

CHAPTER X – Traffic

10/1 Citation Book Issuance and Control

10/1.1 Inventory Control

Officers shall not be issued new citation books until previously issued books are returned and submitted for supervisory approval. In exceptional cases, new or "re-issue" citation books may be obtained by officers at the discretion of supervisory personnel.

Note: Unless otherwise indicated, this section refers to both Absentee and Personal Service Citation books.

A. Issuance

Normally, officers may obtain new citation books when checking out other equipment from a supervisor at change of watch. Supervisors may issue citation books during the working shift at their discretion.

1. Officers shall ensure that they have sufficient citation books in their possession to cover their tour of duty.
2. Supervisory personnel shall ensure that an entry is made in the Citation Log Book whenever a citation book is issued. The entry shall include the date issued, book number and officer receiving.

B. Collection

All officers shall return citation books in their possession when so directed by a supervisor or when the citation books are depleted or **obsolete**.

Under no circumstances shall an officer keep a completed citation book more than five (5) days after the last citation has been issued.

1. Supervisory personnel shall inspect each book returned for citations not used and for the correct number of file copies. A check shall also be made to ensure that the violator and court copies have been distributed. The supervisor shall then sign the cover of the citation book indicating that an inspection has been completed.
 - a. Officers shall use extreme caution when removing the Violator's Copy and the Court Copy so that the yellow copy is not lost. In the event that a yellow copy becomes separated from the book, for any reason, it should be stapled or otherwise permanently attached to the book so the officer is not wrongfully accused of destroying a citation.
 2. Supervisory personnel shall ensure that an appropriate entry is made in the Citation Log Book whenever a citation book is returned, checked and deposited in accordance with established procedure.
 3. Returned citation books shall be deposited in the appropriate receptacle or given directly to a supervisor.
 4. Used books shall not be left in the equipment room, Watch Commander's Offices or other areas not designated for deposit.

Note: Used Parking Citation Books at LAWA/ONT are not required to be turned in as they do not have copies of the citation.

C. Un-issued Citation Books

All un-issued citation books shall be maintained and controlled by the assigned Administrative employee or sergeant shall ensure that sufficient citation books are available for supervisory issuance for all watches and days of the week.

D. Mutilated Citation Books

Citation books are official court documents and may be subpoenaed into court at any time. Officers are responsible for maintaining their citation books and will be held accountable for mutilated citation books.

1. Upon receiving a mutilated citation book, the supervisor shall:

- a. Contact the officer who turned in the mutilated citation book and have the officer submit an Employee's Report explaining how the citation book became mutilated;

- b. Ascertain whether the mutilation occurred as a result of negligence or carelessness on the part of the officer;

- c. If the supervisor determines that the mutilation was a result of printer binding error or excessive wear due to other factors, the supervisor shall complete an Employee's Report documenting his/her findings and forward the Employee's Report and citation book to the Traffic Services Section Administrative Unit.

If printer binding error was found to be the cause of the mutilation, the Traffic Services Section Administrative Unit shall forward the Employee's Report and citation book to Materials and Support Unit so the printer vendor can be contacted to correct the problem. Upon resolution of the problem, the citation book shall be returned to the Traffic Services Section Administrative Unit.

- d. If the supervisor determines that the mutilated citation book was a result of negligence or carelessness on the part of the officer, the supervisor shall complete a Complaint Form and forward it to the Watch Commander for approval.

- e. The Employee's Report, the mutilated citation book, and a copy of the Complaint Form, if one was completed, shall be forwarded to the Traffic Services Section Commanding Officer.

- f. The Traffic Services Section Commanding Officer will review the documentation and either concur with the findings of the supervisor or return the documentation with further instruction.

- g. Upon approval of the documentation, the Traffic Services Section Commanding Officer shall forward the documentation to the Assistant Chief, Office of Traffic and Security Operations, for final approval and disposition.

2. Whenever the Traffic Services Section Administrative Unit discovers that a mutilated citation book has been submitted for processing without any documentation, the citation book shall be forwarded to the concerned employee's Watch Commander for investigation.

E. Issuance of Updated Citation Books

Every time Citation Books are revised, a new citation book shall be issued to officers replacing the old books. Distribution of the new books shall be in accordance with established rules and procedures.

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1. It is mandatory that all old style books be turned in within ten (10) days. They are to be returned to the Department of Transportation (LAWA/LAX and LAWA/VNY), the Los Angeles County Sheriff's Dept.(LASD) for LAWA/PMD, or the Ontario Police Department (LAWA/ONT).
 2. There shall be an audit of all books issued by LAWA Police. Therefore, officers shall check lockers, bags, file cabinets, and other storage areas for books of issued or unissued citations.
 3. Supervisors shall be responsible for the collection and verification of completeness of old books and the issuance of new books using established procedures and documentation on the Citation Log.

These are court documents and must be handled accordingly

In the event that errors are discovered, forward a copy of the page, with the error highlighted, to the assigned administrative employee or sergeant. These errors, if any, will be corrected in the next printing.
- F. Audit Responsibility
- The assigned administrative employee or sergeant shall:
1. Verify each citation book returned has a supervisor's signature on the cover prior to acceptance;
 2. Verify the count of file copies; and,
 3. Ensure that all citations have been completed.
- Any discrepancies shall be reported immediately to the concerned Commanding Officer for appropriate action.
- 10/1.2 Citation Cancellation**
- A. Citation Cancellation Request Form
1. Generally, when a citation is requested to be canceled, the officer should attach both the original copy and the violator's copy of the citation to the Citation Cancellation Request Form. In the event that the violator's copy is not available, the officer shall so indicate on the Citation Cancellation Request Form along with a brief explanation.
 2. The Cancellation Request Form must contain all of the following information:
 - a. The complete citation number including the prefix number. The prefix number identifies the book of issuance.
 - b. Date, location, vehicle license number, reasons, and explanation.
 - c. Cancellation Request Forms should include all other applicable information as indicated in the form
 3. Completed Cancellation Requests shall not be accepted until a Supervisor has signed the form indicating that he/she concurs with the findings.
4. Supervisors shall investigate the facts surrounding the request, and shall verify validity. In the event of a discrepancy, the supervisor shall immediately ascertain from the officer the facts relating to the discrepancy. An Employee's Report shall be completed and forwarded to the officer's Commanding Officer explaining the discrepancy. A copy of the Employee's Report shall be attached to the Citation Cancellation Request Form for filing purposes.
- B. Procedures for Canceling Parking Citations
- Parking citations are to be considered court documents and therefore must be subject to strict accountability. LAWA Police employees shall maintain control of all citation books in their possession at all times. To provide consistent processing of Parking Citation Cancellation Requests in accordance with the provisions of California Vehicle Code Section 40202, the following procedures are established.
1. Request for Cancellation

Vehicle Code Section 40202 clearly spells out the obligations of the officer and the LAWA Police with respect to actions following the issuance of parking citations. Respective of this section, under certain circumstances, an officer may request a cancellation.
 2. Reason for Cancellation

While the following examples may justify the request for cancellation, these are not the only reasons that may be accepted. Officers are advised to consult with a supervisor if there is any question or doubt about a specific set of circumstances. In every case, a brief explanation shall be included in the "Explanation" section.
 - a. The vehicle had prior permission to park.
 - b. The vehicle was designated a handicapped vehicle.
 - c. The vehicle driver has legal immunity.
 - d. The citation is incomplete.
 - e. "Drive Away" prior to completion of citation.
- Note - Refer to Section 10/3.2 – Drive Away Citation Processing**
3. Voiding a Citation

Citations shall not be "voided" for any reason. In all cases, a Cancellation Request Form shall be completed. Following the initial issuance of a citation, and where a cancellation is justified, the issuing officer shall complete a Cancellation Request Form.
 4. An administrative employee of the Traffic Services Section (TSS) or a Sergeant shall be assigned and have the responsibility to ensure that adequate records are maintained for the control of all cancellation requests and an adequate number of Cancellations Request Forms are available at all times.

The assigned administrative employee or sergeant shall process each Citation Cancellation Request for parking citations daily to ensure that all requests are handled in a timely manner and that all necessary information has been entered on the form prior to transmittal to the Parking Enforcement Bureau.

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C. Processing Citation Cancellations - Personal Service Citations

LAWA/LAX

The same form and process shall be used to cancel Personal Service Citations with the exception that Personal Service Citation Cancellations shall be forwarded to the Court Liaison Officer for processing.

LAWA/VNY

Personal Service Citation Cancellations shall be forwarded to the Court for processing.

LAWA/ONT

LAWA/ONT shall send cancel Personal Service Citations to the Ontario Police Department Records Unit for possessing.

LAWA/PMD

Personal Service Citation Cancellations shall be forwarded to the LASD for processing.

D. Notification Letter

If the violator was not notified by the citing officer that the citation would be cancelled, the officer shall complete a "Notice of Citation Correction" letter indicating the citation has been cancelled and forward the letter and all documentation to the Court Liaison Officer (LAWA/LAX), the appropriate administrative employee (LAWA/VNY and LAWA/PMD) or the Ontario Records Clerk (LAWA/ONT), for processing. The officer shall also indicate that the violator was notified by mail on the Citation Cancellation Request form.

E. Involved Commanding Officer

The involved Commanding Officer shall make random audits to ensure compliance with established procedure.

10/1.3 Parking Citation Processing or Inquiries

Under agreement approved by the City and the County, the City assumes the responsibility of processing and collecting bail for all parking citations issued by City agencies. This includes citations issued by the Los Angeles World Airports. The main goal is to facilitate the payment of citations by mail.

The City has contracted with a firm to perform the collection and processing functions. They will operate under the name "Parking Violations Bureau." The services they will provide include: bail collection by mail; all telephone and written correspondence relative to individual parking citations; scheduling of hearings; walk-in payment facilities; and management information and audit reports.

LAWA/ONT - Under agreement approved by the City and the County, the City of Ontario assumes the responsibility of processing and collecting bail for all parking citations issued by the Los Angeles World Airports in the City of Ontario.

10/2 Personal Service Citations (PSC)

10/2.1 Completion Procedures

Traffic Courts have automated their systems for control purposes. Because of this computerization, it is imperative that Law Enforcement Officers of all jurisdictions meet certain requirements.

The Citation Guide issued to all Officers contains an exemplar, which reflects most of the necessary requirements. Officers shall review the document and conform to its standards.

A. Computer Capability

The computer will only accept five (5) violations per citation number. If there are more than five (5) violations, only the first five (5) will be recorded. It is therefore, **MANDATORY** that the most serious violation be listed first.

Example: Misdemeanors shall be listed first, then other violations. A drivers license violation shall be listed in the first five (5) positions, or will be lost upon input and not considered by the courts.

B. Multiple Violations

Multiple violations shall not be listed on the same line. They must be listed separately, one per line (or more lines if the description is long), and sequentially numbered. A continuation sheet may be used as before, keeping in mind the maximum number of violations that are recorded.

In the event that a citation involves more than five violations, and some of the sections relate to equipment, CVC Section 24002 may be listed (found under Equipment Of Vehicles, Division 12) and then each violation may be listed under this one section.

Example: Headlamps, tail lamps, etc. - For the narrative portion of the violation, some Officers are very brief, and some use longer descriptions. This does not need any modification so long as the violations are listed and numbered.

C. Accuracy and Legibility

It is the responsibility of the citing officer to ensure that each citation is prepared correctly and is legible. Citations, which do not conform to the stated guidelines, may be rejected by the Court.

The "Infraction," "Correctable" and "Misdemeanors" boxes must be accurate. If in doubt, check the Citation Guide.

Example: California Vehicle Code Section 16028a, the financial responsibility violation is **NOT** a correctable offense. Do not check the "Correctable" box.

D. Miscellaneous Procedures

1. Time

Use non-military time and check the appropriate A.M. or P.M. box (i.e., 8:30 instead of 0830; 2:20 instead of 1420).

NOTE: If military time is used in error, a Citation Correction Request shall be completed to change the time from military to non-military.

2. Misdemeanor Check Box

Check this box if any cited violation is a misdemeanor. The LAWA Police Citation Guide (cheater) shows misdemeanors with an "M" and infractions with an "I" preceding the section number

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3. Traffic/Non-Traffic Check Box
- Check the traffic check box for all violations. The non-traffic box will not be used by the LAWA/LAX or LAWA/VNY Police, but is still required to be included on the citation by the Judicial Council since this is a standardized item on all citations statewide.
- Note: This is not prohibited at LAWA/ONT.**
4. Commercial Vehicle (CV) Check Box
- Check this box if Section 15210(B) California Vehicle Code applies. Section 15210(b) CVC defines a commercial vehicle as a motor vehicle or combination of motor vehicles used to transport passengers or property and:
- a. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
 - b. Has a gross vehicle weight rating of 26,001 or more pounds; or
 - c. Is designed to transport 16 or more persons including the driver; or
 - d. Is used in the transportation of hazardous materials.
5. Hazardous Materials (H.M.) Check Box
- Check this box if a vehicle is transporting hazardous materials as defined in Section 353 and 2452 CVC. Hazardous materials haulers are defined as commercial vehicles in the CVC. However, the "H.M." rather than the "C.V." check box shall be checked when hazardous cargo is being transported. Hazardous materials include, but are not limited to: radioactive material, poison, flammable gas, nonflammable gas, flammable liquids, explosives, blasting agents, etiologic agents, organic peroxides, hazardous wastes, and other regulated materials of classes A, B, C, D, and E listed in the CVC.
6. Correctable Violations Check Boxes
- An officer issuing a PSC for certain offenses and under certain conditions shall indicate the charge will be dismissed by the court with proof of correction. Check the appropriate "yes" or "no" check box in each violation. The appropriate dismissal status for commonly cited California Vehicle Code (CVC) violations is contained in the Los Angeles World Airport Police Division Citation Guide.
- a. CVC Section 40303.5 addresses sections which are correctable. The "yes" box shall be checked if any of the following applies:
 - Any registration infraction listed in Division 3, CVC, and also listed as "correctable" in the Citation Guide;
 - Any driver's license infraction listed in Division 6, CVC, which are correctable; or,
 - Any equipment infraction listed in Division 12, 13, 14.8, 16, 16.5, 16.7 CVC, or Section 21201 CVC (bicycle equipment) and also listed as "correctable" in the Citation Guide.
 - b. Pursuant to Section 40610(b) CVC, a citing officer may mark a correctable violation as not correctable when any of the following conditions exist:
 - Evidence of fraud or persistent neglect; or,
 - The violation presents an immediate safety hazard; or,
 - The violator does not agree to or cannot promptly correct the violation
 - c. The reverse of the violator's copy of the PSC has a section for a signature certifying that a violation has been corrected.
7. Seat Belt Violation Check Box
- Mark the check box to the immediate left of Section 27315 if it is a cited violation. Also, enter the appropriate subsection in the parentheses to the right of Section 27315 in the following manner:
- a. 27315(d) - the driver is cited if no seat belt is worn by the driver or passenger over 4 years of age, but under 16 years;
 - b. 27315(e) - the passenger is cited if no seat belt is worn by a passenger 16 years of age or older;
 - c. 27315(f) - owner must maintain seat belts in good working order;
- NOTE: Continue to cite the driver for violation of 27360(a, b, or c) CVC (child restraints for passengers under 4 years of age).**
8. Violations Not Committed in Officer's Presence Check Box. Do Not Use This Check Box
- At this time, the Los Angeles World Airports Police does not cite for violations not committed in the officer's presence. However, this item is still required to be included on the citation by the Judicial Council.
9. Court Location Check Box
- LAWA/LAX**
- Adults:**
- West Los Angeles**
3000 S. Robertson Blvd., Suite 100, Los Angeles
- Juveniles**
1725 Main St., Santa Monica
- LAWA/ONT**
- Adults:**
- West Valley Municipal Court**
8303 Haven Avenue, Rancho Cucamonga, CA 91730
- Juveniles:**
- West Valley Juvenile Court**
8303 Haven Avenue, Rancho Cucamonga, CA 91730

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Juvenile Traffic Hearing Officer
9567 Arrow Route Bldg. 1 Suite "E"
Rancho Cucamonga, Ca 91730

LAWA/VNY

Adults:

Devonshire Courts:

Infractions: 9425 Penfield Avenue, Chatsworth, Ca. 91311

Misdemeanors: 900 Third Street, San Fernando, Ca 91340

Van Nuys Court:

14400 Erwin Street Mall, 2nd floor, Van Nuys, Ca. 91401

Mission Court:

900 Third Street, San Fernando, Ca. 91340

Juveniles:

Van Nuys Court:

6320 Sylmar Avenue, Van Nuys, Ca. 91401

Dev/Mission Court: (1:30 PM session only)

Dept. 275, 16350 Filbert Street, Sylmar, Ca. 91342

LAWA/PMD

Antelope Valley Courthouse 42011 4th St West
Lancaster, CA 93534.

