

CHAPTER 5
UNIVERSAL COUNTYWIDE PARKING CITATION
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CHAPTER 5

UNIVERSAL COUNTYWIDE PARKING CITATION

1. GENERAL.

- a. A Universal Countywide Parking Citation (UCPC) is a generic term used to describe a parking citation developed by an individual county for use by all law enforcement agencies working within that county.
- b. In concert with the implementation of a UCPC, a county may also elect to contract with a private independent collection agency to collect fine monies from persons cited with a UCPC. This chapter provides general guidelines for issuing and processing of a UCPC and for coordinating with county authorities when such a program is instituted.

2. POLICY.

- a. When a county government chooses to adopt a UCPC form and requests law enforcement agencies that provide services within the county to utilize that form, the Department will cooperate in the development of the form and procedures for its use and processing.
- b. When the county is serviced by only one California Highway Patrol (CHP) Area, that Area should provide CHP input to the county on the UCPC program. When two or more Areas within one Division service the county, Division will coordinate with the county government on the UCPC program. If two or more Divisions service the county, coordination will be provided through the office of Assistant Commissioner, Field.
- c. Areas/Divisions implementing UCPC programs shall ensure Area Standard Operating Procedures (SOP) provide direction for completing, processing, and retaining UCPCs at the Area. Area UCPC SOPs shall be approved by Division prior to implementation. Training in these procedures shall be provided to Area personnel.
- d. The Department will not ordinarily share in the costs of developing, printing, or distributing the UCPC forms. Should the county attempt to have the Department share these costs, commanders shall document the request and forward it through channels to Assistant Commissioner, Field. Pending a resolution of the request, Areas should continue to use the CHP 267, Notice of Parking-Registration Violation.

3. PROCEDURES.

- a. Officers shall complete a UCPC as prescribed by the county.
- b. Officers are to include the count of UCPCs with their count of CHP 267s on the CHP 415, Daily Field Record, and the CHP 100, Beat Officer's Evaluation/Activity Summary.
- c. The UCPCs are to be voided and/or submitted for cancellation only by the Area Commander or their designee, using the same procedures as outlined in Chapter 4, CHP 267, Notice of Parking-Registration Violation, of this manual.
- d. Clerical staff will file UCPCs separately from CHP 267s.
- e. The UCPCs will be retained using one of the following schedules, whichever provides for the longest retention:
 - (1) Six months.
 - (2) As prescribed by the county.