones (Violation Code 260)

BMC 14.44.070 states:

It is unlawful for the operator of any vehicle to stop, stand or park said vehicle for any period of time longer than is necessary for the loading or unloading of passengers and not to exceed three minutes at any place between the limit markers or signs placed within the projected real property boundaries of any undertaking establishment, private residence, or any public or private place at any time during or within forty minutes prior to the beginning of any funeral or funeral service, unless the operator of said vehicle is directed by or has received permission from the director or other person in charge of such funeral or funeral service to park such vehicle in such place, provided that such director or person in charge shall have placed and maintained prior to and during the time limit herein specified two approved portable signs, one at each extremity of such place, upon the sidewalk or pavement area and within two feet of the curb. (Ord. 3262-NS § 11.6, 1952)

Guideline:
Funeral Zones are enforced by complaint only.

References:
BMC 14.44.070
3.24 **Taxicab Stands (Violation Code 261)**

BMC 14.44.080 states:

The curb surface within each taxicab stand shall be painted white and marked with red lettering stating “Taxicab Stand,” or shall be designated by signs of a type and size approved by the City of Berkeley Traffic Engineering.

It is unlawful for the operator of any vehicle, other than a taxicab or automobile for hire, to park said vehicle in such taxicab stand.

**Guidelines:**
The PEO shall advise the driver or occupant of any unauthorized vehicle using a taxicab stand to move the vehicle. Citations shall be issued if the vehicle is not immediately moved upon the PEO’s request. Failure or refusal to comply should be noted in the remarks section of the citation.

PEOs should issue automatic citations to any unauthorized vehicles left unattended in a taxicab zone. Citations issued to unattended vehicles shall include a comment of “unattended” in the remarks section of the citation.

**Reference:**
BMC 14.44.080
3.25 Special Events

Introduction:
The Berkeley Police Department – Parking Enforcement Unit provides traffic control or other services as directed during special events in the City. Special events may include, but are not limited to:

- 4th of July
- Football Games
- Kite Festival
- Solano Stroll
- Berkeley Half Marathon
- Sunday Streets

Procedure-Seniority Rotation:
Subject to the needs of the work unit, PEO’s with the most permanent departmental seniority in the rotation will have the option of volunteering for overtime from the EVERYONE OVERTIME LIST. Once a PEO has been assigned for overtime or has refused to work overtime, his or her name is moved to the bottom of the seniority list, and the next most senior PEO is eligible to volunteer for overtime.

Inverse Seniority Rotation:
Subject to the needs of the work unit, the PEO with the least seniority in the rotation will be assigned to work mandatory overtime when those most senior decline to work overtime.
3.26 Football Enforcement

Boundaries:
- North Boundary: Cedar but not including Cedar
- South Boundary: The Berkeley-Oakland City Limit
- West Boundary: Oxford/Fulton Streets both sides
- East Boundary: Berkeley-Oakland City Limits

Enforcement:
On Football Saturdays starting at 0900 hours, PEOs within the football boundaries will start using the football series of handheld codes for all violations. Violation Code 312 will be used exclusively for citing vehicles in violation of Residential Parking (RPP) in areas A, B, and D. This fine is doubled so PEOs are only allowed to issue one (1) citation. For all other violations PEOs may issue multiple citations. Violation Code 383 will be used for RPP citing in area K only. This fine has not doubled and PEOs are allowed to issue multiple citations. In the areas where temporary “No Parking Tow-Away Signs” are posted designating the football tow zones, do not enforce if not assigned to football game towing.

Football Tows:
On Football Saturdays two designated PEOs working overtime will attend a briefing where they will receive information regarding their duties. The PEOs shall then meet at the beginning of their route. After giving the posted tow-away zones a five minute grace period, PEOs shall begin citing vehicles to be towed.

Tow companies will be lined up to remove cars. PEOs do not have to remain with vehicles, and shall continue enforcing their routes after citing a vehicle. On each citation issued, the case number for the football enforcement detail shall be entered into the remarks section of the citation.

Once the route has been completed, the assigned PEOs are to continue repeating the route in case of new violations.