NOTE: Care should be taken to ensure all of the appropriate boxes are correctly checked.

- E. Warning vs. Personal Service Citation Issuance

When making a decision whether to issue a warning or a Personal Service Citation, officers should consider the following:
 - 1. Extenuating circumstances (i.e. - A failure to see an obscured official traffic control device, driver unfamiliar with the area violates a minor traffic ordinance, etc.);
 - 2. Evaluating the basis of the stop on sound professional judgment.
- F. Court Information

When a Personal Service Citation is issued, officers shall provide the violator with accurate information concerning trial appearance or settlement of the citation.
 - 1. Appearance date
 - a. The court appearance date, time and location shall be pointed out to the violator in compliance with Sections 40501 and 40502 of the California Vehicle Code (CVC).
 - b. Under Section 40302 (c) CVC, a violator may request to be taken before a magistrate. The violator shall be transported and booked into the appropriate booking facility in compliance with Section 11/3 (Booking Procedures) and 11/5 (In-Custodial Transportation).
 - c. Instructions Not To Be Given To Traffic Violators

Officers shall not:
 - Quote amounts of bail;

- Suggest the violator telephone the Traffic Violations Bureau for information;
 - Suggest that the case may be handled by mail;
 - Attempt to outline the policy of the court or Traffic Violations Bureau in regard to adjustment of certain types of violations; or,
 - Suggest or recommend any automobile club or similar organization.
2. All information on the court copy of the citation shall be the same as on the violator's copy (Section 40505 CVC). No changes, deletions or additions shall be made to the court copy of the citation after the violator has received a copy (Section 40500(d)).
- Note: See Section 10/2.3, Citation Correction, for procedures for correcting a Personal Service Citation.**
- G. Signature

The violator shall sign his/her name as it appears on his/her license. The citing officer shall compare the signature on the citation with the signature on the license.

If the signature does not match with the violator's license and is unreadable, the officer shall print the violator's name next to the unreadable signature and initial it.
1. Refusal to Sign
- a. When a violator refuses to sign a traffic citation, the citing officer shall refer the violator to the printed information on the face of the citation directly above the space provided for his/her signature. He/she shall be informed that the signing of the citation does not constitute an admission of guilt, but that it is merely a signed promise to appear in answer to the charge.
 - b. When the violator has been so advised and continues to refuse to sign the traffic citation, the citing officer shall request that a supervisor be dispatched to the scene. The supervisor shall, whenever possible, resolve the matter at the scene.
 - c. If, in the presence of the supervisor, the violator still refuses to sign the citation, the officer shall transport and book the violator in the appropriate booking facility and shall follow the established booking policies and procedures of that booking facility.
2. Booking Traffic Violators Charged With More Than One Offense

When a person who refuses to sign a citation is charged with more than one offense, he/she shall be booked on the more serious offense. The elements of all other offenses charged shall be included in the arrest report.
3. Cancellation of Citation

When a violator refuses to sign a traffic citation and is booked as a result of his/her refusal to sign, the citation shall be canceled.

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H. EOW Procedures
All completed Personal Service Citations shall be turned in, along with a DFAR, at EOW (refer to Section 5/7.3-End of Watch Procedures).

I. Listing the Probable Cause For a Traffic Stop on a Personal Service Citation
When an officer is issuing a PSC, the officer shall either cite for or list the probable cause(s) for the traffic stop in the citation narrative. When the probable cause for the traffic stop is not being cited, the reason shall be described without using the actual numerical section and code violation.

10/2.2 Supervisor Responsibility for Citation Approvals

To ensure greater consistency and accountability in the review and approval of citations, supervisors shall adhere to the following procedures when checking personal service citations:

- A. Citation Checking by Supervisors
Supervisors shall check the following items on the citation and citation continuation form, if one is used:
 - 1. Completeness
Each blank space on a citation shall be filled in. If the item is not applicable to the violation charged, a dash may be placed in the space.
 - 2. Legibility
Citations should be legible. The following information shall be printed on a citation:
 - a. Name and address of the violator;
 - b. Location of Violation;
 - c. Name of Citing Officer as it appears on the payroll roster.Other portions of the citation may be printed or written.
 - 3. Tampering
There shall be no erasures on the citation. There shall be no changes on the citation other than the corrected errors.
 - 4. Errors
In as much as an error or omission in certain items may invalidate the citation, a positive check shall be made of the:
 - a. Date of offense;
 - b. Correct section cited;
 - c. Correct location of offense;
 - d. Cited speed and speed zone in speed cases;
 - e. Signature of violator;
 - f. Valid court appearance date, bail or juvenile check.

5. Correcting
When an error is made and noted and the violator's copy is still available, the citing officer shall correct the error by drawing a single line through the error and legibly printing the correct information as near as possible to the error. The officer shall write the following statement on the front of the original beneath the citation number:

- a. "Violator's copy corrected;"
 - b. Officer's initial.
- The designated supervisor who checks the citation shall initial the lower right hand corner of the citation.

B. Tampering Observed on Citation
A supervisor who observes any indication of tampering on a citation or citation continuation submitted for review shall withhold the citation and citation continuation and obtain an Employee's Report from the citing officer setting forth the facts in the case. The Employee's Report shall be attached to the original copy of the citation and submitted to the concerned Commanding Officer for consideration and action.

C. Forwarding Citations
1. Personal Service Citations
A supervisor having checked citations shall cause the originals of Personal Service Citations (with the original citation continuation forms stapled to them, when appropriate) to be forwarded daily to the Court Liaison Officer (LAWA/LAX), appropriate administrative employee (LAWA/VNY or LAWA/PMD), or the Ontario Records Clerk (LAWA/ONT). Citations with correction slips attached shall be grouped together.

Exception: Citations issued to juvenile traffic violator arrestees shall be approved by a supervisor, but not forwarded in the normal manner. The Court copy and the violator's copy of the citation shall be attached to the investigating officer's copy of the arrest report.

2. Parking Citations
Parking citations shall be forwarded to the assigned administrative employee (LAWA/LAX, LAWA/VNY or LAWA/PMD), or the Ontario Records Clerk (LAWA/ONT), as appropriate.

10/2.3 Citation Correction - Procedures and Notification

A. Personal Service Citation Correction Procedures
1. Error or Omission Noted on Citation by a Supervisor
A supervisor who observes an uncorrected error or omission, other than in the notes or diagram on a Personal Service Citation submitted for review, shall return the original of the citation and have the citing officer correct the citation as outlined in Part 3, this section.

Note: A supervisor who observes an error in the notes or diagram on a citation, or citation continuation, shall inform the citing officer of the error and ensure that the officer records the correct information on the reverse side of the yellow copy in the officer's citation book to use as reference for court proceedings.

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2. Error or Omission Noted on Citation by the Citation Processing Center

The Court Liaison Officer or the responsible administrative employee forwards approved Personal Service Citations to the Citation Processing Center. Whenever an error or omission is noted, the Citation Processing Center will return the citation to the Court Liaison Officer or responsible administrative employee, who will either complete the Correction form or return the citation to the citing officer for correction.

3. Whenever an officer:

- a. Fails to include pertinent information on a Personal Service Citation, or when any information is incorrect, and determines that a correction to a Personal Service Citation is necessary; or,
- b. Has a Personal Service Citation returned for correction by either his/her supervisor or the Court Liaison Officer, the citing officer shall:

- Complete the Correction Form;
- Obtain a DMV printout and attach it to the form;

Note: This is not required at LAWA/ONT.

- Complete a draft copy of a "Notice of Citation Correction", on current LAWA letterhead, with the citizen's full name and address;
- Forward all documentation to his/her immediate supervisor for review. The supervisor shall then forward the documentation to the Court Liaison Officer, directly to the court or the Ontario Records Clerk (LAWA/ONT), as appropriate.

B. Notification to Citizen

It is the policy of the LAWA Police that the citizen violator be notified whenever a correction is to be made to a Personal Service Citation, and that such notification shall be made within forty-eight (48) hours or as soon as possible. Officers shall use prescribed forms provided by LAWA Police for such notifications.

10/3 Parking Citations

10/3.1 Proper Advisement for Parking Citation Issuance

Before issuing a Parking Violation Notice, officers shall advise violators of the violation and give them an opportunity to comply.

A. Advisement

1. Verbal

Examples:

"Good Morning/Afternoon/Evening, Sir/Miss, there is no parking or waiting at the curb. The white curb is for immediate loading and unloading of passengers only. May I ask that you use the parking structure across the street or one of the long term parking lots until your party arrives with their luggage?"

"Sir/Miss, this is a passenger loading zone. You cannot wait here. You may park in the parking structure across the street."

Note: If requested, officers may give additional information to citizens of compliance options in or around the airport area. Do not tell them to circle the airport.

2. Non-Verbal

Examples:

Demonstrative hand signals and confirmed eye contact.

Motioning the driver to move off the curb or continue to move in the traffic lane.

Note: A whistle may be used to assist in non-verbal communication while performing traffic functions.

B. Appropriate Number of Advisements

1. A white curb violation requires at least two separate advisements when the driver **complies** with the first advisement. Of the two separate advisements, one advisement must be verbal. The verbal advisement must originate from the officer writing the citation.

Note: If the violator drives around a third time and waits at the white curb without immediately loading or unloading a passenger, no further contact is necessary and the officer may immediately begin writing the violator a citation.

2. A Red Curb violation requires one advisement. This advisement shall be verbal, as described above.

Note: If the violator drives around again and waits or tries to load at the red curb a second time, no further advisement is necessary and the officer may immediately begin writing the violator a citation.

3. If a driver is advised pursuant to the protocols provided above and refuses to move, no more advisements or contact with the driver are necessary.

Note: The mere act of the driver refusing to abide by advisements is sufficient grounds to issue a Citation. This is applicable for all violations.

4. The number of advisements and type should be included in the notes' section of the citation. (i.e. - For White Curb: ADV 2/1 V - advised twice, once verbal)

C. "Cumulative" Citations

If a driver complies with verbal and/or non-verbal instructions and continues to drive around, without stopping at the curb until their passenger arrives for immediate loading, the driver **shall not** be issued an immediate citation based on the fact they drove around numerous times.

D. Blocking or Surrounding a Vehicle While Issuing a Citation

While issuing a parking citation, officers **shall not** attempt to stop a vehicle from driving away by standing directly in front of the vehicle, nor will officers attempt to surround a vehicle to prevent the vehicle from leaving the area. Not only is this practice an officer safety issue, but also can be construed as a detention.

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Detentions only occur whenever a criminal act (misdemeanor or felony) is committed in an officer's presence and the person is detained for investigation. Criminal acts **do not** include parking violations, which are considered infractions. Detaining a driver to issue a parking citation can result in a federal criminal complaint for violation of the driver's civil rights against the officer(s) involved.

E. Driver Returns During Citation Issuance

1. If the vehicle operator arrives at the scene during the issuance of a citation, the citing officer shall advise the operator that the vehicle is being cited for (whatever the violation is) and request that the operator wait until the citation has been completed.

Example:

"Sir/Ma'am, I am issuing a parking citation to this vehicle for violation of (state what the violation is). Please wait until I have completed the citation.

2. If the operator complies with the officer's request to wait, the officer shall complete the citation and attach it to the vehicle, or if the operator prefers, hand it to him/her.
3. If the operator refuses to wait, the officer shall make no attempt to stall or stop the vehicle operator from leaving the location. The citing officer shall advise the operator that a copy of the citation will be mailed to the registered owner of the vehicle.

Example:

"Sir/Ma'am, a copy of this citation will be mailed to the registered owner of this vehicle."

4. If the officer has advised the vehicle operator as previously stated, and the operator chooses not to wait, the officer shall record in the "Note" section of the citation "Driver advised, drove away." The citation shall be processed as outlined in Section 10/3.2.
5. If the citing officer has recorded on the citation the vehicle license number and state, the citation shall be completed and processed as a Drive-Away citation.
6. If the citing officer is unable to complete the vehicle license number and state prior to the vehicle driving away, the citing officer shall cancel the citation as outlined in Section 10/1.2.B.

10/3.2 Parking Citation Issuance

- A. Prior to issuing a parking citation to any vehicle, officers shall:
 1. Check the vehicle for LAWA issued parking permits, or any other type of legal immunity from citation (i.e. - handicap placards, etc); and,
 2. Check the vehicle for any parking citation previously issued to the same vehicle at the same location.
- a. Officers shall not issue another parking citation for the same violation to a vehicle that is displaying a recently written parking citation and is still at the same location. Rather than issue a second citation, the officer should impound the vehicle if the authority exists to do so.

b. A second citation may be issued to the same vehicle if an additional violation exists under Section 5200 CVC (Display of License Plates) or Section 5204 CVC (Display of Tabs). The issuing officer shall include, in the parking citation "Notes" section, "C - also (enter the first citation number)."

c. If neither of the above conditions exist, a parking citation may be issued.

