

**CHAPTER 4**  
**CHP 267, NOTICE OF PARKING - REGISTRATION VIOLATION**  
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## CHAPTER 4

### CHP 267, NOTICE OF PARKING - REGISTRATION VIOLATION

#### 1. POLICY.

a. Authority. Issuance of a CHP 267, Notice of Parking - Registration Violation, is authorized by Sections 40200, 40202, and 40225 of the California Vehicle Code (CVC).

b. General. All violations involving the standing or parking of a vehicle must be recorded on a CHP 267 with the exception of violation of Sections 21718, 22526(a), 22526(b), and 22526(c) CVC.

(1) Section 21718 CVC, which makes it unlawful to make a nonemergency stop on a freeway, shall be cited on a CHP 215, Notice to Appear.

(2) Sections 22526(a) and 22526(b) CVC, which make it unlawful to enter an occupied intersection or marked crosswalk, and Section 22526(c) CVC, which makes it unlawful to enter a railroad or rail transit crossing without sufficient space to accommodate the vehicle without obstruction of railway vehicles, are to be cited by a peace officer as a stopping violation on a CHP 215.

c. Alterations Are Prohibited. Section 40202(c) CVC does not make any provisions for minor changes to an issued citation to correct mistakes in spelling, transposed numbers, or similar errors. Any alteration of an issued citation is prohibited. Any employee altering or falsifying a CHP 267 is subject to departmental adverse action and may, in addition, be subject to criminal prosecution initiated under Section 6200 of the Government Code and Section 40202(c) CVC.

#### 2. PROCEDURES.

a. General. A CHP 267 should be issued as follows:

(1) To unattended vehicles which are unlawfully parked or standing in violation of the CVC, any federal statute or regulation, or under any ordinance enacted by local authorities.

(2) To cite equipment violations in conjunction with the issuance of notice of parking violation to unattended vehicles which are unlawfully parked or standing.

(3) Upon verification using current Department of Motor Vehicles (DMV) records to unattended vehicles, whether or not a vehicle is lawfully parked or standing, where there is no evidence of current registration (e.g., Sections 5204[a], 4000[a][1], or 4000[b] CVC).

b. Misdemeanor Violations. All misdemeanor parking violations (e.g., Section 22513[b] CVC, regarding unlawful soliciting of tow services) shall be written on a CHP 215.

### 3. PREPARATION.

#### a. Guidelines.

(1) The CHP 267 is to be prepared using a firm writing foundation and sufficient pressure to make legible copies.

(2) All information is to be printed using either a pencil (preferably #2) or a ball-point pen with black or blue ink. If a pencil is used, it is important that enough pressure be applied while writing to make the third copy of the document legible.

(3) The CHP 267 should be completed, if possible, at the scene of the violation.

(4) When the name and address of the registered owner(s) are not available at the scene of the violation and that information is required by the civil processing agency, a registration check should be run at the Area office to obtain the information from the DMV. Registration information shall be attached to, not entered on, the CHP 267 if the card copy of the citation has already been left on a vehicle.

(5) In order to maximize the availability of valuable radio air time for emergencies, communications centers should not be used simply to request registered owner information. However, if the officer suspects the vehicle is stolen, a stolen vehicle check should be made.

#### b. Content.

(1) Date of Violation. Enter the date the violation(s) occurred using the six-digit date. The sequence of the date shall be MM/DD/YY. For example, enter 05/30/25, if the date is May 30, 2025.

