


MIAMI BEACH

	STANDARD OPERATING PROCEDURE	SOP NO. PKG 304
	<u>PARKING ENFORCEMENT</u>	
	FREIGHT LOADING ZONES & ALLEY LOADING	

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 States 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 GVW (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 States 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)

SFIRA/AV

PREPARED BY:



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