B. To avoid delays in processing, the following procedures shall be followed as closely as possible when issuing the citation:

1. Parking violations shall be entered on the Los Angeles City (LAWA/LAX and LAWA/VNY), Los Angeles County (LAWA/PMD), or Ontario (LAWA/ONT) Parking Violation Forms only.

2. One violation shall be cited on each parking citation. Multiple violations cannot be data entered from the form.

3. Citations cannot be processed without the entire citation number. If the citation is forwarded with part or all of the number missing, it will be returned for correction.

Extra caution shall be exercised when tearing citations out of the citation books.

4. The last four numbers of the VIN are required:

a. On a parking violation, except when the citation is issued to a vehicle located in an area that has moving traffic on Airport property; or,

b. When the vehicle is being impounded.

5. When issuing White Curb citations, officers shall:

a. Enter an observation time in the "Notes" section of the Parking Citation; and,

b. Note an identifying mark or sticker that is on the vehicle on the back of their copy of the citation for future reference.

6. Officers shall not strikeover any mistakes made on a Parking Citation. The citation shall be cancelled as outlined in Section 10/1.2 and a new citation shall be reissued.

C. Supervisory Review of Parking Citations

Supervisors shall review all Parking Citations for completeness prior to forwarding the citations to the assigned administrative employee or the Ontario Records Clerk, as appropriate. If a strikeover is found on a Parking Citation, the issuing employee shall be directed to cancel the citation and reissue a new citation if appropriate.

D. EOW Procedures

All completed Parking Citations shall be turned in, along with a DFAR, at EOW (refer to Section 5/7.3-End of Watch Procedures).

10/3.3 Drive Away Citation Processing

All employees processing drive-away citations will be required to turn in an Employee's Report (APB Form 073), along with the citation to be mailed. The Employee Report shall contain a request for drive away citation processing and describe the circumstances creating such request. Drive away citation processing requests and Employee Reports shall be submitted to the Commanding Officer, Traffic Services Section for review.

LAWA/LAX Traffic Services supervisors have the responsibility of auditing all drive away citation processing requests for legality, completeness and accuracy prior to submission for review.

LAWA/ONT shall designate a supervisor for this procedure.

LAWA/VNY and LAWA/PMD supervisors shall perform this function.

10/3.4 Approved Violation Sections for Parking Citations Issued in Central Terminal Area

A. Violation Sections Printed on Parking Citation

LAWA/LAX

1. California Vehicle Code (CVC) Sections

a. Prohibited Stopping, Standing, or Parking

- 22500(b) CVC is for citing vehicles parked in marked crosswalks.
- 22500(h) is for citing vehicles that are double-parked (Parking a vehicle to the right of another vehicle on the lower level or in the traffic lanes on the upper level).

Section 22500 of the California Vehicle Code states, in part:

22500. No person shall stop, park, or leave standing any vehicle whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or official traffic control device, in any of the following places:

(b) On a crosswalk, except that a bus engaged as a common carrier or a taxicab may stop in an unmarked crosswalk to load or unload passengers when authorized by the legislative body of any city pursuant to an ordinance.

(h) On the roadway side of any vehicle stopped, parked, or standing at the curb or edge of a highway, except for a school bus when stopped to load or unload pupils in a business or residence district where the speed limit is 25 miles per hour or less.

b. Curb Parking

22502(a) CVC is for citing vehicle that have one or both wheels over eighteen inches from the curb

Note - This section is not to be used on the upper level curb.

Section 22502(a) of the California Vehicle Code states:

22502. (a) Except as otherwise provided in this chapter every vehicle stopped or parked upon a roadway where there are adjacent curbs shall be stopped or parked with the right-hand wheels of such vehicle parallel with and within 18 inches of the right-hand curb, except that motorcycles shall be parked with at least one wheel or fender touching the right-hand curb. Where no curbs or barriers bound any roadway, right-hand parallel parking is required unless otherwise indicated.

c. Parking in Spaces for the Disabled

22507.8(b) CVC is for citing vehicles that are blocking a disable person's parking stall. This includes all vehicles parked to the side of the stall in areas painted as part of the stall.

Section 22507.8(b) of the California Vehicle Code states, in part:

22507.8. (a) It is unlawful for any person to park or leave standing any vehicle in a stall or space designated for disabled persons and disabled veterans pursuant to Section 22511.7 or 22511.8, unless the vehicle displays either a special identification license plate issued pursuant to Section 5007 or a distinguishing placard issued pursuant to Section 22511.55 or 22511.59.

(b) It is unlawful for any person to obstruct, block, or otherwise bar access to those parking stalls or spaces except as provided in subdivision (a).

(d) Subdivisions (a), (b), and (c) apply to all off-street parking facilities owned or operated by the state, and to all off-street parking facilities owned or operated by a local authority. Subdivisions (a), (b), and (c) also apply to any privately owned and maintained off-street parking facility.

2. Los Angeles Municipal Code (LAMC) Sections

a. Stopping at Red Curb

LAMC 89.36 is used for citing privately owned or commercial vehicles that park at a stand that is not their own, which is painted red.

Section 89.36 of the Los Angeles Municipal Code states:

89.36 No person shall stop any vehicle at any time adjacent to a curb marked in red.

b. Parking at White Curb

LAMC 89.39 is used for citing any vehicle parked at the white curb.

Section 89.39 of the Los Angeles Municipal Code states:

89.39 No person shall park any vehicle other than a private passenger automobile adjacent to any white curb and shall not park such vehicle for any greater period of time than is actually necessary for the loading or unloading of passenger or personal baggage, and in no event for a longer period than 3 minutes. This section shall not apply to buses.

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- c. Parking Prohibited or Limited
- LAMC 89.39.1c is used for citing the time limits in the meter parking lots only when the meter is not working.
- Section 89.39.1c of the Los Angeles Municipal Code states:
- 89.39.1c Parking Time Limits. Whenever authorized signs are in place giving notice thereof, it shall be unlawful for any person to stop or stand or park any vehicle for a period of time in excess of the parking time limit indicated by such sign.**
- d. Parking in parking area
- LAMC 89.40 is used for citing vehicle parked outside the lines of a parking stall in a parking lot.
- Note: Enforcement of this section may be suspended during holiday periods.**
- Section 89.40a of the Los Angeles Municipal Code states:
- 89.40a No person shall park any vehicle in any public parking area except between the painted lines indicating where such vehicle shall be parked.**
3. Los Angeles Administrative Code (LAAC) Section - Bus Zone
- LAAC 23.29c is for citing vehicles parked in a bus zone between the 301 and 410 parking lots.
- Section 23.29c of the Los Angeles Administrative Code states:
- 23.29c No person shall park any vehicle upon any part of the Airport designated as "Restricted Parking Area" or "Private Parking area" unless authorized to do so.**
- LAWA/ONT - City of Ontario Municipal Codes (OMC) Sections**
1. Sec. 4-6.1003. Obedience to prohibited and restricted parking signs and markings.
- OMC 4-6.1003 is for citing vehicles in violation of parking signs and markings.
- Section 4-6.1003 of the Ontario Municipal Code states:
- When curb markings or signs prohibiting or restricting parking are in place, no operator of any vehicle shall stop, stand, or park such vehicle adjacent to any such legible curb marking or sign in violation of any of the provisions of this chapter.**
2. Sec. 4-6.1010. Restricted on private property.
- OMC 4-6.1010 is for citing vehicles parked without permission on private property.
- Section 4-6.1010 of the Ontario Municipal Code states:
- It shall be unlawful for any person to park, or cause to be parked, any vehicle upon any privately owned property, parking lot, or driveway without the consent of the owner, lessee, tenant, or other person entitled to possession of such premises.**
3. Sec. 4-6.1701. Restrictions and enforcement.
- OMC 4-6.1701 gives the authority for citing at LAWA/ONT.
- Section 4-6.1701 of the Ontario Municipal Code states:
- (a) **No person shall park a vehicle at any location within the Ontario International Airport in any restricted parking zone for a time longer than stipulated by the display of appropriate signs and/or curb markings. Violators shall be subject to a fine, and, when parked for a period of five (5) times longer than the stipulated time, vehicles may be towed away, and the operator or owners of such vehicles shall pay all towing and storage fees.**
- (b) **No person shall park a vehicle at any location within the Ontario International Airport in any zone where the display of appropriate signs and/or curb markings indicate that parking at such a location is not permitted. Violators shall be subject to a fine, and offending vehicles may be towed away, and the owners or operators of such vehicles shall pay all towing and storage fees.**
- (c) **No person shall park a vehicle in any parking lot within the Ontario International Airport where public parking is prohibited and the public is so informed by the placement of appropriate signs. Violators shall be subject to a fine, and vehicles in violation shall be towed away, and the owners or operators of such vehicles shall pay all towing and storage fees.**
- (d) **The Police Department of the City and the safety officers of the Ontario International Airport shall be responsible for the enforcement of the provisions of this article and shall issue citations and effect the removal of vehicles in violation.**
- LAWA/PMD - Los Angeles County Codes (LACC)**
1. LACC Section 15.64.110 - Parking in POSTED Bus Loading Zone
- This section is for citing vehicles parked in a posted Bus Loading Zone.
- LACC Section 15.64.110 states:
- An operator shall not park or stop any vehicle except a bus in any place marked by the commissioner as a bus loading zone as provided in this section. No bus shall stop in any such bus loading zone longer than necessary to load or unload passengers, except at a terminus. Such bus loading zones shall be indicated by appropriate signs or curb markings, or both. The commissioner shall place signs or markings or both at such locations where traffic conditions are such that he deems it necessary to establish such bus loading zone. Unless otherwise specified by the board, such loading zone shall not exceed 80 feet in length.**
2. Section 15.64.120 - Parking in Passenger Loading Zone
- This section is for citing vehicles parked in a passenger loading zone.

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Section 15.64.120 states:

A. An operator shall not park or stop for any purpose other than a stop of not to exceed three minutes to load or unload passengers at any time in any of the following places when there shall be in place appropriate markings or signs so placed by authority of the commissioner in accordance with Division 1 of this Title 15:

1. For a distance of 30 feet along any curb at the main entrance to any hotel;
2. At any curb in front of any portion of the main entrance and outside vestibule of any theater during any time such theater is open for public performance;
3. In any passenger loading zone so marked by the commissioner.

B. The commissioner may place curb paint markings at the places specified by subsections 1 and 2 of this section and shall place such markings at those other locations at which the board finds that traffic conditions are such as to make passenger loading zones feasible.

3. Section 15.64.250 - Double Parking

Section 15.64.250 is for citing vehicles that are double parked.

Section 15.64.250 states:

A. A person shall not park any vehicle on the roadway side of a vehicle which is stopped, parked or standing on a private street at the curb or edge of the roadway.

B. For the purpose of this section “roadway” is defined as that portion of the street which is improved.

4. Section 15.64.260 - No Parking Anytime Posted or Red Curb

Section 15.64.260 is for citing vehicles parked in violation of posted signs or red curbs.

Section 15.64.260 states:

Whenever the board finds that the parking of vehicles at all or certain hours of the day upon any portion of a highway or of a private street which is open to the public constitutes a traffic hazard or impedes the free flow of traffic, or both, the commissioner shall erect signs stating that on such portion of such highway or such private street parking is prohibited at all or certain hours of the day.

Note: LAWA/PMD uses LASD citation books that contain no preprinted violations.

5. California Vehicle Code (CVC) Sections

a. Prohibited Stopping, Standing, or Parking

- CVC 22500(f) is for citing vehicles parked on a sidewalk.

- 22500.1 is for citing vehicles that are double-parked (Parking a vehicle to the right of another vehicle on the lower level or in the traffic lanes on the upper level).

B. The following sections can be hand written on the “other violation” line of the Parking Citation:

1. California Vehicle Code Sections - Enforced at all airports

a. Parking in Spaces for the Disabled.

CVC 22507.8(a) is for citing a vehicle that is parked in a disable person’s parking space without a disable person placard visible.

Section 22507.8(a) of the California Vehicle Code states:

22507.8. (a) It is unlawful for any person to park or leave standing any vehicle in a stall or space designated for disabled persons and disabled veterans pursuant to Section 22511.7 or 22511.8, unless the vehicle displays either a special identification license plate issued pursuant to Section 5007 or a distinguishing placard issued pursuant to Section 22511.55 or 22511.59.

b. Fire Hydrants

CVC 22514 is for citing vehicle parked within fifteen feet of a fire hydrant.

Section 22514 of the California Vehicle Code states:

22514. No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant except as follows:

(a) If the vehicle is attended by a licensed driver who is seated in the front seat and who can immediately move such vehicle in case of necessity.

(b) If the local authority adopts an ordinance or resolution reducing that distance. If the distance is less than 10 feet total length when measured along the curb or edge of the street, the distance shall be indicated by signs or markings.

(c) If the vehicle is owned or operated by a fire department and is clearly marked as a fire department vehicle.

Display of License Plates

CVC 5200 is for citing vehicles (i.e. - cars, pick ups, trucks and buses) that have only one license plate.

Note: Some large trucks are only issued one license plate (i.e. - truck tractors or semi-trailers).

Section 5200 of the California Vehicle Code states:

5200. When two license plates are issued by the department for a vehicle, they shall be attached to the vehicle for which they were issued, one in the front and the other in the rear. When one license plate is issued for use upon a vehicle, it shall be attached to the rear thereof.

d. Registration Tabs

CVC 5204 is for citing vehicles that do not display the current registration tab. This violation is for non-display and not for current registration. It is a violation to have a vehicle registered and not display the tab (You do not have to run the vehicle for current registration).

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Section 5204 of the California Vehicle Code states:

5204. (a) Except as provided by subdivisions (b) and (c), a tab shall indicate the year of expiration and a tab shall indicate the month of expiration. Current month and year tabs shall be attached to the rear license plate assigned to the vehicle for the last preceding registration year in which license plates were issued, and, when so attached, the license plate with the tabs shall, for the purposes of this code, be deemed to be the license plate, except that truck tractors, and commercial motor vehicles having a declared gross vehicle weight of 10,001 pounds or more, shall display the current month and year tabs upon the front license plate assigned to the truck tractor or commercial motor vehicle. Vehicles that fail to display current month and year tabs or display expired tabs are in violation of this section.

(b) The requirement of subdivision (a) that the tabs indicate the year and the month of expiration does not apply to fleet vehicles subject to Article 9.5 (commencing with Section 5300) or vehicles defined in Section 468.

(c) Subdivision (a) does not apply when proper application for registration has been made pursuant to Section 4602 and the new indicia of current registration have not been received from the department.

