

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

UNIFORM PARKING CITATION: COMPLETION AND DISTRIBUTION

Reviewed by: Sgt. Tim Power	Effective Date: July 7, 1995
Authorized by: Asst. Chief Gary Sutherland	Revision Date: July 18, 2019

PURPOSE

The purpose of this SOP is to explain how the Uniform Parking Citation is to be completed and distributed.

PROCEDURE

A black ink pen will be used, and enough pressure will be applied in order for the violator's copy of the citation to be legible. The following is an explanation for completion of the ticket; the numbers below reference the blanks on the ticket (see attached example).

1. **LICENSE NUMBER**

This is the license number of the vehicle receiving the citation. If the license plate is a temporary plate, indicate this on the citation. If the vehicle has no license, but an "applied for" sticker, this information will be noted on the citation, with the owner's name and full address. Record the VIN from the "applied for" sticker in the top portion of the ticket. All of the information will be recorded on the SECOND copy of the citation.

2. **YEAR**

The month and year of the license plate will be noted here.

3. **STATE**

The state from which the license plate was issued will be recorded here.

4. **CAR**

Place an "X" on the line if the vehicle is a car or a van.

5. **MAKE**

The make of the vehicle receiving the citation will be recorded here.

6. **COLOR**

Indicate the color, or combination of colors in this area.

7. **OFFICER**

The officer's name or employee number will be placed here.

8. **TRUCK**
Place an "X" on the line if the vehicle is a truck.
9. **DATE ISSUED**
This is the date on which the citation was issued.
10. **TIME**
Military time will be used to record the time the citation was issued.
11. **MOTORCYCLE**
Place an "X" on the line if the vehicle is a motorcycle.
12. **AREA OF VIOLATION**
Record the location of violation, such as a street address. Be as specific as possible.
13. **VIOLATION #**
By using the violations listed on the lower portion of the citation, write the corresponding number for which violation this citation is being written.
14. **1. _____**
This area is provided for the officer in case the listed violations do not cover the violation for which this citation is being issued. In this case, the violation must be written in this area.
15. **\$**
If the non-listed violation was utilized, write in the dollar amount of the fine.
16. **OWNER'S NAME**
If the vehicle has an applied for sticker, please write in the registered owner's information.

DISTRIBUTION OF THE PARKING CITATION

The original will be removed from the book and placed into the tray provided by the Records Division for parking violations. All copies will be turned in at the end of the tour of duty. The last copy, which will be in the form of an envelope, will be placed on the windshield of an auto in such a way that it can be seen by the driver while inside the auto. If the vehicle is a motorcycle, it can be secured some place near the seat so it can be seen by the driver prior to driving the vehicle away.

TOP
COPY

**CITY OF BLOOMINGTON, ILLINOIS
PARKING CITATION** F166451

LIC. NO. 1 YEAR 2 STATE 3 CAR 4
 MAKE 5 COLOR 6 OFFICER 7 TRUCK 8
 DATE ISSUED 9 TIME 10 MOTORCYCLE 11
 AREA OF VIOLATION 12 VIOLATION # 13
 1. 14 \$ 15

2. TIME LIMIT ZONE	\$10.00	11. PARKING IN A "T" INTERSECTION ..	\$20.00
3. IN LOADING ZONE	\$20.00	12. BLOCKING ALLEY	\$20.00
4. OVER 12" FROM CURB	\$20.00	13. AGAINST FLOW OF TRAFFIC ..	\$20.00
5. 15' OF FIRE HYDRANT	\$20.00	14. 30' OF TRAFFIC CONTROL	
6. 20' OF CROSSWALK	\$20.00	SIGNAL OR DEVICE	\$20.00
7. FROM 3 A.M. TO 5 A.M.	\$20.00	15. ON OR ACROSS SIDEWALK	\$20.00
8. RESTRICTED ZONE	\$20.00	16. HANDICAPPED ZONE	\$100.00
9. IN TRAFFIC LANE	\$20.00	17. 3' OF DRIVEWAY	\$20.00
10. BLOCKING DRIVEWAY	\$20.00	18. OUTSIDE OF BOUNDARY	\$20.00

CITY OF BLOOMINGTON, ILLINOIS

CARBONED
COPY

**CITY OF BLOOMINGTON, ILLINOIS
PARKING CITATION** F166451

LIC. NO. _____ YEAR _____ STATE _____ CAR _____
 MAKE _____ COLOR _____ OFFICER _____ TRUCK _____
 DATE ISSUED _____ TIME _____ MOTORCYCLE _____
 AREA OF VIOLATION _____ VIOLATION # _____
 1. _____ \$ _____

OWNER'S NAME 16 _____
 STREET _____
 CITY _____ STATE _____ ZIP CODE _____
 NOTICE _____

CITY OF BLOOMINGTON, ILLINOIS

**CITY OF BLOOMINGTON, ILLINOIS
PARKING CITATION** F166451

LIC. NO. _____ YEAR _____ STATE _____ CAR _____
 MAKE _____ COLOR _____ OFFICER _____ TRUCK _____
 DATE ISSUED _____ TIME _____ MOTORCYCLE _____
 AREA OF VIOLATION _____ VIOLATION # _____
 1. _____ \$ _____

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You may question the validity of this ticket at the Violations Bureau, 109 E. Olive, and failure to promptly do so will be considered an admission of the violation.

FINES WILL INCREASE \$5.00 If Not Paid in 7 Days
AND AN ADDITIONAL \$10.00 If Not Paid in 30 Days

Pay amount of this ticket today by depositing in any U.S. Mail Box postage paid by the City, or at Cashier Counter at City Hall, 109 East Olive. Immediate payment will avoid increased fines and court costs associated therewith.