PURPOSE: To establish procedures for enforcement of Freight Loading Zone (FLZ) and Alley Loading (AL) zones, pursuant to Ordinance No. 2014-3873.

SCOPE: This SOP applies to all employees Parking Enforcement Specialist (PES) of the Parking Enforcement Unit.

PROCEDURES:

I. FREIGHT LOADING ZONES (FLZ):
   A. Make good faith efforts to communicate regulations to vehicle operator prior to taking any enforcement actions.
   B. Issue verbal and written warnings during established warning periods.
   C. After sanctioned warning periods and during the FLZ enforcement times:
      1. Assess size/weight of vehicle, refer to GVW (Gross Vehicle Weight) guidelines:
         a. If over 10,000 lbs., proceed to scanning (see step No. 2 below).
         b. If under 10,000 lbs., issue parking citation for restricted parking and tow vehicle. (see towing procedure)
            Exception: All United Stated Postal Service (USPS) vehicles.
      2. Scan vehicle license plate with handheld License Plate Recognition (LPR) device to determine vehicle authorization (via FLZ permit, meter payment, or pay by phone payment).
         a. If authorized, continue patrol.
         b. If unauthorized issue citation for restricted parking.
      3. If vehicle exceeds posted maximum time limit:
         a. PES shall enforce the time limits as follows:
            1. If engaged in active loading or unloading, continue patrol. "Active" characteristics include: hazard lights (flashers) on; and expeditious loading activity by driver).
            2. If no activity – electronically chalk (time stamp) vehicle.
         b. PES shall make good faith efforts to locate vehicle operator, if successful, kindly request movement or a commitment to move within a mutually agreed upon timeframe.
         c. If the vehicle remains in place exceeding the agreed upon timeframe, issue a parking citation for exceeding posted maximum time limit.
         d. If vehicle exceeds maximum posted time limit without driver interaction/commitment, or inactivity, cite and tow vehicle.
II. ALLEY LOADING (AL):
A. Make good faith efforts to communicate regulations to vehicle operator prior to taking any enforcement actions.
B. Issue verbal and written warnings during established warning periods.
C. After sanctioned warning periods and during the AL enforcement times:
   1. If vehicle is obstructing emergency vehicle access, issue citation and tow vehicle. (see towing procedure)
   2. Assess size/weight of vehicle, refer to GVV (Gross Vehicle Weight) guidelines:
      a. If under 10,000 lbs., proceed to scanning (see step No. 2 below).
      b. If over 10,000 lbs., issue parking citation for restricted parking and tow vehicle. Exceptions:
         i. Parcel/mail delivery vehicles (i.e. FedEx, UPS, DHL) with a valid FLZ (scan to verify).
         ii. All United Stated Postal Service (USPS) vehicles.
   3. Scan vehicle license plate with handheld License Plate Recognition (LPR) device to determine vehicle authorization.
      a. If authorized, continue patrol.
      b. If unauthorized, issue parking citation for restricted parking and tow vehicle.
   4. If vehicle exceeds posted maximum time limit:
      a. PES shall enforce the time limits as follows:
         1. If engaged in active loading or unloading, continue patrol. "Active" characteristics include: hazard lights (flashers) on; expeditious loading activity by driver).
         2. If no activity – electronically chalk (time stamp) vehicle.
      b. PES shall make good faith efforts to locate vehicle operator, and if successful, kindly request movement or a commitment to move within a mutually agreed upon timeframe.
      c. If the vehicle remains in place exceeding the agreed upon timeframe, issue a parking citation for exceeding posted maximum time limit.
      d. If vehicle exceeds maximum posted time limit without driver interaction/commitment, or inactivity, cite and tow vehicle. (see towing procedure)

PREPARED BY:

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