(d) This section is enforceable against any motor vehicle that is driven, moved, or left standing upon a highway, or in an off-street public parking facility, in the same manner as provided in subdivision (a) of Section 4000.

2. Los Angeles Municipal Code Section - Parking Restricted to for Hire Vehicle (LAWA/LAX Specific)

LAMC 89.46 is for citing non-taxi's vehicle that park in the taxi zone.

Section 89.35.5b of the Los Angeles Municipal Code states:

89.46 No person shall park any vehicle other than a for hire vehicle in any place set aside for the parking of for hire vehicle.

10/3.5 Information Concerning Disable Person Placards

A. Disabled Parking: Authorized Parking Zones - CVC 22511.5.(a)(1)

Any vehicle displaying a disable person placard, license plate or disable veteran plate can park at any meter without depositing any coins, or may park in any time zone longer than the posted limit.

B. Section 22511.5.(a)(1) of the California Vehicle Code states:

22511.5. (a) (1) Any disabled person or disabled veteran displaying special identification license plates issued under Section 5007 or a distinguishing placard issued under Section 22511.55 or 22511.59 shall be allowed to park for unlimited periods in any of the following zones:

(A) In any restricted zone described in paragraph (5) of subdivision (a) of Section 21458 or on streets upon which preferential parking privileges and height limits have been given pursuant to Section 22507.

(B) In any parking zone that is restricted as to the length of time parking is permitted as indicated by a sign erected pursuant to a local ordinance.

(2) Any disabled person or disabled veteran shall be allowed to park in any metered parking space without being required to pay any parking meter fees.

(3) This subdivision does not apply to any zone for which state law or ordinance absolutely prohibits stopping, parking, or standing of all vehicles, or which the law or ordinance reserves for special types of vehicles, or to the parking of any vehicle that is involved in the operation of a street vending business.

(b) Any disabled person or disabled veteran shall be allowed to park a vehicle displaying a special identification disabled person license plate or placard issued by a foreign jurisdiction with the same parking privileges authorized in this code for any vehicle displaying a special identification license plate or a distinguishing placard issued by the Department of Motor Vehicles.

Note: Refer to Section 10/4.4 for more information concerning Disabled Person Parking Enforcement.

10/4 Parking

10/4.1 Parking Enforcement

A. Vehicles with Mechanical Problems

Vehicles, which are inoperative and suffering mechanical breakdowns parked in LAWA parking lots, are not exempt from citations. The mere fact that a vehicle is inoperative is not a justification for the operator of the vehicle not to pay the required fees.

Officers shall use their best judgment whether these types of vehicles will be cited or not. If an officer decides to cite the vehicle the citation shall not be canceled.

Should the violator wish to, he may challenge the citation in the proper judicial channels, and the courts will make the final determination.

B. Overnight Camping (LAWA/LAX and LAWA/VNY)

The correct section to cite for overnight campers is Section 85.02 of the Los Angeles Municipal Code (LAMC).

Section 85.02. Use of Streets and Public Lots for Habitation: No person shall use a vehicle parked or standing upon any City street under the control of the City of Los Angeles or under control of the Los Angeles County Department of Beaches and Harbors, as living quarters, either overnight, day-by-day, or otherwise. (Title and Section Amended by Ord. No. 158.219, Eff. 9/19/83).

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C. Red Zones

The parking regulations governing red zones on Airport property shall be enforced.

10/4.2 Illegal Parking in Structures (LAWA/LAX Specific)

During Holiday Periods TCU officers shall not cite illegally parked vehicles in the cross-hatched area within the parking structures without coordinating with the Landside Operations Parking Coordinators.

A. Problems relating to this practice shall be directed to the parking lot operator and/or Landside Operations prior to issuance of citations or the impounding of vehicles.

B. Problems resulting from this procedure should be forwarded through the chain of command to the Section Commanding Officer. Rather than taking unilateral action, officers shall respond to requests for service initiated by these agencies only.

10/4.3 Disabled Person Parking Enforcement

A. General

1. Parking

Any disabled person displaying a special identification license plate issued under CVC Section 5007 or a placard issued under CVC Section 22511.5 shall be allowed to park for unlimited time periods in any of the following zones:

a. Parking zones restricted as to the length of time parking is permitted, and indicated by a sign erected pursuant to a local ordinance.

b. Parking areas designated for disabled persons.

2. Disabled Veteran/Disabled Person License Plates

The following license plate series are issued to disabled veteran/disabled persons:

a. Disabled Veteran


• Automobiles - DV00001 through DV99499

• Motorcycles - DV99500 through DV99999

b. Disabled Person

• Automobiles - DP00001 through DP99499

• Motorcycles - DP99500 through DP99999

c. The International Symbol of Access adopted pursuant to Section 3 of Public Law 100-641, commonly known as the wheelchair symbol  shall be depicted on each newer disabled Veteran/ Disabled Person license plate issued by the Department of Motor Vehicles.

Personalized license plates issued to disabled veteran/ disabled persons shall have a metal tag (DV) affixed to the right of the month sticker.

Officers should be aware that out-of-state license plates issued to disabled persons also display the International Disabled Person Symbol (white wheelchair on a blue background).

3. Placards

In addition to or in lieu of license plates, the State may issue special placards to designate that a vehicle belongs to or is used by a disabled person or a disabled veteran. These placards are issued to the person, not the vehicle, and may be used on any vehicle the disabled person is operating or a passenger in. The placard is to be suspended from the rear view mirror or, if there is no rear view mirror, displayed on the dashboard of the vehicle.

Note - A non-disabled person may be parking the vehicle for the purpose of picking up or dropping off the disabled person.

There are two types of placards, permanent and temporary. Both placards are made of plastic and are approximately the same dimensions as license plates.

a. The permanent placard expires every two years in June.

b. The temporary placard states "Temporary Parking Placard" and includes an expiration date.

B. Parking Restrictions for Handicapped Vehicles

1. Handicapped privileges do not apply to any zone for which state law or ordinance absolutely prohibits stopping, parking, or standing of all vehicles, or which the law or ordinance reserves for special types of vehicles, such as:

a. Red Zone

b. Passenger Loading Zone (White Curb)

Note - Disabled veteran/disabled person license plates or placards do not allow parking privileges at the white curb-loading zone. However, officers are expected to use discretion in making reasonable accommodations for the special needs of the disabled. Enforcement should only be considered when an accommodation couldn't be made due to hazardous conditions.

c. Commercial Loading Zone (Yellow Curb)

d. Commercial Short Time Limit Zone (Green Zone)

e. Fire Hydrant Zone

2. A complainant is needed when enforcing handicapped parking on private property.

C. Transportation of Handicapped Drivers to LAWA Police Facility for Recovery of Towed Vehicles

Whenever a LAWA Police employee is contacted by a disabled person whose vehicle was impounded, the LAWA Police employee shall:

1. Ask the location of the handicapped person;

2. If at LAWA/LAX, inform the person that LAWA operates a free Shuttle Van service for persons confined to wheelchairs from 0500 to 0300 hrs. and ask the person if he/she wishes the van contacted;

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3. If necessary, a patrol unit shall be dispatched to transport the person to the LAWA Police Facility. Officers shall follow procedures outlined in Section 12/2.1, Subsection B (Transporting Unscheduled Non-Departmental Persons).

10/4.4 Central Terminal Area (CTA) Curb Enforcement - LAWA/LAX

The CTA permits privately owned vehicles access to the curb for immediate loading and unloading of passengers only. However, to ensure compliance with new Federal mandates, unattended vehicles parked on the curb without proper permits are subject to search and impound.

Whenever an officer observes an unattended vehicle on the curb, the officer shall:

- A. Attempt to contact/locate the driver of the vehicle in the immediate vicinity;
- B. If the driver cannot be located, the officer shall attempt to visually clear the vehicle by inspecting all large compartments through the windows. If the officer determines that the vehicle contains no suspicious articles, the officer shall begin impound procedures, including citing the vehicle.
1. The officer impounding the vehicle shall indicate in bold print on the top of the Impound Vehicle Report **“CTA CURB.”**
2. When the driver comes to the station to claim the vehicle, in addition to the current impound procedures, desk officers shall run the person claiming the vehicle for wants and warrants.
- C. If the vehicle cannot be visually cleared due to size or inability to see into the large compartments of the vehicle (i.e., the truck is closed or the bed of a truck is covered), and the driver has not returned, the TCU officer shall notify Communications that there is an “Unattended Vehicle at the white curb,” and give the exact location of the vehicle (i.e., “500 World Way, pillar 3, near the taxi stand.”).
1. When an impound is requested by a TCU Officer, Communications shall assign LAWA Police Officer to respond to the location.
2. If the LAWA Police officer cannot clear the vehicle, a sworn supervisor and an Explosives Detection Canine Team shall be assigned to respond to the location.
- Note: If the LAWA Police Explosives Detection Canine Team is unavailable to respond, the law enforcement agency with jurisdictional responsibility shall be contacted for their Canine Unit to respond.**
3. Unattended item procedures shall be followed, including setting up a 50 foot perimeter in order to allow enough room for the Explosives Detection Canine Team to work.
4. Upon arrival, the Explosives Detection Canine Team shall conduct an unattended item investigation of the vehicle. Based on the animal’s behavior, a decision shall be made to either clear the vehicle and impound it or upgrade the vehicle to a suspicious article.

- D. If the vehicle is cleared and the driver of the vehicle returns before it is impounded, the LAWA Police Officer on scene shall:
1. Run the driver for wants and warrants;
2. Complete a Field Interview Card on the driver;
3. Complete an Employee’s Report outlining the circumstances of the incident, including:
- a. The reason the driver left the vehicle unattended;
- b. Accurate contact information for the driver for any follow-up investigation that may be required at a future date;
- c. An accounting of all of the resources utilized to handle the investigation;
- d. The original time of observation of the unattended vehicle; and,
- e. The arrival time of the driver back to the vehicle.
4. LAWA Police Records Section shall process the report and send a copy to the Vulnerability Assessment and Analysis Unit for forwarding to the Federal Aviation Administration.
- E. If the vehicle is upgraded to suspicious, the Explosive Detection Unit of the law enforcement agency with jurisdictional responsibility shall be requested to respond.

10/5 Permit Parking

10/5.1 Central Terminal Area (CTA) Parking Permit Issuance (LAWA/LAX and LAWA/ONT)

- A. Policy
- Permits allowing parking in the Central Terminal Area, either at the white curb or in vendor parking lots shall be issued by the LAWA Police based on necessity. Such parking permits are subject to the terms and conditions specified on the permit and below, including location and time restrictions, if any, and expiration date. The driver shall remain with the vehicle while waiting for passengers, baggage, air freight, or air cargo at the white curb. Failure to comply with these conditions, or violation of any other law, rule or regulation will subject the permittee to enforcement action, including citation issuance, immediate impound, confiscation and/or revocation of the permit. The Chief of Airport Police, or his designee, shall issue all parking permits, and may revoke parking privileges at any time.
- B. Procedures
- The LAWA Police issue two types of parking permits. The procedures for obtaining each permit type are listed below:
1. Short Term (Daily)
- Short term parking permits may be issued for white curbed areas or short term parking lots by the Patrol Services Section Watch Commander, Dignitary Protection Unit (DPU) or the Traffic Services Section (TSS) Administration Unit. Short term permits shall normally offer parking privileges for periods of less than 24 hours, but may be issued for periods of up to one month.

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2. Long Term (Annual) (2) A copy of the police report is required before a replacement will be issued. All lost or stolen Parking Permits shall be entered into the CTA Parking Permit database. TSS reserves the right to permanently revoke Parking Permits that are lost.
- Long term permits are annual permits allowing parking privileges in the CTA vendor lots for a period up to one year. They shall be approved by the TSS Commanding Officer or designee. Persons or agencies requesting such permits shall submit an official application on official letterhead, to the TSS Commanding Officer or designee detailing the need for parking privileges. The TSS Administrative Unit shall be responsible for setting guidelines to determine the proper justifications for issuing permits.
- (3) Whenever a Parking Permit inquiry shows that the parking permit is lost or stolen, the vehicle displaying the lost/stolen shall be impounded and the permit confiscated.
- Exception: Vehicles registered to the United States Secret Service, the Federal Bureau of Investigations, or the U.S. State Department shall not be impounded. In these cases, the Dignitary Protection Unit shall be contacted immediately.**
- a. Processing Applications
- (1) Upon receiving the completed application, the TSS Administrative Unit shall ascertain how many permits are being requested and the justification for the permits. The request is then forwarded to the TSS Commanding Officer or designee for approval.
- f. Confiscation and Revocation Procedures
- (1) Confiscation of Parking Permit
- (a) If the request is denied, the TSS Administrative Unit shall send a letter to the requestor informing him/her of the denial.
- Whenever the driver of a vehicle with a parking permit refuses to comply with the terms and conditions of the permit or the directions of a LAWA Police officer, the officer shall request a supervisor to respond to the location.
- (b) If approved, an appointment shall be made for the requestor or their designee to obtain the permit.
- The responding supervisor shall assess the situation and attempt to resolve the problem with the driver. If the driver continues to refuse to comply, the supervisor may approve confiscation of the parking permit and any appropriate enforcement action, including citation and impoundment of the vehicle.
- (2) All information concerning the permit shall be entered in the CTA Parking Permit database by the TSS Administrative Unit.
- Note: In incidents involving Consulate drivers, both the supervisor and Watch Commander shall weigh the circumstances surrounding the incident with possible diplomatic relations ramifications if enforcement action is taken.**
- (3) Representatives from TSS shall meet with the requestor or their designee to review the terms and conditions of the program and issue the permit. The requestor or their designee shall be required to sign an agreement to abide with all the rules, terms and conditions of the permit prior to issuance.
- b. Parking Permit Usage
- The TSS Administrative Unit will handle all data entry of notifications made by permit holders in the CTA Parking Permit database.
- The officer, with both the supervisor's and the Watch Commander's approval, shall confiscate the parking permit, and complete an Employee Report outlining the circumstances of the permit confiscation. The confiscated permit and Employee's Report shall be reviewed by the officer's immediate supervisor and then forwarded to the TSS Commanding Officer or designee.
- c. Parking Permit Verification
- The TSS Administrative Unit shall utilize the CTA Parking Permit database whenever an officer requests the status of a parking permit.
- (2) Revocation
- Traffic Control Unit Officers shall note any vehicles displaying a valid CTA parking permit while parked curbside. An entry shall be made on their Daily Field Activity Report with the permit number, terminal location, license plate, date and time noted. The information will be reviewed by TSS Administration Unit for permit usage audits.
- (a) Temporary suspension of the permit;
- (b) Permanent permit revocation.
- d. Expired Parking Permits
- All permits shall contain a date of expiration. Permittees shall be notified whenever an expired permit, issued to their agency, is found in the CTA. Vehicles found with an expired permit are subject to citation and impound and the expired permit confiscated and returned to TSS.
- g. Records Retention
- A letter shall be drafted by the TSS Commanding Officer or designee informing the permittee of the status of the parking permit.
- A copy of the letter shall be attached to the Employees Report and confiscated permit. This documentation shall be retained by the TSS Administrative Unit or designated unit.
- e. Lost/Stolen Parking Permits
- (1) All lost or stolen Parking Permits must be reported to the LAWA Police and a police report filed. Failure to report a lost or stolen permit may result in permanent revocation of the permit.