In most cases, the towing of vehicles will be coordinated by police officers and the towing companies. However, PEOs may be asked to tow vehicles.
3.27 Correctable Citations Sign-Off

Introduction:
PEOs are allowed to sign off on certain Correctable Citations.

Guidelines:
The following violations are the most common violations which can be signed off by Parking Enforcement Officers:

- 4000a CVC No evidence of current registration
- 5200a CVC Missing front or rear license plate (Plates must be attached)
- 5204a CVC Expired registration tabs
- 24400 CVC Headlight/headlamp out
- 24600 CVC Tail light/Tail lamp out
- 24601 CVC License plate light out
- 24603 CVC Brake light out
- 26708.5 CVC Tinted windows
- 26709 CVC Two mirrors required (Left & Center or Left & Right)
- 26710 CVC Cracked windshield
- 27465 CVC Bald tires
- 27600 CVC Mud flaps required

PEOs shall NOT sign off any emissions, modified exhaust, excessive smoke, headlight adjustment, and proof of insurance tickets.

When a Parking Enforcement Officer signs off on a correctable citation, verify the following information:

1. The vehicle is in your presence.
2. The VIN on the vehicle matches the VIN on the citation.
3. The Make of the vehicle matches the Make on the citation.
4. The Plate on the vehicle matches the Plate on the citation.
5. Look at the vehicle to make sure the violation has been corrected.

For NO EVIDENCE OF CURRENT REGISTRATION or EXPIRED REGISTRATION tickets, verify the VIN on the vehicle matches the VIN on the registration and make sure the registration is current.

Vehicles displaying Temporary Operating Permits (TOPs) shall not be signed off, as TOPs are not evidence of current registration.
3.28 Recovery of Stolen Vehicles

Procedure:
If a PEO encounters an UNOCCUPIED suspicious vehicle, the PEO may contact RB1 to have a records check performed. Suspicious circumstances may include broken windows, vehicles that appeared to have been stripped of parts, or exposed wiring.

If the vehicle is occupied, PEOs SHALL NOT APPROACH the vehicle.

If the vehicle is confirmed to be stolen through the records check, the PEO shall provide dispatch with the location, make, model, color, and license plate / VIN. Dispatch will then send a police officer to recover the stolen vehicle.

After providing the above information to dispatch, the PEO may continue their regular enforcement activities. If the vehicle has citations, the PEO shall remove them from the vehicle, and turn them in to an PES to be voided.

At the end of the shift, the PEO shall write in the Recovered Stolen Vehicles report the date vehicle was recovered, PEO name and badge #, location of found vehicle and case number.
3.29 **Reporting Obstructed Signs and Curbs**

**Reporting of Trees:**
Parking Enforcement Officers (PEOs) are required to report all trees that are blocking signs needed to enforce their designated beat. If trees have grown over and are blocking signs needed to enforce, PEOs will not issue the citation until the problem has been corrected. PEOs are to contact a supervisor to get the form from forestry and complete the information needed on the form which should include address, cross-street, and all other vital information needed. PEOs shall then email the completed form to Forestry.

**Reporting of Signs and Curbs:**
PEOs are required to report all signs that appear faded and/or damaged that impede on the PEO's ability to enforce their designated beat. PEOs are also required to report all curbs that appear faded and chipped. PEOs should not issue a citation until the problem has been corrected. PEOs shall report Sign and Curb issues via email reporting to 311.
3.30 **Motorcycles, Motor Driven Cycles, and Electric Vehicles**

**Introduction:**
Motorcycles, Motor Driven Cycles, and Electric vehicles shall adhere to all parking regulations.

**Guidelines:**
Motorcycle, Motor Driven Cycles, and Electric vehicles have a select number of designated parking spaces throughout the city of Berkeley.

Operators of Motorcycles and Motor Driven Cycles shall be advised that they cannot park on the T-marks which designate parking spaces on the ground or between parked vehicles. Operators of motorcycles or motor driven cycles shall park in a regular parking space and shall pay the meter.

**Difference between Motorcycles and Motor Driven Cycles:**
CVC 400 defines a motorcycle as “a motor vehicle having a seat or saddle for the use of the rider, designed to travel on not more than three wheels in contact with the ground.”

