



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 73-03	DATE: 04/01/73
REVISIONS: 6/17/96	
ISSUED BY: City Manager	SIGNED <i>10/1/73 - 10/1/73</i>

SUBJECT: PARKING VIOLATIONS

PURPOSE: To inform all employees who operate City vehicles that they are subject to the laws concerning vehicle parking. The payment of parking fines for tickets received for violation of the law is the responsibility of the vehicle operator.

POLICY:

A. Voiding of Parking Violation Fines

In the event an employee receives a parking ticket because his/her job prevents him/her from meeting the requirements of the law, the City will void the fine for the violation. For example, the City would void the fine if an employee (such as an inspector) were to park his/her car in a metered spot with the intention of completing his/her duties in the time allowed on the meter, but was unable to return to the car before the meter expired because of the nature of his/her work.

B. Request for Voiding of Parking Violation Fines

Determining the validity of excused circumstances is the responsibility of the department head whose signature of approval must be on the voiding of parking violation fines request form. These request forms are available through the Labor Relations Office. They are addressed to Labor Relations/City Treasurer and are routed through the Labor Relations Office for the City Manager's concurrence.

C. Time Limitations

Any request for voiding such a violation which is received after twenty (20) calendar days from the date of the ticket shall be returned for personal payment to the employee who received the ticket.