- (2) Time. Enter the time of the violation observed using the 12-hour clock rather than the 24-hour clock or “military” time. After the time, mark the “AM” or “PM” box accordingly.
- (3) Day of the Week. Circle the letter corresponding to the day of the week on which the violation occurred.
- (4) Registered Owner or Lessee/Mailing Address. If available, enter the name and address of the registered owner/lessee of the vehicle.
- (5) Vehicle License Number. Enter the vehicle license number, or complete Vehicle Identification Number (VIN) if there are no license plates on the vehicle.
- (6) Registration Expiration Date. Enter the vehicle registration expiration date. If there are no tags on the vehicle, a notation to that effect should be made on the citation.
- (7) State. Enter the state in which the vehicle is registered.
- (8) Vehicle Type. Enter the vehicle type codes listed in Highway Patrol Manual (HPM) 110.5, Crash Investigation Manual, Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Crash Report. The vehicle type codes are also available in the CHP 291, Redi-Ref. When citing a commercial vehicle, also enter the carrier’s fleet unit identification number, if available, in the body of the citation when space allows.
- (9) Year of Vehicle/Make/Model/Color. Enter the vehicle’s year, make, model, and color.
- (10) Vehicle Identification Number. Enter the last four digits unless no license plate number is available, in which case the entire VIN must be entered.
- (11) Was Parked on/at/or Near. Enter the location at which the vehicle was parked. Include the nearest cross street and direction (e.g., north of, west of).
- (12) Violation(s). Reference the code section, and/or county or city ordinance, and a brief description. The more complete this information is, the easier it will be for the hearing examiner to establish the prima facie case if the violator later contests the citation.
- (13) Equipment and/or Registration Notation. Mark the box if the citation includes an equipment or registration violation.
- (14) Area/Beat. Enter the California Highway Patrol Area in which the citation was issued and the appropriate beat.

(15) Special. Leave the "Special" box blank, except when required to enter specific information for a special study.

(16) Citation Processing Agency. Enter the citation processing agency's name, address, and telephone number.

(17) Penalty Amount. The penalty amount shall be entered in the spaces provided (Section 40203 CVC). The bail schedule can be obtained from the citation processing agency.

(18) Issuing Officer. Enter the issuing officer's name, ID number, and the Area of permanent assignment.

#### 4. ASSIGNMENT AND DISTRIBUTION.

a. CHP 267 Assignment. Departmental assignment of CHP 267 books shall be at the discretion of the Area commander.

b. CHP 267 Distribution. Distribution of the CHP 267 should be as follows:

(1) Attach the triplicate (card stock) to the vehicle in a conspicuous place as required by Section 40202(b) CVC. Plastic, self-adhesive citation envelopes are available to protect CHP 267s issued during inclement weather. These envelopes can be obtained through normal requisition procedures (reference departmental Supply Services Catalog, #02-215-50).

(2) Transmit the original (blue) to the citation processing agency. Attach the DMV registration printout if one has been obtained.

(3) File the duplicate (white) in the Area office for six months, after which time it should be destroyed. Commanders should attempt, however, to comply with reasonable requests from processing agencies for longer retention periods.

#### 5. CANCELING AND VOIDING.

a. General. A CHP 267 may be submitted for cancellation (if issued as defined below) or voided only if conclusive information exists to indicate the document was improperly prepared. A CHP 267 shall be considered issued when it has been completed and placed on a vehicle. The CHP 267 is not considered issued unless it meets this criterion.

b. Canceling a CHP 267. A CHP 267 shall be submitted for cancellation to the appropriate citation processing agency if the Area commander (or the

commander's designee) determines, **within 21 days of the date of issuance**, that conclusive information exists to indicate that the document was improperly prepared. The following cancellation procedure shall be followed when a CHP 267 has been issued. This procedure meets the requirements of Section 40202(e) CVC.

(1) The issuing officer submits a CHP 51, Memorandum, to the Area commander concisely documenting the circumstances and justification for requesting cancellation of the CHP 267 by the appropriate citation processing agency. If possible, all copies of the citation should be submitted with the CHP 51.

(2) Upon concurrence, the Area commander shall prepare a locally developed letter to the citation processing agency requesting cancellation of the citation.

(a) The letter shall contain the following information:

1 Citation number.

2 Citation date.

3 Defendant's name.

4 Violation charged.

5 California Vehicle Code authority, Section 40202(e), for cancellation of the CHP 267.

6 Brief synopsis of the reason for the letter of request for cancellation.

(b) Distribute the letter of request for cancellation as follows:

1 Attach a photocopy of the Area (white) copy of the CHP 267 to the request for cancellation letter and send them to the citation processing agency.