CVC 405 defines a motor driven cycle as “any motorcycle with a motor that displaces less than 150 cubic centimeters.”

**Temporary Operating Permits:**
If issued a DMV Temporary Operating Permit (TOP), Motorcycles and Motor Driven Cycles are required to carry the Temporary Operating Permit in a suitable container. If the operator of the motorcycle or motor driven cycle is asked to produce the TOP, he or she shall do so. If the operator is unable to produce the document, the motorcycle or motor driven cycle can be cited. If the TOP is not displayed, the vehicle may be cited.

**Locating VIN on a Motorcycle:**
Before attempting to tow a motorcycle or motor driven cycle pursuant to CVC 22651(j), the PEO shall look on several different locations of the bike to locate the VIN. The most common areas to look are on the frame near the handle bars, the lower front part of the frame behind the front wheel, and on the engine. On some of the motor driven cycles there is a plastic cover that is removable, which the VIN lies underneath. It’s located near the bottom of the fairing (a shell placed over some motorcycles).

Motorcycles and Motor Driven cycles are allowed to park in motorcycle zones for free. However, if parked in a DMT zone, or a Single Spaced meter, RPP or time zones the operator is required to adhere to the parking regulations. Motorcycles and Motor Driven Cycles are not allowed to park on the easement between the sidewalk and the curb.
Examples of Motorcycles, Motor Driven Cycles, and Electric Vehicles:

PEO shall not issue a citation to a Moped or Scooter. Example of a Moped and Scooter.

Examples of what an electric car can look like.
Hybrid vehicles are prohibited from parking in the designated electric vehicles parking spaces.

3.31 Types of California License Plates:

**Standard License Plate**
When citing a vehicle, enter the entire plate into the hand held.

![Standard License Plate Examples](image)

**Commercial Motor Vehicle Plate**
When citing a vehicle, enter the entire plate into the hand held.

![Commercial Motor Vehicle Plate Examples](image)

**Motorcycle Plate**
When citing a motorcycle, enter the entire plate into the hand held.

![Motorcycle Plate Examples](image)

**Permanent Trailer Identification License Plate**
When citing a trailer, enter the entire plate into the hand held.

![Permanent Trailer Identification License Plate Example](image)
**Trailer License Plates**
When citing a trailer, enter the entire plate into the hand held.

![Trailer License Plates](image1)

**Disabled Persons/Veteran License Plates**
These license plates are issued, upon request, to disabled persons as defined in VC §295.5, and to disabled veterans as defined in VC §295.7. When citing a DP/DV plate, enter all the numbers and letters in the order as it is displayed, in the hand held.

![Disabled Persons/Veteran License Plates](image2)

**Special Interest Plates**
Special Interest Plates are plates where the fees collected support or fund a special interest. When citing a vehicle, enter the entire plate into the hand held. However, if the plate has a symbol, do not enter the symbol in the hand held.

1. **Environmental Plate**
   This plate is the standard design for California license plates. They can be personalized. The plates can have 2-7 characters. This plate can be placed on automobiles, motorcycles, commercial vehicles and trailers.

   ![Environmental Plate](image3)

2. **Memorial Plate**
   Personalized plates that can have 2-6 characters. This plate can be placed on automobiles, motorcycles and commercial vehicles. Personalized Memorial motorcycle plates can have 2-5 characters.

   ![Memorial Plate](image4)
3. **Arts Council Plate**  
Personalized plates that can have 2-6 characters. This plate can be placed on automobiles, commercial vehicles and trailers.

4. **Coastal Commission (Whale Tail) Plate**  
Personalized plates have 2-7 characters. This plate can be placed on automobiles, motorcycles, commercial vehicles, and trailers. Personalized Whale tail plates can have 2-5 characters.

5. **Collegiate Plate**  
Personalized plates have 2-6 characters. This plate can be placed on automobiles, commercial vehicles and trailers.

6. **Lake Tahoe Conservancy Plate**  
Personalized plates can have 2-7 characters. This plate can be placed on automobiles, motorcycles, commercial vehicles and trailers. Personalized Lake Tahoe motorcycle plates can have 2-5 characters.

