

# WINTER HAVEN POLICE DEPARTMENT

## GENERAL ORDER 61.5

### PARKING ENFORCEMENT

#### ACCREDITATION STANDARDS:

EFFECTIVE DATE: March 28, 1996

RESCINDS: G.O. 61.5 November 4, 2021 and all applicable Amended/Temporary Orders prior to June 25, 2025

LAST REVISED DATE: June 25, 2025

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#### **CONTENTS**

This General Order contains the following numbered sections:

- I. Overtime Parking Enforcement
  - II. Improper Parking Violations
  - III. Handicapped Parking Enforcement
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#### **POLICY**

It shall be the policy of the Winter Haven Police Department to enforce all existing parking regulations within areas of the jurisdiction of the City of Winter Haven.

#### **PURPOSE**

The purpose of this General Order is to establish guidelines for the enforcement of the Parking Ordinances within the City limits.

#### **SCOPE**

This General Order shall apply to all Department members.

#### **PROCEDURES**

##### **I. Overtime parking enforcement**

- A. Section 18-79 of the City Ordinances grants authorization of enforcement of this chapter to any law enforcement officer, traffic or parking enforcement specialist. This authorization enables the enforcement of sections 18-53, 18-54, 18-55, 18-56 and 18-57 of the City Ordinances.
  1. A member who finds a vehicle in violation of the timed parking regulation shall issue an overtime parking notice as outlined in 18-56(2). The Community Service Officer(s) (CSO) shall keep an account of all notices issued by notating them in a log kept in the Traffic Supervisor's Office.

2. A CSO, at least once a week, shall check all the paid parking notices that have been returned to the Department. The CSO shall match the receipt and returned parking notice to the electronic citation report. This notice shall be marked as paid in the electronic logbook. A Records member shall count and forward the money collected to the City Finance Department along with the Departmental cash report for that time period.
3. For notices that were not paid within ten business days, the CSO shall:
  - a. Run the tag number for the registered owner's name and address on DAVID or through the Crime Information Center;
  - b. Send the original form letter (whpd-49) to the registered owner by certified mail and keep a copy for the file;
  - c. Enter in the logbook, the date and name of the person the letter was sent to;
  - d. After 15 business days, if the notice has not been paid, run the registration to obtain the owner's date of birth. After obtaining the date of birth, have the Crime Information Center (CIC) run a driver's license check for status or utilize the DAVID system to obtain the status. Using this information, write out the Florida Uniform Traffic Citation. A sworn member or parking enforcement specialist shall sign the Florida Uniform Traffic Citation.
  - f. Forward the completed Florida Uniform Traffic Citation to the Clerk of the Courts. Send a copy of form letter (whpd-49) and the yellow copy of the Florida Uniform Traffic Citation to the registered owner by certified mail. Obtain from the ECC a Sheriff's Office call number to be placed on the traffic citation. The same number may be used for all citations on that particular processing date.
  - g. Document in the logbook the date the Florida Uniform Traffic Citation was sent to the Clerk of the Court.

## **II. Improper parking violations**

- A. In accordance with Section 18-9 of the City Ordinances members shall enforce violations of any traffic control device in accordance with Section 18-2, unless otherwise directed by an authorized member.
  1. The procedure for enforcement shall be as follows:
    - a. Vehicles parked in violation of a traffic control device, outlined in section 18-1, shall be cited using a Department Parking Citation. A Sheriff's Office call number shall be placed on the citation. The citation may either be left on the windshield of the vehicle or, delivered to the driver. The driver/owner shall be required to pay the fine, within ten days, at the Department Records Division.
    - b. If the driver/owner fails to respond to the Department within ten days, a certified letter shall be sent from the Records Division. If the driver/owner

fails to respond within fifteen days, the citation shall be sent to the Clerk of the Court as outlined in this General Order utilizing a Uniform Traffic Citation.

- c. If any driver/owner wishes to contest the citation, a Community Service Officer or Records Clerk shall contact the Clerk of the Courts, Winter Haven Division to arrange a court date. Upon request of the driver/owner a phone number may be provided for them to arrange a court date at their convenience.

### III. Handicapped parking enforcement

- A. Members shall enforce handicap parking violations in accordance with City Ordinances Section 18-76 and 18-77.
  - 1. The procedure for enforcement shall be as follows:
    - a. Vehicles parked in any parking space designated for physically disabled persons, shall be cited using a Department Parking Citation. A Sheriff's Office call number shall be placed on the citation. The citation may either be left on the windshield of the vehicle or, delivered to the driver. The driver/owner shall be required to pay the fine, within ten days, at the Department Records Division.
    - b. If the driver/owner fails to respond to the Department within ten days, a certified letter shall be sent from the Records Division. If the driver/owner fails to respond within fifteen days, the citation shall be sent to the Clerk of the Court as outlined in this General Order utilizing a Uniform Traffic Citation.
    - c. If any driver/owner wishes to contest the citation, a Community Service Officer or Records Clerk shall contact the Clerk of the Courts, Winter Haven Division to arrange a court date. Upon request of the driver/owner a phone number may be provided for them to arrange a court date at their convenience.



APPROVED

**Vance Monroe Jr.**  
**CHIEF OF POLICE**