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10/5.2 Courtesy Parking

- A. News Media Parking at LAWA
- It is the policy of the Los Angeles World Airports to provide courtesy parking for news media vehicles while on official business being conducted at any LAWA Airports. This section sets forth a policy and enforcement guidelines for courtesy parking of news media vehicles at LAWA.
1. LAWA will provide media on assignment at the airport with up to eight (8) hours free parking curbside in the CTA provided that appropriate "press" or "media" ID is visible from outside the vehicle to enforcement officers and the vehicle is not left unattended.
 2. No media parking is permitted in front of terminals or elsewhere on airport roads except with official approval.
 3. When the Media Relations Division of the Los Angeles World Airports coordinates parking for news media on assignment, those vehicles shall be allotted a maximum of eight (8) hours of courtesy parking under the following conditions:
 - a. All vehicles must be parked at a meter in meter parking lots only.
 - b. The media representative must display a photocopy of his/her current valid press credential issued by LAPD's, Sheriff's or other local jurisdictions on the vehicle's dashboard.
 - c. The identification must be clearly visible from the outside of the vehicle.
 1. The parking of mini-cam vehicle curbside for on the spot coverage may be permitted on a case-by-case basis for limited periods provided the vehicle is not left unattended at any time.
- B. Overflow Parking
- Officers should use good judgment when encountering this situation. A supervisor shall be called to the scene whenever any disagreement develops regarding the enforcement policy. The Patrol Services Section Commanding Officer shall be notified if the news media fails to comply with the requirements of this policy and will review the incidents for appropriate action. In addition, the Media Relations Division shall be notified as soon as possible and copies of all related incident reports would be forwarded to their Division for review and appropriate action.
- C. Probation Officer
- When an ID placard is observed on the dashboard of the vehicle (County or authorized personal vehicle) belonging to Deputy Probation Officers, such vehicles shall not be issued a citation. These vehicles are authorized to park in the meter lots at no charge while on official business.

10/5.4 LAWA Employee Parking Lot - LAWA/LAX

- A. Parking Decals
- Four (4) Divisions at LAWA issue parking decals with instructions to place them on the inside left side of the rear window; rear bumper; rear view mirror and on the lower left, inside of windshield which requires a time-consuming search by the officer. Law enforcement efforts to cite illegally parked vehicles in the employee parking lots have been impacted by the lack of uniformity in the placement of employee parking decals in various locations of their vehicles.
- As a matter of policy, the Division Heads of Operations, Maintenance and Landside Operations were directed to issue parking decals to their personnel with instruction to place them on the inside, lower left corner of the windshield.
- Human Resources Division shall be responsible in issuing the parking decals and implementing this policy to achieve a uniform, standardized placement of all LAWA employee parking decals.
- B. Administration West Building Employee Parking
- Access to the parking lot on the west side of the Administration West Building will be permitted by presenting the Photo-ID badge to the swipe type readers at the entrances. The badges of Administration West Building employees have been encoded to allow access to both the South and West employee lots.
- In the event that both lots are full, employees can use their ID badges to access the overflow parking employee parking lot adjacent to Terminal 8 along Post Way.
1. Visitor Parking
- Visitor parking is available in the West lot only where sixteen (16) spaces have been assigned for visitor use only. An intercom has been installed at the entrance so visitors can communicate with the Security Officer at the front desk who can then raise the control arm to permit entry.

10/5.5 LAWA Revenue Permit Parking Lots

Revenue parking permits are issued by the calendar month. A particular month's permit is valid the last five (5) days of the preceding month and the first five (5) days of the following month.

Example: A June permit is valid for parking from May 26, through July 5.

10/6 Traffic Enforcement

10/6.1 Radar Equipment Training and Certification

- A. Usage on the AOA
- Primary use of the radar units will center in the Air Operations Area. There is no certification requirement on private property.

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B. Radar Enforcement on Public Streets

Radar enforcement requires Engineering surveys and Court approval. Public area speed violations written by LAWA officers require that probable cause be established by means other than radar, i.e. calibrated pacing, etc. If radar is used to corroborate pacing, notes should be made on the back of the citation (officer's copy).

10/6.2 Traffic Collision Reporting Requirements

It is the policy of the LAWA Police to take traffic collision reports under the following circumstances:

- Any collision occurring on the Air Operations Area, including vehicle vs. vehicle, vehicle vs. aircraft, or property damage only;
- Collisions with City-Property Involved (CPI) on LAWA property;

Any collisions on public roads involving injury or death shall be investigated by the law enforcement agency with jurisdictional authority as mandated by the California Vehicle Code.

Exception - LAWA/ONT take traffic collision reports involving DUI, Misdemeanor Hit and Run, and Minor Injuries.

All traffic Collision Reports shall conform to Department of Motor Vehicles (DMV) reporting requirements.

- A. Procedures
- Whenever LAWA Police are dispatched to or encounter a traffic collision, officers shall:
1. Determine if any injuries occurred, the severity of the injuries, and if paramedics have been notified.
 - a. If needed, render first aid until the arrival of paramedics.
 - b. Take action to protect the traffic collision scene;
 - c. Gather information on any parties being transported to a hospital.
 - d. If the accident occurred on a city street within the City of Los Angeles, and if one or more factors outlined in Subsection C are present, request Communications to notify LAPD and remain at the scene until released by LAPD.
 - e. If the accident occurred on a city street determined to be outside the jurisdiction of the City of Los Angeles, the local law enforcement agency having jurisdiction shall be notified.
 - f. If the accident occurred on the Air Operations Area, whether or not injuries are present, officers shall complete a Traffic Collision Report.
 2. If no injuries are present:
 - a. And both vehicles are operational, have the involved parties move their vehicle from the roadway so traffic is not impacted.
 - b. And any of the involved vehicles are disabled, officers are to follow procedures outlined in Section 10/10.2 of the Manual (Public Assistance).
 3. Refer to Section 12/6.2 for reporting requirements for traffic collisions involving a City vehicle driven by a member of the LAWA Police.

B. D.U.I. Involved Driver(s) - LAWA/LAX and LAWA/VNY

If any of the drivers involved in the collision shows signs of being under the influence of alcohol or drugs, officers shall:

1. Hold the individual(s) for the arrival of LAPD if the accident occurred within LAPD's jurisdiction;
2. Hold the individual(s) for the law enforcement agency having jurisdiction if the collision occurred outside LAPD's jurisdiction.

If the individual is booked for driving under the influence, the officers shall follow the arrest procedures as outlined in Section 10/12.

C. LAPD Notification

1. If the traffic collision occurred within LAPD's jurisdiction, inform the involved party (ies) the traffic collision is within LAPD's jurisdiction.
2. Request Communication notify LAPD to respond if one or more of the following factors are present:
 - a. Death
 - b. Injury
 - c. Hit and Run
 - d. City Property Involved (CPI) (LAWA property is not considered CPI by LAPD)
 - e. Driving Under the Influence
 - f. Traffic Felony

Note – LAPD shall only be contacted if the above factors are present (LAWA/LAX and LAWA/VNY).

LAWA/ONT shall notify Ontario Police Department. LAWA/PMD shall notify the Los Angeles Sheriff's Department

D. Advisement to Involved Parties

Depending on the type of traffic collision, inform the involved parties of legal requirements pertaining to accidents under the California Vehicle Code. Except for the circumstances previously listed, officers shall clear the call upon completion of any notifications to be made, and resume normal patrol activity.

E. Training

Training Unit shall coordinate training for all sworn personnel in the use of California Highway Patrol Collision Report forms, in compliance with Training Bulletin #20-02 - Traffic Accident Reporting Requirements.

10/6.3 Driver's License

A. Unlicensed Driver

In the event that an Officer discovers an unlicensed driver, the operator shall be cited for the observed violation in addition to the unlicensed driver violation. Further, the vehicle shall impounded for 30 days.

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| <p>1. License Not in Possession</p> <p>A driver found to have a valid driver's license per DMV check, but not in possession of the license at the time of the inspection, shall be cited for this violation in addition to the observed violation causing the inspection.</p> | <ul style="list-style-type: none"> • Forward the license with the completed DL 310 to the Department of Motor Vehicle. <p>Note: The assigned LAWA/ONT Records Clerk will follow the procedures as outlined above.</p> <p>LASD will process all documentation for LAWA/PMD.</p> |
| <p>2. Expired License</p> <p>Driver shall be cited for observed violation in accordance with established procedure and notifications shall be made in accordance with this Section.</p> | <p>c. Supervisors</p> <p>In the event that these guidelines do not relate to the circumstances at hand, Officers shall request a Supervisor to respond to the location for guidance. Supervisors shall use their best judgment in the course of action to pursue based upon available information.</p> |
| <p>a. Do not confiscate the license.</p> | <p>C. Incompetent Drivers</p> <p>When an officer has reason to believe that a licensed driver is not a competent driver, he shall:</p> |
| <p>b. List the license number in the "violation/note" section only.</p> | <p>1. Complete a Notice of Priority Re-Examination of Driver, DMV Form DS 427. Each officer completing the form shall:</p> |
| <p>c. Do not enter the number in the State Driver's License Section.</p> | <p>a. Record all observations, which substantiate to the officer's opinion that the driver needs to be re-examined for driving ability.</p> |
| <p>d. Cite the individual for CVC Section 12500(a), a misdemeanor, which will cause the violator to explain the expiration to the magistrate.</p> | <p>b. List in the summary portion any statements made by the driver regarding his/her own physical condition or defects.</p> |
| <p>B. Suspended or Revoked Driver's License</p> <p>The driver shall be cited for observed violation and the vehicle shall be impounded for 30 days.</p> <p>Exception - If the license was suspended under the authority of Section 11350.6 of the Welfare and Institution Code, the vehicle shall not be impounded pursuant to Section 14602.6 of the California Vehicle Code.</p> <p>However, the vehicle may be impounded for other violations.</p> | <p>2. Request the driver sign the form, and issue the yellow copy to the driver.</p> <p>3. A photocopy of the Personal Service Citation, if one is issued, shall be attached to the pink copy of the Notice of Priority Re-Examination of Driver and forwarded to DMV.</p> <p>4. A photocopy of the Personal Service Citation, if one is issued, along with the white copy of the Notice of Priority Re-Examination of Driver, in addition to any other related report (i.e. - Traffic Accident Report, Arrest Report) shall be attached to an Employee's Report, which shall outline the circumstances of the stop, and issuance of the Personal Service Citation and Notice of Priority Re-Examination of Driver. The Employee's Report shall be processed according to established procedures.</p> <p>Note: Officers are responsible for ensuring the safety of the driver and passengers and shall provide transportation to a safe location, if necessary, as outlined in Section 10/10 - Traffic Ancillary Services, Section 10/10.2, Subsection B, Paragraph 3.</p> |
| <p>1. Procedures</p> | <p>10/6.4 Defrauding DMV - Procedures</p> <p>Calif. Vehicle Code Section 4463(a) states, in part:</p> <p><i>"Every person who, with the intent to prejudice, damage, or defraud, commits any of the following acts is guilty of a felony and upon conviction thereof shall be punished by imprisonment in the state prison for 16 months, two or three years, or by imprisonment in the county jail for not more than one year:</i></p> |
| <p>a. Officers</p> <p>When an Officer becomes aware that an individual is in the possession of a suspended or revoked driver's license, the Officer shall:</p> <ul style="list-style-type: none"> • Confiscate the driver's license pursuant to California Vehicle Code Section 4460. • Advise the individual for the reason for the confiscation of the license. • Complete a Verbal Notice by Peace Officer. (DMV or Court Employee, DMV Form DL 310). • Attach the completed Form DL 310, DMV driver's history printout and citation (if any), to the confiscated driver's license and ensure all forms are forwarded to the Traffic Analytical Unit at End of Watch. | |
| <p>b. Assigned Administrative Employee</p> <p>When the assigned administrative employee receives a package, the Unit shall:</p> <ul style="list-style-type: none"> • Enter the receipt and disposition of the license and form in the appropriate file log. • Review the documentation for completeness and accuracy. | |

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(1).... with fraudulent intent displays or causes or permits to be displayed or have in his or her possession any...device issued pursuant to Section 4853.”

A. Unattended Vehicles

1. Field Officers

Whenever an officer requesting DMV status on an unattended vehicle is notified by Communications that the vehicle's registration status shows it is expired and observes a tag on the license showing current registration, the officer shall:

- a. Request confirmation by Communications of the vehicle's expired registration status;
- b. Impound the vehicle to the appropriate contract tow company under Section 22651(o) CVC if the registration is expired past six (6) months and a day or Section 22655.5(a) CVC;
- c. Obtain a LAPD DR#;

LAWA/ONT shall obtain a OPD DR #.

LAWA/PMD shall obtain a LASD DR#.
- d. Remove both license plates and book them as evidence under the same DR# issued for the impound.

B. Attended Vehicles

1. Registered Owner

Whenever an officer finds a vehicle, occupied by the registered owner of that vehicle, who admits knowing the registration of the vehicle under his/her control, is expired and/or the tabs displayed on the rear license plate have been changed or altered, the officer shall:

- a. Take the suspect into custody for violation of C.V.C. Section 4463(a);

Note: Officers should advise the suspect of his/her Constitutional Rights and attempt to obtain statements concerning the violation.
- b. Impound the vehicle to the appropriate contract towing service under Section 22651(o) CVC if the registration is expired past six (6) months and a day or Section 22655.5(a) CVC;

Note: LAWA/VNY, LAWA/PMD, and LAWA/ONT will utilize a local O.P.G. tow service garage or the appropriate contract tow company to conduct the impound.
- b. Obtain an LAPD DR#;

LAWA/ONT shall obtain an OPD DR #.

LAWA/PMD shall obtain a LASD DR#.
- c. Remove both license plates and book them as evidence under the same DR# issued for the impound.

2. Other than Registered Owner Driver

Whenever an officer finds that a vehicle's registration is expired, observes a tag on the license showing current registration, and the vehicle is being driven by a person other than the registered owner who states he/she has no knowledge of the expired registration, the officer shall request the occupants to exit the vehicle and follow the same procedures outlined in Subsection A, Paragraph 1, this Section.