7. **Yosemite Foundation Plate**  
Personalized plates can have 2-7 characters. This plate can be placed on automobiles, motorcycles, commercial vehicles and trailers. Personalized Yosemite motorcycle plates can have 2-5 characters.

8. **Firefighters Plate**
Personalized plates can have 2-6 characters. This plate can be placed on automobiles, motorcycles, commercial vehicles and trailers. Personalized Firefighter motorcycle plates can have 2-5 characters.

9. Have A Heart, Be A Star, Help Our Kids
Personalized plates can have 2-6 characters, including the choice of a symbol (hand, heart, star, etc.) The symbol may be placed anywhere within the configuration. Personalized Kids motorcycle plates can have 2-5 characters including the choice of a symbol.

10. Olympic Training Center
Personalized plates can have 2-6 characters. This plate can be placed on automobiles, motorcycles, commercial vehicles and trailers. Personalized Olympic motorcycle plates can have 2-5 characters.

11. Veterans’ Organization Plate
Personalized plates can have 2-6 characters. Plates can be placed on automobiles, commercial vehicles and trailers. Personalized Veterans motorcycle plates can have 2-5 characters.

12. California Exempt Plates
Vehicles owned or leased by the U.S. Government, state agencies, cities and counties, or special districts. When issuing a citation, enter all the numbers. If it has an “E” on the plate, enter the E with the numbers.
13. Dealer Plates
Only one plate is required on the vehicle. When entering the plate into the handheld enter the DLR, numbers and number with letter. For example, “DLR31893A.”

14. Ex-Prisoner of War Plates
These plates have the replica of the Ex-POW Medal followed by the letters POW and four numbers. These plates are issued, upon request and submission of appropriate substantiating documents, to Ex-Prisoners of War. When entering the plate into the handheld, enter the whole plate. For example, “POW1SAM.”
### 3.32 Permits

**Types of Permits:**
- Alameda County Public Defender
- BAMC 1 & 2
- Berkeley/Albany Municipal Court Juror
- BPD Meter Exempt
- BUSD
- Business License
- CCB 1, 2 & 3
- COB
- Community Facility
- DMV T.O.P
- EBMUD Meter Reader
- Field
- Meals of Wheels
- Merchant
- Public Lots BW & Elmwood
- Registrar of Voters
- Residential Home Care
- Special Event
- State of California Official Business Law Enforcement Vehicle
- U.S. Mail
- Veterans Memorial Building

**Alameda County Public Defender:**
When a PEO comes across a vehicle with an Alameda County Public Defender’s parking permit, the vehicle is exempt from commercial zones and all timed zones; including meter, and RPP.

**BAMC 1 & 2:**
BAMC (Berkeley–Albany Municipal Court) permits are issued by the Department of Finance to Judges who work at the BAMC. There are designated parking spaces for those with BAMC permits to park opposite 1947 Center St.

The vehicles are exempt from purchasing a receipt from the DMT as long as the vehicle is parked with the BAMC permit in the designated space.

**Berkeley/Albany Municipal Court Juror:**
Vehicles parked near the vicinity of the courthouse that display Berkeley-Albany Municipal Court Juror permits are exempt from timed zones.

**BPD Meter Exempt:**
Vehicles that display the Berkeley Police Department Meter Exempt permit and are parked on 1800 – 1900 blocks of Addison St, 1900 block of Center, 1800 – 1900 blocks of Allston Way, 2100 block of McKinley St, and 2100 block of Martin Luther King Jr. Way are exempt from paying the meters and DMT.

Business License:
On an annual basis City of Berkeley merchants must apply/renew their business licenses in order to conduct business in Berkeley. At the time of issuance, they will receive a City of Berkeley Business License bumper permit. This permit allows the driver to stop/park in the Commercial Zone to actively load/unload materials from their vehicle up-to-twenty (20) minutes. The Business License permit expires on December 31st of each year.

BUSD:
Vehicles parked in the Berkeley Unified School District (BUSD) parking lot designated spaces behind 2134 Martin Luther King Jr. Way must display COB parking permit indicating BUSD.