2 Staple the Area copy of the request for cancellation letter and the officer's CHP 51 to the Area copy of the CHP 267 and file. When and if disposition information becomes known, note the citation processing agency's disposition and effective date on the Area copy of the request for cancellation letter. Staple the original (blue) of the CHP 267 to the Area copy if it is returned by the citation processing agency.

3 Send a photocopy of the CHP 267 to the Division Chief with a copy of the request for cancellation letter.

(3) Division Chiefs will monitor requests for cancellation of cases in their Areas and will take corrective action, as necessary, to ensure the appropriate use of requests for cancellation.

(4) The law does not require the enforcement agency to notify the defendant that a request for cancellation has been filed. Because the decision of whether or not to cancel the citation rests solely with the citation processing agency, commands would not normally notify defendants of the request.

(5) Commanders shall contact appropriate citation processing agencies to coordinate procedures for requesting cancellation of issued citations. Commanders should also encourage the citation processing agency to provide notification of cancellation requests to the persons cited to avoid additional inconvenience to all concerned parties.

c. Voiding a CHP 267 Violation. When a commander determines that voiding a CHP 267 is justified, and the document has not been issued (as defined in paragraph 5.a. of this chapter), the following procedures shall be followed:

(1) The issuing officer:

(a) Enters their name, ID number, and permanent assignment location code in the appropriate spaces on the CHP 267.

(b) Prepares a CHP 51 to the Area commander outlining the reasons which support the request for voiding.

(c) Submits the CHP 51 together with the original CHP 267 and all copies to the Area commander.

(2) If approved, the Area commander:

(a) Marks "VOID" in large block letters on the original and all copies.

(b) Enters the reason for voiding in the space marked "Violation(s)."

(c) Signs the form immediately below the reason for voiding.

(3) Distribution of Voided CHP 267s. File all voided copies with the officer's CHP 51 in the Area office.

6. CHP 411, NOTICE OF CORRECTION AND PROOF OF SERVICE.

a. Completion. Whenever it is necessary to correct information which has been entered on the CHP 267, a CHP 411, Notice of Correction and Proof of Service, shall be prepared in triplicate. Circle the appropriate form title (Notice of Parking - Registration Violation) and indicate the violation type by striking out the word "parking" or "registration," whichever does not apply. No strikeout is necessary if both violation types were charged. Refer to Chapter 1, CHP 215, Notice to Appear, paragraph 10., of this manual, for further instructions.

b. Distribution.

(1) Original to the violator.

(2) Duplicate copy attached to the office copy of the CHP 267.

(3) Triplicate copy to the appropriate citation processing agency.

c. Legibility. All copies submitted shall be legible.

7. ADJUDICATION PROCESS.

a. Officer attendance at an adjudication hearing will not be required when violators contest the validity of offenses charged.

b. A properly completed citation is prima facie evidence that a violation has occurred. If information is missing or an error is made on the citation (e.g., the offense, time location, vehicle license number, registration expiration date, color or make of vehicle), the case will be dismissed without further action.

c. Levels of Review.

(1) The first level is a request for initial review by the citation processing agency by telephone or in writing. After this initial review, the decision as to whether or not the citation will be dismissed will be mailed to the violator.

(2) If the violator is dissatisfied with the decision resulting from the initial review, they may request an administrative hearing by mail or personal conference. The individual must deposit the full amount of the parking penalty, along with a written statement explaining why they feel the citation should be dismissed. If the violator prevails, the parking penalty is refunded. No subpoenas will be issued at the administrative hearing.

(3) If the individual is dissatisfied with the results of the administrative hearing, they may seek a trial de novo in the superior court by paying a filing fee and filing appropriate court papers. Subpoenas for officer testimony may be issued by the court. If the issuing officer is subpoenaed to appear in the court at the court's request, departmental reimbursement will not be requested. However, if the violator makes the request for the officer to appear in court, procedures for civil proceedings set forth in HPM 11.1, Administrative Procedures Manual, Chapter 10, Subpoenas/Subpoenas Duces Tecum Compliance Criminal/Civil Appearances, are to be followed.