Note: Officers are responsible for ensuring the safety of the driver and passengers and shall provide transportation to a safe location, if necessary, as outlined in Section 10/10 - Traffic Ancillary Services, Section 10/10.2, Subsection B, Paragraph 3.

10/6.5 Evidence of Financial Responsibility- California Vehicle Code Section 16028

Pursuant to CVC Sections 16028(a) and (c), officers shall request evidence of financial responsibility from motorists who are stopped for any CVC violation other than parking or who are involved as a driver in a traffic collision.

Officers are required to note the violator's evidence of financial responsibility information (**both** company name **and** policy number) or the word "NONE" on the Personal Service Citation issued to the vehicle's driver.

Note: Vehicle operators may not be stopped solely to determine whether a vehicle is being operated without insurance.

The issuance of a Personal Service Citation for lacking insurance remains discretionary. However, if an officer decides to issue a PSC, the following procedures will be followed.

A. Acceptable Proof of Insurance Coverage:

CVC Section 16020 requires drivers possess written evidence of financial responsibility in one of the following forms:

1. A form issued by an insurance company or charitable risk pool (including the insurance/surety company name and policy number);
2. A certificate of self-insurance or the assignment of Deposit letter issued by the Department of Motor Vehicles (DMV);
3. An insurance covering note or binder issued by an insurance company;
4. Evidence showing that the vehicle is owned or leased by the United States Government or any other public entity;
5. The identifying symbol issued to a highway carrier by the Public Utilities Commission (PUC) which is displayed on the vehicle;
6. The identifying motor carrier of property permit number issued by the California Highway Patrol (CHP); or,
7. The identifying number issued by the Interstate Commerce Commission (ICC) or it's successor federal agency which is displayed on the vehicle.

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- B. Traffic Citation Issuance Guidelines
- Officers issuing a PSC for “No Evidence of Financial Responsibility” shall:
1. Enter CVC Section 16028(a) in the “Violation” section of the PSC when the citation is issued during a traffic stop;
Note: When citing for CVC 16028(a) only, indicate the probable cause for the traffic stop in the Citation narrative without using the actual numerical section observed.
 2. Enter CVC Section 16028 (c) in the “Violation” section Of the PSC when the citation is issued during an investigation of a traffic collision;
 3. Mark an “X” in the “No” box under the “Correctable Violation” column, and circle the “I” at the end of the line to indicate an infraction status; and,
 4. Write “None” in the “Evidence of Financial Responsibility” box.
Exception: If other circumstances exist such as a physical arrest, or in situations where charges are being filed such as in a Traffic Collision (T/C) Report, the violation of “No Evidence of Financial Responsibility” shall be requested under a filing request in the appropriate arrest or T/C report and not cited separately.
Other CVC violations enforced as a result of the Investigation shall be written on the same traffic citation or Continuation of the Traffic Notice-to-Appear.
- C. False Evidence of Financial Responsibility (CVC 16030)
- When a driver knowingly provides false evidence of financial responsibility when requested by a peace officer, officers may cite the violator for CVC 16030(a) (False Evidence of Financial Responsibility). In this case the officer shall:
1. Mark an “X” in the “No” box under the “Correctable Violation” column, and circle the misdemeanor “M” directly adjacent to this section the PSC.
 2. Book the item(s) of false evidence of financial responsibility as evidence and note this in the PSC narrative section.
Note: a Receipt for Property Taken Into Custody, shall be issued and noted in the PSC narrative section.
- D. Financial Responsibility Enforcement Restrictions
- Officers **shall not** enforce Section 16028(a):
1. In instances where the vehicle is not registered in the State of California;
 2. As the primary cause for a traffic stop;
 3. At checkpoints;
 4. For incidents which occur on private property; and/or
5. For incidents where a parking violation is the primary violation.
 - E. If a vehicle involved in a 16028(a) or (c) violation belongs to the driver’s employer and was being used with the employer’s permission, the vehicle owner and not the driver shall be cited for the appropriate violation. In cases where an employee commits a traffic violation while operating an employer’s vehicle, the need for two citations may arise. In these instances, the employer shall be cited in absentia for Section 16028(a) or (c) CVC, and the employee shall be cited for the observed traffic violation(s). The driver (employee) signs both citations and each citation shall be cross-referenced in the narrative sections.

In the above circumstances, the following procedures shall be followed when completing the **employer’s** citation:
 1. Enter CVC Section 16028(a) or 16028(c) CVC (No Evidence of Financial Responsibility) in the violation/narrative portion of the citation;
 2. Enter the employer’s personal information in the violator’s section of the citation. This information should include at least the company/individual name, address and phone number. If the employer descriptions are not available, leave them blank. **Do not place a dash in boxes that do not apply.** The officer shall write “Owner Responsibility” in the narrative of the citation;
 3. Enter the **driver’s** (employee’s) identifying information in the violation/narrative portion of the citation. This information shall include at least the name, address, driver license number, date-of-birth, the citation and violation that the driver was cited under;
 4. Obtain the signature of the driver on the citation. If the driver refuses to sign the employer’s copy of the citation, enter “Driver Refused” in the signature section; and,
Note: There is no requirement that the violator sign this type of citation, as the law specifically permits this procedure. The driver (employee) shall not be arrested and/or detained further for refusing to sign the employer’s citation.
 5. Issue the driver the employer’s (white) copy of the Citation and advise the driver that he/she must notify the employer of the citation/violation within **five (5) days** of issuance.
Note: for court purposes, officers should record on the reverse side of the book copy of their citation that the driver was advised to notify his/her employer within five days of issuance of the traffic citation.
 6. If the driver refuses to accept the employer’s (white) copy, the issuing officer shall;
 - a. Reinsert the white copy into the citation book and enter “Driver Refused to Accept Copy” in the “Violations”
 - b. Staple the employer’s copy behind the original (green) in the lower left-hand corner, and submit it with his/her DFAR; and

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c. Advise their supervisor, who shall forward the original (green) and employer's (white) copy of the citation to the LAWA Police Court Liaison Officer, per normal distribution procedures. The Court Liaison Officer will mail the white copy to the vehicle owner with a notification letter.

LAWA/ONT will assign this procedure to the appropriate *personnel*.

LASD shall process the documentation for LAWA/PMD.

F. Rental Vehicles

Operators of rental vehicles are also required to possess written proof of financial responsibility. However, the burden of liability is upon the rental company to ensure financial responsibility prior to the release of a rental vehicle. Most rental companies provide the driver with a copy of the appropriate insurance information. If the driver is not able to present evidence of financial responsibility, a copy of the rental contract or verbal confirmation will suffice. Absent a traffic collision, officers shall not cite drivers of rental vehicles for a violation of CVC 16028.

Issuance of citations for CVC 16028(c) at traffic collision investigations remains discretionary. Per the CHP for 555 instructions, officers are required to write a party's insurance information, rental information or the word "None" in the insurance information box when completing a Traffic Collision Report. If the violator cannot provide a copy of the rental contract, the required information shall be verbally obtained and noted in the Traffic Collision Report.

Note: CVC Sections 16020 (Evidence of Financial Responsibility) and 16025 (Mandatory Exchange of Information) shall not be used for field enforcement purposes.

10/7 Impounds and Towing

10/7.1 Vehicle Impound Procedures

When impounding a vehicle, it is imperative that the impounding officer establish probable cause to justify the impound and substantiate probable cause through proper documentation on the Vehicle Report Form (VRF) and Vehicle Impound Record (VIR). No vehicle should be impounded if probable cause does not exist.

Probable cause, for purposes of this policy, refers to the circumstances surrounding the impound that provide justification for the impound that the officer must consider prior to impounding any vehicle.

Failure to fully comply with all aspects of this policy may result in financial loss to LAWA.

Failure to comply with this policy may lead to progressive discipline.

A. CHP180 Vehicle Report Form

The CHP180 Vehicle Report Form shall be used to report the following when impounded:

- Motor Vehicles
- Motorcycles, Motor-driven cycles, Minibikes, Motor Scooters and Mopeds

- Off-highway vehicles, including construction equipment, dune buggies, racing vehicles, and vehicles of husbandry

- Trailers (All types)
- Separate vehicle motors
- Campers

B. Procedures

LAWA/LAX and LAWA/VNY

Whenever a vehicle is impounded, towed, and stored at a City of Los Angeles authorized Towing facility, the following procedures shall be followed.

1. The impounding Officer shall:
 - a. Request Communications;
 - (1) Run the vehicle for wants
 - (a) If the vehicle returns as a stolen or wanted vehicle, officers shall complete the Vehicle Report, impound the vehicle to a City of Los Angeles O.P.G. facility and recover the vehicle per Section 10/8.2, Subsection B - Recovery of Stolen Vehicle.
 - (b) If a vehicle returns with no wants, officers shall physically verify the Vehicle Identification Number (VIN) number prior to impound. Do not copy the VIN number from the MDS screen or the DMV printout. Failure to physically verify the VIN or accurately reproduce the VIN in the VRF may result in progressive discipline.
 - (c) If the impounding officer has probable cause to believe that the vehicle is itself evidence which tends to show that a crime has been committed, or that the vehicle contains evidence which tends to show that a crime has been committed but that evidence cannot be readily removed, the officer shall contact a supervisor, review the circumstances of the impound and with supervisory approval impound the vehicle to a City of Los Angeles O.P.G. facility under the authority of CVC § 22655.5(b).
 - (d) If the vehicle returns with no wants, request the City of Los Angeles O.P.G. to respond for immediate impound to the City of Los Angeles O.P.G..

Note: Whether the vehicle returns with warrants or not, officers who impound a vehicle shall request Communications to print the vehicle information for the desk officer.

- (2) Dispatch a canine unit to the location to conduct a sweep.
 - b. The Vehicle Report Form (VRF) shall be filled out accurately and completely. A copy of the VRF will be given to the O.P.G. tow truck driver at the scene of the tow.
 - c. Officers shall refrain from all discussion with the public regarding impound fees. Any questions the public may have regarding fees shall be directed to the City of Los Angeles O.P.G.

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- d. Inventory of Impounded Vehicles;

Officers shall inventory all property in plain view in the impounded vehicle and note the property on the form.
- (1) Any money, jewelry or items that officers feel should not stay in the vehicle while in the impound lot shall be removed and booked into Lost and Found according to procedures outlined in Section 16/5, and note the disposition of the item in the "Remarks" section of the Vehicle Report form.
- (2) Any contraband items observed in plain view shall be seized and booked as evidence. This shall be noted in the "Remarks" section of the Vehicle Report form.
- e. Cite the Impound Authority under the California Vehicle Code (CVC) and enter it in the "Storage Authority/Reason" section of the Vehicle Report;
- f. In the "Towing/Storage Concern" section, the impounding officer shall enter the name, address and phone number of the O.P.G. The truck number or driver's name shall not be used. Vehicle Report Forms without proper tow company notation shall be returned to the impounding officer's supervisor for completion.

Note: Section 10/7.1.B.2 does not apply to LAWA/ONT or LAWA/PMD.

- 3. The desk officer shall:
 - a. Receive the Vehicle Report, retrieve the Department of Motor Vehicle Information printout, and compare the two for verification of information;

Note: If the vehicle is registered in a state other than California, registration information must be retrieved for the state of registration. If the state is unknown, a 50-state DMV search must be conducted.

- b. Complete the R/O and L/O portion of the Vehicle Report;

Note: Both portions of the report must be completed in order for the Vehicle Report to be acceptable.
- c. Put the vehicle into the SVS system to obtain the FCN number;
- d. Submit the Vehicle Report to a supervisor for review and approval.
- e. Retain the copy of the printout, with the FCN and R/O information at the front desk. When the FCN number is obtained, the vehicle is entered in the SVS System and will show as "Towed and Stored";
- f. Submit a copy of the Vehicle Report, along with both copies of the Notice of Stored Vehicle (C.V.C. § 22852) form, to the Impound Clerk.

Note: Impounds that do not require detective follow up shall be turned into and retained by LAWA Police Front Desk.

Impounds such as Arrest, 30 Day Holds, anything that requires a DR Number shall be turned into the LAPD Records Unit.

- 4. The Records Unit - Impound Clerk shall:
 - a. Check the reverse side of the Notice of Stored Vehicle (22852 VC) forms to ensure the "Storage Agency" section is completed and within 48 hours mail one copy to the listed registered owner, and another to the legal owner of the vehicle shown on the DMV Vehicle Information printout;

The Notice includes instructions for obtaining the vehicle's release. Stored vehicles not claimed within three (3) calendar days are subject to lien sale (Refer to Section 10/7.5, Subsection E).
 - b. Maintain written records of all impounded and stored vehicles, including vehicles sold for lien fees by the Los Angeles World Airports.
- 5. The supervisor shall:
 - a. Be responsible for ensuring that all information on the Vehicle Report is accurate and complete, including the Notice of Stored Vehicle (C.V.C. § 22852) form;
 - b. Approve the Report; and,
 - c. Return the approved Report to the desk officer.

Note: Incomplete Vehicle Reports shall be returned to the reporting officer immediately for correction.

LAWA/ONT

- 1. The Impounding officer shall:
 - a. Retrieve the Department of Motor Vehicle Information printout, and compare the two for verification of information;
 - b. Complete the R/O and L/O portion of the Vehicle Report;
 - c. Have the vehicle placed into the SVS system to obtain the FCN number by communications;
 - d. Complete a vehicle impound report outlining the reason for the impound and submit the report for review and approval.
 - e. Submit the Vehicle Report to a supervisor for review and approval. The supervisor shall check the Report, including both copies of the Notice of Stored Vehicle (22852 VC) form, and submit the approved Report to the Ontario Records Clerk for processing;

Note: Incomplete Vehicle Reports shall be returned to the reporting officer immediately for correction.
- 4. The Ontario Records Clerk shall:
 - a. Retain a copy of the printout, with the FCN and R/O information at the front desk. When the FCN number is obtained, the vehicle is entered in the SVS System and will show as "Towed and Stored";
 - b. Check the reverse side of the Notice of Stored Vehicle (22852 VC) forms to ensure the "Storage Agency" section is completed and within 48 hours mail one copy to the listed registered owner, and another to the legal owner of the vehicle shown on the DMV Vehicle Information printout;

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The Notice includes instructions for obtaining the vehicle's release. Stored vehicles not claimed within three (3) calendar days are subject to lien sale (Refer Section 10/7.5, Subsection E).

- c. Maintain written records of all impounded and stored vehicles, including vehicles sold for lien fees by the Los Angeles World Airports.

LAWA/PMO

All impounds shall be processed through LASD Palmdale Station, including the release of any impounded vehicles.

D. Impound Hearings

Per Section 22852 of the California Vehicle Code, the registered owner or person legally entitled to possession of an impounded vehicle has the right to request a post-impound hearing. The purpose of this hearing is to determine if there was probable cause to impound the vehicle and based upon the findings, determine who is responsible for the payment of the impound and/or storage fees.