CCB 1,2 & 3:
Vehicle displaying CCB 1 hang tags are allowed to park in the CCB 1 designated areas on 1900 block of Center St.

COB:
Vehicles parked in the designated spaces behind 2180 Milvia St must display a COB parking permit.

Community Facility:
Community Facility parking permits may be issued to representatives of churches, schools and senior centers. Vehicles displaying such permits are exempt from time limits in the RPP areas designated on the permit.

DMV TOP:
DMV issues to registered owners Temporary Operating Permits which allows them to drive their vehicle until their registration or other administrative papers show current. The TOP should be attached to the rear driver’s or passenger’s side of the window. Use month/year information on TOP when issuing an expired tabs citation (236). Once TOP expires, the registration reverts back to the original registration period.

EBMUD Meter Reader:
Vehicles displaying an EBMUD Meter Reader permit on dashboard are allowed to be exempt from timed zones including RPP, meters and DMT’s, and commercial zones.

Field:
Vehicles displaying Field permits are allowed to park 2 hours RPP, 30 minutes in green zone and up to 4 hours at a meter or timed zone, excluding downtown zone.
Meals on Wheels:
Vehicles displaying Meals on Wheels permits on the dashboard are exempt from timed zones including RPP, meters, DMT’s and commercial zones.

Merchant:
City of Berkeley Finance Department may issue Local Business Parking permits term not to exceed one year. A permit may be issued to a person who owns or leases a business in the general commercial zoning district and in a neighborhood commercial zoning district. Vehicle displaying said permit is exempt from the 2-hour RPP area indicated on the permit.

Public Lots BW & Elmwood:
When enforcing the Berkeley Way and Elmwood public lots, there are designated spaces for City of Berkeley employees to park. Each vehicle should display a hang tag with the initials BW (Berkeley Way). For Elmwood lot vehicles must display a Merchant Parking Permit.

Registrar of Voters:
Especially during election period, PEOs will come across Registrar of Voters Alameda County parking permits. The ROVs are exempt from timed zones, including RPP, meters and DMTs. The ROVs must park with the vicinity of the polling place.

Residential Home Care:
Vehicles displaying Residential Home Care Parking Permit (RHCPP) are allowed to park in the designated RPP area indicated on the permit excluding the 2 hour time limit indicated on the permit.

Senior Event:
Senior Event parking permits may be issued to representatives of senior citizen groups not affiliated with City of Berkeley-operated senior centers, but which meet on a regularly-scheduled basis at community meeting facilities such as churches, recreation centers, and community meeting halls which are located within boundaries of RPP areas.

Vehicles displaying said permit are exempt from the timed zone including meters and DMTs.

State of California Official Business Law Enforcement Vehicle:
PEOs are not to cite vehicles displaying State of California Official Business Law Enforcement Vehicle permits.

U.S. Mail:
Vehicles both private and U.S. Mail vehicles displaying a U.S. Mail permit are exempt from all zones except for DP zones and crosswalks.

**Veterans Memorial Building:**
Vehicles parked behind 1931 Center St (VMB) must display Veterans Memorial Building (VMB) permit. Vehicles not displaying VMB permit will be cited and towed upon complaint.

**References:**
BMC Sec. 14.70.100
3.33 Traffic Direction and Control

Introduction:

The purpose of this section is to instruct PEOs in techniques used to manually direct traffic. Occasionally it is necessary, because of traffic conditions, for PEOs to manually direct traffic. The purpose of traffic direction is to help vehicles and pedestrians negotiate through the congested area safely.

When directing traffic, PEOs should be sure that they can be seen by approaching motorists. Flares, cones and reflective vests are three means of alerting motorists to a PEO’s presence.

Signals and gestures are designed to ensure that the PEO’s intentions are clearly communicated to motorists. Signals should be clear, crisp and smartly executed.

The most important rule is to be sure that drivers in a traffic lane understand and are complying with the PEO’s instructions before giving directions to traffic in other lanes.

To Stop Traffic:

- Point with the arm and finger; look straight at driver to be stopped.
- Hold until driver see signal, or has had time to do so.
- Raise pointing hand so palm is toward driver.
- Hold this position until driver stops.