LAWA Police Officers shall provide a copy of the "Vehicle Owner's Right to a Hearing to Contest Vehicle Impound" bulletin to any person to whom the vehicle is being released.

The Impound Clerk shall mail the Notice of Stored Vehicle to the registered and/or legal owner of an impounded vehicle within 48 hours of the vehicle being impounded, excluding weekends and holidays.

Whenever the Impound Clerk mails a Notice of Stored Vehicle form to the registered and/or legal owner of an impounded vehicle, a copy of the "Vehicle Owner's Right to a Hearing to Contest Vehicle Impound" bulletin along with a Request for Impound Hearing form shall be included.

1. Procedures

- a. To request an impound hearing to determine whether the vehicle was legally removed, the owner must submit a written Request for Vehicle Impound Hearing form postmarked within 10 calendar days of the date of the Notice of Stored Vehicle form.
- b. The Hearing Officer shall schedule the impound hearing no later than 48 hours from the time the request was received, excluding weekends and holidays unless mutually waived by the requesting party and LAWA PD.
- c. Impound hearings shall be conducted by a LAWA PD Hearing Officer.
- d. All vehicle impound hearings shall be conducted and available to the appellant (i.e., legal owner, registered owner, or their agent) during normal business hours Monday through Friday, excluding holidays.
- e. The Department and/or the citizen may present witnesses and evidence at a vehicle impound hearing.
- f. The LAWA PD Hearing Officer may request that the impounding Airport Police Officer be present at the hearing. If such a request is made, the Hearing Officer shall notify the impounding Airport Police Officer of the hearing date, time and location.

Telephonic notification shall be accompanied by a facsimile of the Impound Summons and Notice form, when possible.

Department procedures governing court and administrative hearing appearances (e.g., sick, training) shall apply to impound hearings. Additionally, appearance by a sworn employee of the rank of Lieutenant or below at an impound hearing outside of normal duty hours shall be in accordance with the court time provisions of the current Memorandum of Understanding. Any overtime is subject to pre-approval by the Executive Assistant Chief.

- g. If requested to appear, the impounding Officer shall cooperate with the Hearing Officer to appear at the Hearing and provide information or answer any questions by the vehicle's owner at the Hearing Officer's discretion.
- h. All vehicle impound hearings shall be conducted in person and tape-recorded to facilitate the testimony and cross-examination of the impounding officer(s) and witnesses.

Exception: Hearings may be conducted telephonically if exigent circumstances exist. Exigent circumstances may include situations where the owner is located out-of-state, hospitalized, etc...

- i. Recordings shall be retained in accordance with established Department procedures outlined in Section 14/3.
- j. The Vehicle Impound Hearing Coordinator shall retain all material in accordance with record retention guidelines and a roster of those participating in the impound hearing. These records shall be stored where the impound hearing occurred for a period of three years.
- 2. Hearing Results
 - a. If the Hearing Officer determines that there was "No Probable Cause" to impound the vehicle, the towing and storage fees will be refunded to the legal owner. If the vehicle is still in the impound lot, it will be released without towing and storage charges unless there are outstanding parking violations against the vehicle. Refunds shall be processed through the proper channels and may take up to three weeks to process.
 - b. If the Hearing Officer determines that there was "Probable Cause" to impound the vehicle, the legal owner will be held responsible for all towing and storage fees.
 - c. The outcome of the hearing shall not affect any related traffic citation or other criminal proceedings which may be brought against the owner or claimant of the impounded vehicle.

Note: All outstanding parking fees must be paid prior to release of the vehicle.

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10/7.2 No Registration Impounds

A. LAWA Police Application

When an officer observes a vehicle that constitutes a hazard, or is in violation of any parking Section and is unattended, and does not have a "hard" plate displayed, and does not have the VIN number visible, the vehicle may be immediately impounded. Caution must be used when this section is invoked. The VIN number must be covered by books, papers, or other methods, or must be missing.

B. Procedure

The procedure to be used in compliance with this Section is as follows:

1. Impound vehicle under CVC Section 22651 (j). Do not cite the vehicle prior to requesting an impound and the arrival of the Tow Service;
2. Write in Narrative "No hard plates displayed/VIN covered." It is important that you can state without reservation that the VIN number was not visible. The Narrative should contain what covered the VIN, or why the VIN was not visible;
3. When the Tow Service arrives, have the Tow Service driver open the vehicle and uncover the VIN number, then cite the vehicle for the original violation using the VIN number for the ID;
4. If the vehicle returns as a stolen or wanted vehicle, officers shall complete the Vehicle Report, impound the vehicle to an O.P.G. facility or the appropriate contract tow company facility, and recover the vehicle per Section 10/9.2, Subsection B - Recovery of Stolen Vehicle;
5. In the event the VIN number is missing from the vehicle Do Not Cite the Vehicle. Impound the vehicle only to OPG (Bruffy's) and place a "Hold" on the vehicle for follow-up investigation by the law enforcement agency with jurisdictional authority;
6. Ensure that you have checked the vehicle closely for VIN numbers. There is considerable liability for impounding the vehicle if the VIN number was available.

Finally, it is important to remember that regardless of the violation, no citation can be issued whenever there is no evidence of registration displayed (i.e., no plates, no VIN, no temporary permit). If a citation is issued it must be canceled or voided since there is no way to ascertain the owner.

10/7.3 Field Releases of Vehicles

To reduce the confusion and preclude double billing for vehicles subject to field releases after an impound request, the following procedure is established:

- A. A Parking Citation shall be issued prior to any request for impound.
- B. When an impound is requested, a CHP180 Vehicle Report Form shall be completed and the number of the citation shall be entered on the form.
- C. When an officer determines that a vehicle shall be released to the owner or operator and the tow service has arrived at the location, the officer shall:

1. Mark across the face of the form "FIELD RELEASE";
2. Check the "RELEASED" box in the "STORED - RECOVERED - RELEASED- RECOVERED VEHICLE/COMPONENT" section;
3. Print his/her name in the "NAME OF PERSON/AGENCY AUTHORIZING RELEASE" section;
4. Sign his/her name in the "SIGNATURE OF PERSON AUTHORIZING RELEASE" section;
5. Enter his/her serial number in the "I.D. NO." section;
6. Enter the name, address and phone number of the tow company in the "Towing/Storage Concern" section;
7. Request a LAWA Police officer respond to the location;
8. Upon arriving at the location, the assigned LAWA Police officer shall verify:
 - a. If the driver is the registered/legal owner of the vehicle;
 - b. If the driver has a valid operator's license in his/her possession.
9. Upon verification, the assigned Police officer shall have the person taking possession of the vehicle sign their name in the "SIGNATURE OF PERSON TAKING POSSESSION" section. In the "REMARKS" section, the Police officer shall enter the person's name, Driver's License number, and complete address.
- D. The tow driver shall be given the yellow copy of the completed Field Release by the impounding officer. The original Report shall be forwarded to the Impound Clerk, Records Unit.
- E. The Impound Clerk shall chronologically file and retain all Field Release forms.

10/7.4 Vehicle Relocations

Except under exigent circumstances (i.e. - Earthquake causing structural damage to a parking structure, terrorist attack, etc.) LAWA Police will not relocate vehicles.

Relocations involving Construction and Maintenance (C&M) projects will be done by C&M personnel using their own tow trucks.

- A. Whenever exigent circumstances occur that call for the relocation of vehicles, the request shall be forwarded to the Watch Commander, who will assign a supervisor to oversee the relocation..
- B. The assigned supervisor shall:
 1. Inspect the location;
 2. Ascertain the number of vehicles to be relocated;
 3. Assign an officer to complete the relocation;
 4. Enter the request and details of the exigent circumstances into his/her supervisor's log.
- C. The assigned officer shall:

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1. Request the City of Los Angeles O.P.G. tow truck respond to the location;
2. Complete a Vehicle Relocation Report, noting:
 - a. The relocated vehicle's license number and make of vehicle;
 - b. The row/section/location the vehicle was relocated from and moved to; and,
 - c. The condition of the vehicle, both before and after being relocated; and,
 - d. If there is any pre-existing damage to the vehicle prior to the relocation, the officer shall contact CSI to photographically document the damage before the vehicle is relocated.

Note: Officers shall not use the Vehicle Report form for vehicle relocations.

3. Upon completion of the relocations, distribute the report copies as outlined in the distribution box.

10/7.5 Abandoned Vehicles (LAWA/LAX Specific)

Any vehicle parked in a LAWA/LAX Airport Parking Structure for more than thirty (30) days shall be noted by Parking Services, who shall request that LAWA Police impound the vehicle. A copy of this request is sent to the LAWA/LAX Police Impound Clerk, who receives a complete printout of all abandoned vehicles, and runs each one. Vehicles indicated as stolen are recovered. A LAWA Police Officer then places a 10 day Removal Notice on the vehicle, at the end of which time the vehicle is impounded.

The LAWA/LAX Police Impound Clerk mails out a notice to the Registered/Legal owner advising them of the Department's intent to tow the vehicle in ten days. Upon completion of the impound, the following procedures occur:

- A. The LAWA/LAX desk officer obtains a Vehicle Investigation Report (VIR) number and logs the vehicle in the V.I.R. Book;
- B. The LAWA/LAX desk officer verifies the information on the Vehicle Report with the DMV printout obtained by the impounding officer then inputs the information into the Department of Justice Stolen Vehicle System to obtain an FCN;
- C. The LAWA/LAX desk officer places a copy of the Vehicle Report, the DMV printout and the Towed and Stored information in the Records tray at the front desk. The Impound Clerk retrieves the information and enters it on the Impound Screen. Within 48 hours the Impound Clerk sends out a Vehicle Impound Notice to those listed as Registered Owners and/or Legal Owners on the DMV printout. After the Notice is sent, if the Registered/ Legal Owner claims the vehicle and pays all fees, the vehicle's release is noted on the VIR Log and the Impound Clerk's Impound Screen. If no ownership information exists the vehicle is processed for lien-sale proceedings;
- D. Fifteen (15) days from the date the Vehicle Impound Notice was mailed, if a post-storage hearing has been requested, no action is taken until a disposition from the hearing is received. When the disposition is in favor of the Los Angeles World Airports the vehicle is processed for lien-sale proceedings;

E. Lien Sale Process

1. Once a week, the lien sales vendor conducts an inventory of the LAWA Police Impound Lot to process impounded vehicles for lien sale.
2. The LAWA/LAX Impound Clerk receives a copy of the inventory list and attaches a note to the VIR's of the inventoried vehicles indicating an additional charge for the lien sale process (\$70.00 for vehicles valued under \$2500.00 and \$100.00 for vehicles valued over \$2500.00). The charge is added on, in addition to other impound fees, per Civil Code Section 3074.
3. The LAWA/LAX Impound Clerk sets vehicle auctions on the first Saturday of each month, unless it falls on a holiday.
4. The lien sales vendor mails a Notice of Pending Lien-Sale/Declaration of Opposition to the Registered/Legal owner and the California Department of Motor Vehicles.
 - a. If the Declaration of Opposition is returned, court action must be filed within twenty (20) days by the Registered/ Legal owner. If a court action is filed after the receipt of the Notice of Pending Lien-Sale, no action is taken until a judgment is obtained.
 - b. If the judgment is ruled in favor of the Los Angeles World Airports, or a court action was not filed, the lien sale process continues.
5. Estimated Value of Lien Sale Vehicles
 - VEHICLES ESTIMATED AT A VALUE UNDER \$2,500.00

When the vehicle is processed for lien-sale, the LAWA/LAX Impound Clerk is given the Certificate of Lien-Sale, Seller's Warranty and Buyer's Promise to Transfer Ownership and Register, and Proof of Certified Mailing for each vehicle.
 - VEHICLES ESTIMATED AT A VALUE OF OVER \$2,500.00.

When the vehicle is processed for lien-sale, an Application for Lien-Sale Authorization is completed and sent to the California Department of Motor Vehicles by the lien sales vendor. When the Authorization application is returned by DMV, the Impound Clerk is given the Certificate of Lien-Sale, Seller's Warranty and Buyer's Promise to Transfer Ownership and Register, Proof of Certified Mailing, and Authorization for Lien-Sale for each vehicle.

The LAWA/LAX Impound Clerk compares the list of vehicles cleared for auction with the inventory sheet prepared by the impound officer.
6. The impound officer removes the VIR's from the Impound Book and notes in the VIR Book that the vehicle is to be auctioned and date of auction.
7. The impound officer completes a Vehicle Verification form for each vehicle to be auctioned and submits them to the Impound Clerk.
8. The LAWA/LAX Impound Clerk signs all the documents received from the lien sales vendor, attaches the Vehicle Verification to the documents, and compares the vehicle information.

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- 9. The LAWA/LAX Impound Clerk then creates envelopes for each auctioned vehicle, indicating Lot #, Stall #, year, make and model of vehicle, and the last seven digits of the VIN number and gives them to the auctioneer the day of the sale.
- 10. All paperwork for vehicles sold for under \$2500.00 is completed and given to the buyer the day of the sale. The vehicles are released to the buyers the following Sunday or Monday.

All paperwork for vehicles sold for over \$2500.00 is held for 10 additional days and completed when the buyer picks up the vehicle pursuant to Civil Code Section 3017.
- 11. The LAWA/LAX Impound Clerk shall update the Impound Screen, indicating the amount the vehicle sold for and the buyer's bidder number. The Impound Clerk shall be responsible for maintaining records of sales for the Los Angeles World Airports.

10/7.6 Official Police Garage for LAWA/LAX

Bruffy's Marina Tow is the Official Police Garage (O.P.G.) for LAWA/LAX. All requests for tow shall be routed through Communications Unit, who is responsible for contacting Bruffy's Marina Tow with all pertinent information.

No other tow companies may be contacted with requests to tow.

10/7.7 Impound Charges - Arrested Driver

All vehicles that have been impounded as a result of parking violations after their owner or operators have been arrested for solicitation (LAMC 171.02 (b)), will not be released unless the impound and storage fees are paid.

10/7.8 Thirty (30) Day Impound Hold Procedures

California Vehicle Code Section 14602.6 (a) states, in part:

"Whenever a peace officer determines that a person was driving a vehicle while his or her driving privilege was suspended or revoked or without ever having been issued a license, the peace officer may either immediately arrest that person and cause the removal and seizure of that vehicle...A vehicle so impounded shall be impounded for 30 days."

Section 14602.6 applies only to unlicensed drivers who have never been issued a driver's license or persons with a suspended or revoked driver's license which come under the CVC, Division 6, Chapter 2, Articles 2 and 3. CVC Section 14602.6 does not apply to a person with an expired driver's license or with no license in possession (violation of CVC Section 12951a) nor if the person's license was suspended under the authority of Section 11350.6 of the Welfare and Institution Code (refer to Section 10/6.3.B - Suspended or Revoked Driver's License). However, vehicles operated by a driver with an expired driver's license are still subject to impound under CVC Section 22651(p).