Stop traffic from both directions in all lanes to give cross-street traffic the right-of-way.

- Stop traffic coming from one direction first, then the other.
- After traffic has been halted with one hand, hold that hand in a stop position, then turn to the other side and repeat process.
- Don’t lower either arm until cars coming from both directions are halted.

To Start Traffic:

Place yourself so one side is towards traffic to be started:

- Point with arm and finger toward first car to be started.
- Hold position until you get driver’s attention
- With palm up, swing hand up and over chin, bending arm at elbow.
- After traffic has started from one side, drop that arm and start traffic from other side in the same manner.

To Direct Traffic to Keep Moving:

- Continue to use the same signals for the slow and timid drivers.
To Direct Traffic to Turn Right:

- If car approaches from right, point toward driver with right arm.
- If car approaches from left, point with left arm.
- Give driver time to see your gesture, then swing arm to point in direction the vehicle is to proceed.
- Keep pointing in that direction until driver turns.

To Direct Traffic to Turn Left:

PEOs may need to halt traffic in the lane(s) through which a car is to cross.

- If car approaches from the left:
  1. Give stop signal with right arm to stop traffic in lane through which the car needs to cross,
  2. Hold stop signal with right arm, and
  3. Give turning signal gesture with left arm.

- If car approaches from the right:
  1. Turn around to face in direction the car is to go,
  2. Halt traffic with right arm, and
  3. Give turning gesture with left arm.

- On a street with only one lane in each direction, a single driver, turning left, can delay many cars behind unless the driver’s movement is handled properly:
  1. While driver is waiting, signal driver to move into intersection so cars behind can continue straight or make right turns.
  2. Point finger at driver, motion to move forward, and point to place where driver is to stop.
  3. When vehicle begins to move, signal cars behind it to move straight through or turn right.
  4. Permit the left turn when there is a natural break in opposing traffic, or stop opposing traffic and signal for the left turn.

Two PEOs Assigned to Traffic Control at the Same Intersection:

When two PEOs are directing traffic at an intersection, one PEO becomes the “control” officer and originates all signals and traffic directions. The assisting PEO coordinates signals with the control officer.

Whistles:

A whistle can be used in conjunction with hand signals to get the attention of drivers and pedestrians. A PEO should use his or her own discretion when using the whistle. Whistle blasts directed to pedestrians usually need not be loud as those used to command the attention of motorists.
When using a whistle, a PEO may use:

- One long blast with a *stop* signal.
- Two short blasts with the *start* hand signal.
- Several short blasts to *get the attention of a driver or pedestrian* who does not respond to a given signal.
- A short, intermittent blast to keep the traffic proceeding forward.

**Voice Commands:**
The voice is seldom used in directing traffic flow. Hand gestures and the whistle are usually sufficient. Verbal orders not understood can lead to misinterpretations, which can be dangerous.

Any orders which are shouted may also antagonize a person. When a driver or pedestrian does not understand a PEO’s hand signals, the PEO should move reasonably closer to the person, and politely and briefly explain the command.

**Flashlights:**
A PEO’s flashlight can be used to direct traffic in an emergency at night. When using a flashlight to direct traffic, a PEO should:

- Not stand directly in front of the approaching vehicle.
- Avoid blinding the motorist with flashlight beam.
- Use a fluorescent cone to enhance officer safety.

When using a flashlight to halt traffic, a PEO can:

- Slowly swing the flashlight at arm’s length across the path of the approaching vehicle, and
- Allow the flashlight beam to strike the pavement as an elongated spot of moving light that can readily seen by drivers.

**Highway Flares:**
Highway flares are used as a temporary measure to control traffic for a relative short period of time until the situation requiring them can be corrected or until barricades, directional signs, or flashers can be installed and maintained by the agency responsible for the roadway in question.

**Use of Flares:**
Use of flares to give directions to oncoming traffic limits the need for decision by motorists. Every disaster scene differs, so standard patterns for flares do not apply in every case. Where you place flares will vary depending on the traffic collision or other emergency, the street, the weather, and what you wish to accomplish.
Occasionally, flares will already have been placed on the street before you arrive. In such cases, you may find it necessary to rearrange the pattern to provide sufficient warning distance for approaching motorists to reduce their speed or to stop their vehicles, and to provide the desired channeling for traffic.

**Placement of Flares:**
The legal speed and the actual speed of vehicles using the roadway must be considered in placing flares to control the flow of traffic.

When placing flares, remember that a vehicle’s travel, in feet-per-second, is approximately one and one-half times its speed in miles-per-hour. Therefore:

- A vehicle traveling 30 M.P.H. is traveling 45 feet per second;
- A vehicle traveling 40 M.P.H. is traveling 60 feet per second.

When setting flares in a straight line, flares should be placed at least 20 to 25 feet apart near the collision scene, with a gradual increase to a distance of 50 to 100 feet apart at the distance farthest the scene. This is necessary because a driver who is at a distance from the scene and approaching it at a normal traffic speed tends to see flares which are placed too close together as a single light.

When you desire to make the vehicle traffic change lanes, set the flares out to ensure a gradual change of direction, depending upon the speed of the passing traffic.

**Botts Dots:** Raised pavement markers (“Botts Dots”) and lane lines of painted plastic strips are flammable; therefore, flares should be placed so that they do not come in contact with these objects.

**Too Many Flares:** Experience shows that there is just as much danger in having too many flares at the scene as having too few. An excessive number of flares, blending with the flashing red tail lights of automobiles can add to the confusion of motorists as they approach the collision scene. In such situations, motorists will stop, proceed across the flare pattern, or lock their brakes and skid (becoming involved in another collision). On divided streets, there can be an adverse effect on the traffic flow in the opposite lanes because of driver curiosity (rubber-necking) as to what caused all the lights across the street.

**Time Savers:**
When you are alone at the scene and it is apparent that the street cannot be readily cleared, certain time savers can be employed in the placement of flares. Place your flares in a criss-cross pattern so that, when the first flare has nearly burned out after
twenty minutes, it will light the next flare. Remove the caps from the flares prior to placing them in a criss-cross pattern.

When it is unnecessary to use the criss-cross pattern you can still save time by pulling the caps from the flares in advance before you walk toward the oncoming traffic. This will enable you to light the flares rapidly and place them as you go.

Safety Measures:
Flares are most dangerous when being lighted. Substantial injuries including death from burns occur because the officer failed to observe the following simple rules of safety:

- Never turn your back to oncoming traffic. When placing flares at an accident scene, always walk toward the oncoming traffic.
- Before lighting flares ascertain whether there is any danger of a fire.
- Look for leaking gasoline, butane and other flammable substances; if any, keep flares at a safe distance. Consider whether wind conditions are such that a flare could start a grass fire. Remember that butane and other gases are heavier than air and will flow to ditches and storm sewers where, if ignited, they can cause a violent explosion.
- Flares have a tendency to “pop” when struck; therefore, you should turn your head and eyes away at the moment of ignition.
- If the scene of the accident is on a grade or if you suspect that the movement of traffic will cause flares to roll, place the tabbed cap on the non-burning end of the flare.
- CAUTION: Hold flare away from your clothing when placing the cap on the end, as the striking surface often retains a hot residue after the flare has been lit.

Lighting:

- Remove cap to expose the striking plate and place it on the other end of the flare to prevent it from rolling.
- Hold at arm’s length.
- Contact and hold the flare against the strike plate.
- CAUTION - Turn face away from strike area.
- Strike flare and move it away from your body.

Extinguishing:

- Pick up at the non-burning end, only if at least three inches remain.
- Tap/scrape the side of the burning end against pavement until extinguished.
- Do not throw or kick lit flare.
- Let short flares (any time the non-burning end feels warm to the touch) burn out.
- Do not step on a short flare to extinguish.

**Cones, Barricades, Signs:**
Cones may be used as a substitute for flares in daytime situations. Barricades and signs may be used for long-term situations, such as disaster scenes (e.g., flooding) or planned events (e.g., parades, construction projects).

Illuminated cones may be used as a substitute for flares in nighttime situations.