Recent legislative changes have made CVC Section 14602.6 **inapplicable** to some driver's license suspensions.

Vehicles with thirty-day hold shall be impounded to Pacific Division's Official Police Garage or the appropriate contract tow company facility. LAWA/LAX shall direct owners to contact Pacific Area Auto Detectives for vehicle release.

10/7.9 Public Utilities Code (PUC) Hold Procedures

- A. Information

Section 5411.5 of the California PUC states, in part:

"Whenever a peace officer arrests a person for violation of Section 5411 involving the operation of a charter-party carrier of passengers without a valid certificate or permit at a public airport...the peace officer may impound and retain possession of the vehicle used in violation of Section 5411...."

The vehicle shall immediately be returned to the owner without cost to the owner if the infraction or violation is not prosecuted or is dismissed...."

Otherwise, the vehicle shall be returned to the owner upon payment of any fine ordered by the court."

Note: When an officer arrests a person for violation of PUC Section 5411, it is within the officer's discretion to impound the vehicle used in the violation.

- B. Procedures

- 1. Impound Procedures

Whenever a LAWA Police officer arrests a person for violation of California PUC Sections 5371 (Operating Without PUC Authority), 5379 (Operating while on Suspension or Revocation), or 5411 (Failure to Comply with PUC), the officer, at his/her discretion, may impound and place a PUC hold on the vehicle pursuant to Section 5411.5 PUC

- 2. Release Procedures

Desk officers shall adhere to the following procedures when releasing a vehicle with a PUC hold on it:

- a. Whenever satisfactory evidence is presented establishing that the violation was not prosecuted, that the case was dismissed, or that the vehicle's owner was found not guilty of the offense, the vehicle shall be immediately released to the owner without charge pursuant to PUC Section 5411.5.
- b. Whenever satisfactory evidence is presented that all fines have been paid and proof of compliance with PUC Permit/Licensing requirements has been presented to a Ground Transportation Enforcement Unit supervisor or officer, the vehicle shall be released to the owner upon payment of storage, towing, and any parking fees in accordance with Section 10/7.1.D1.c.
- c. Whenever a court order to release the vehicle is presented, unless otherwise specified in the court order, the vehicle shall be released to the owner upon payment of storage, towing, and any parking fees in accordance with Section 10/7.1.D1.c .
- 3. Impound Hearing
 - a. If the owner of the vehicle states he/she did not know or consent to use of the vehicle in violation of PUC Section 5411, but fails to show satisfactory evidence or documentation as required under part 1 and 2 of this section, the owner shall be directed to schedule an Impound Hearing, pursuant to Section 10/7.1.C.
 - b. Release procedures shall be in accordance with the findings of the Impound Hearing.

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4. Abandoned Vehicle
- After the expiration of six weeks from the final disposition of the criminal case, if the vehicle has not been released, the vehicle will be dealt with as lost or abandoned property under Section 1411 of the California Penal Code and processed as an abandoned vehicle as outlined in Section 10/7.5.

5. Follow-up
- A copy of the impound form and any other documentation shall be forwarded to CEU for follow-up investigation purposes.

10/7.10 OPG Impound Report Processing

Whenever a vehicle is impounded to an OPG facility, the impounding officer shall:

- A. Complete a CHP 180 Vehicle Report;
- B. Have the report reviewed and approved by a supervisor;
- C. Make two copies of the report. One will be given to the Front Desk Officer for filing, the other given to Records Unit for processing;
- Note: Copies shall show the complete face of the CHP 180 Vehicle Report.**
- D. Transport the original CHP 180 Vehicle Report to the law enforcement agency with jurisdictional authority for processing as soon as possible.

10/8 Vehicle Investigations

10/8.1 Policy

The LAWA Police shall receive reports of stolen vehicles and recovered vehicles, which have been reported as stolen, or which are wanted by law enforcement agencies in criminal investigations.

All reports and impound procedures for stolen or wanted vehicles shall conform to the current policy of the law enforcement agency with jurisdictional authority.

Note: LAWA/ONT shall follow the procedures as outlined below.

10/8.2 Procedures

- A. CHP 180 Vehicle Report Form
- The CHP 180 Vehicle Report form shall be used to report the following when stolen, recovered, or impounded:
- Motor Vehicles
 - Motorcycles, Motor-driven cycles, Minibikes, Motor Scooters and Mopeds
 - Off-highway vehicles, including construction equipment, dune buggies, racing vehicles, and vehicles of husbandry
 - Trailers (All types)
 - Separate vehicle motors
 - Separate vehicle transmissions
 - Campers

- Aircraft
 - Boats
- B. Recovery of Stolen Vehicles

Whenever an officer, during the course of his duties, finds a vehicle has been reported stolen (i.e. incidental to the impound of an illegally parked or abandoned vehicle), or if an officer has reasonable cause to believe a vehicle is stolen (i.e.- missing VIN plate or license plates), the officer shall follow the following procedures:

1. Verify the license number and VIN number of the vehicle (If the VIN numbers appears altered, impound the vehicle and place a hold on the vehicle for Area Investigators - See Subsection C - Impound Hold on Vehicle and Subsection D - Notifications Required);
2. Verify that the vehicle has no wants for criminal investigation. When a recovered stolen vehicle is wanted in connection with a criminal investigation, the officer shall:
 - a. Notify investigators indicated in the wants printout, and request impound instructions. If investigators cannot be notified, document this in the Vehicle Report Form.
 - b. Place a hold on the vehicle by filling in the proper space on the Vehicle Report Form.
3. Request a printout of vehicle information;
4. Fill out a Vehicle Report; and,
5. Request the appropriate contract tow company facility for the airport area respond to impound the vehicle.

After completing the Vehicle Report, the printout shall be obtained and all information verified by the officer.

Officers shall inventory all property in the recovered stolen vehicle unless a fingerprint or other evidence hold has been placed on the vehicle, in which case the impounding officer shall contact the originating agency of the hold for impound instructions. Any property removed from the vehicle shall be booked as Evidence, with the exception of excess personal property of an arrestee of no evidentiary value.

- C. Impound Hold on Vehicles
- When an officer places a hold on an impounded vehicle the impounding officer shall:
1. Check the "Agency Hold" box, and enter the name, serial number and division of assignment of the person notified of the hold on the Vehicle Investigation form;
 2. If the recovered stolen vehicle is involved in another crime, check "Hold for Prints" box on the Vehicle Investigation Form and notify the responsible investigators and Vehicle Investigation Processing Unit (VIPU) for LAWA/LAX;

Note: The impounding officer shall write "Hold," "Hold for Prints" or "30-Day Hold," in red ink when possible, at the top center margin of the report to alert the OPG or tow driver of the hold.

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3. If a hold is placed on an impounded vehicle, the impounding officer shall not telephonically notify the owner or reporting party (In these cases, telephonic notification is the responsibility of the Area Vehicle Control Clerk for LAWA/LAX).
- D. Notifications Required
- The impounding officer shall make the following notifications regarding recovered stolen vehicles:
1. Telephonic notification to the registered owner or reporting party unless a hold is placed on the vehicle. If contact cannot be made, indicate on Vehicle Form.
 2. Complete the reverse side of both Notice of Stored Vehicle (22852 VC) forms and mail these forms to the present, registered, and legal owners and, if the vehicle was reported stolen, the person reporting.
 3. The VIPU Clerk for LAWA/LAX, who will update the information in the SVS, and issue the impounding officer a Vehicle DR number.
 4. Responsible Investigative Division when need for immediate investigation is indicated (i.e.- When recovered vehicle has recent extensive, unexplained damage or evidence of blood or flesh on grill).
 5. Responsible Area investigators when there is an indication that the VIN plate has been altered or obliterated.
- LAWA/ONT** - All reports of stolen vehicles or updates to the SVS on stolen recoveries shall be done by the Ontario Police Department.
- LAWA/PMD** - All reports of stolen vehicles or updates to the SVS on stolen recoveries shall be done by LASD.
- E. Field Release of Recovered Stolen Vehicle
- When possible, recovered stolen vehicles, which do not require a hold, shall be released to the owner, or the owner's agent, without impounding if:
1. The vehicle owner can be contacted immediately;
 2. The owner or his/her agent can arrive within 30 minutes; and,
 3. The owner or his/her agent is willing to receive the vehicle.
- After verification of identification, have the person receiving the vehicle sign a Recovery Report, give that person the yellow copy of the Vehicle Report form, and advise of the necessity for caution.
- Officers shall immediately call the VIPU clerk concerning the field release of the recovered stolen vehicle.
- Note - Officers awaiting owners for field release of a stolen vehicle shall not leave the vehicle unattended except under unusual or emergency situations. To prevent removal of the vehicle during an officer's unanticipated absence, upon initial contact the owner shall be instructed not to remove the vehicle if the officer is not at the scene.**
- F. Recovery of License Plates from Recovered Stolen Vehicles
- License plates, including those attached to or loose in a recovered stolen vehicle, which do not belong to the vehicle, shall be run. A separate Property Report with a separate Vehicle DR number shall be made for each set of plates recovered, except when a previous related report exists, in which case the same DR number shall be used.
- G. Stolen Vehicle Reports
- Whenever officers receive a report of a stolen vehicle, officers shall:
1. Interview the victim or person reporting to determine if circumstances warrant a "Stolen" report;
 2. Check the LAWA Police Impound Log to determine if the vehicle was impounded;
 3. Check with SVS (Stolen Vehicle System);
 4. If the vehicle has been impounded for investigation, determine agency or division where impoundment occurred and check with the responsible investigator for release status. If the vehicle is O.K. to release or has been impounded for storage only, refer the person reporting to the impound garage;
 5. If a vehicle is obtained by use of a worthless document, only a Worthless Document Report containing vehicle information will be filled out and sent to WLA Bunco-Forgery Division for LAWA/LAX.
- When completing a Stolen Vehicle Report, Officers shall determine the following:
- a. How did the reporting person discover the vehicle was stolen?
 - b. Any others have permission to drive the vehicle?
 - c. Does anyone else possess a key to the vehicle? Has the person reporting contacted those individuals to see if they have the vehicle?
 - d. Is the person reporting current on his vehicle payments?
 - e. Was there any valuable property left in the vehicle?
 - f. Were both LAWA Police and the O.P.G. impound lots checked?
 - g. Any evidence or witnesses to the theft?
 - h. Any distinguishing features on the vehicle?
- When a Vehicle Report Form is completed, officers shall obtain a Vehicle Investigation DR number from the VIPU Clerk immediately (Recovered or Found Vehicle reports shall bear the same DR number as the original Stolen report). Each stolen vehicle requires a separate DR number.
- Advise the person reporting the stolen vehicle that if he recovers his own vehicle, he must make a signed "Found" or "Recovered" report. These reports shall not be accepted by phone.

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When a vehicle reported stolen is later determined to be misplaced or legally in possession of someone other than the person reporting, the officer making determination shall make a "recovered" report with type of report to read "Rec. - Unfounded."

H. Stolen/Embezzled Vehicle from Rental Car Agency

Whenever a rental car agency reports that a rented vehicle is stolen and/or embezzled, the rental car agency must:

1. Show proof that 30 days have elapsed from the date the legal renter agreed but failed to return the rented vehicle;
2. Send a Registered letter to the renter demanding the rented vehicle's return, and have a "Return Unserved" or returned receipt from the U.S. Postal Service;
3. Have copies of all documents and attach them with the Vehicle Report.

I. Report Processing

All stolen vehicle reports and recovered stolen vehicle reports shall be processed similar to Preliminary Investigation Reports (PIR). Upon approval and signature of a supervisor, a copy of the Vehicle Report shall be submitted to Records Section for processing. The original report shall be forwarded to the law enforcement agency with jurisdictional authority.

One copy shall be maintained at the front desk.

LAWA/ONT shall follow the current Ontario Police Department's criteria for the reporting of Stolen/Embezzled vehicles.

LAWA/PMD shall follow current LASD criteria for the reporting of Stolen/Embezzled vehicles.

10/9 Ground Transportation Enforcement

This section is LAWA/LAX specific, unless otherwise noted.

10/9.1 Ground Transportation Permit Program

The ultimate goal of the Ground Transportation Permit Program is to provide legal and insured transportation to the public in a competitively fair and equitable fashion. All ground transportation enforcement must be applied equally with respect to all permitted companies. The program objective is to obtain voluntary compliance of the rules by all companies and drivers.

Of paramount concern to the City is the illegal operator who operates entirely outside the Permit Program and endangers the public. The Commercial Enforcement Unit (CEU) is charged with the primary responsibility to reduce this practice and to take appropriate actions where illegal actions occur.

10/9.2 Enforcement Guidelines for Solicitation Violations

For purposes of applying the rule fairly and firmly with respect to all transportation services, the following internal LAWA Police guidelines apply for the enforcement of the "Solicitation" rule.

A. Non-Criminal/Administrative Violation

When any of the following actions take place, a non-criminal solicitation violation (Section I.11 of the Department's Rules and Regulations) has occurred:

1. An offer of transportation by the driver in the following manner:
 - a. Approaching an individual passenger (or passengers) on a transportation island and asking where the person(s) is going.
 - b. Approaching an individual passenger (or passengers) on a transportation island and asking does the person need transportation or other similar language.
- B. Solicitation Rule
Current rules specifically allow a driver to respond to a question by a prospective passenger. The officer must overhear the driver asking the individual(s), and must be able to prove the driver initiated the conversation. Therefore, the mere observation of a driver engaging in a conversation with a prospective passenger does not on its own indicate a violation of the solicitation Rule.
 1. Where the officer can clearly show that the driver "initiated" the contact with the passenger, there is probable cause for investigating into a solicitation violation. If the officer substantiates the violation did occur, all facts as to the probable cause and the subsequent investigation must be stated on the citation.
 2. An offer of transportation by the driver outside an authorized transportation island or boarding area by:
 - a. Leaving the vehicle unattended and moving to a point along the inside curb while making an announcement of destination or offering transportation or; approaching an individual on the terminal sidewalk and offering services. (Officer must observe action and hear the announcement).
 - b. Entering any baggage claim area and making an announcement of destination or offer of transportation. (Officer must observe driver in baggage claim area and hear the offer or announcement).
 3. Other rules sections which are not solicitation (but are similar) and constitute non-criminal/ administrative rules and regulations violations:
 - a. Announcing a destination that is not authorized by the Public Utilities Commission (PUC) for the company making such announcement (Sections I.5 and II.13). Officer must hear the announcement.
 - b. Display of a "Destination Sign" stating a destination not approved for that vehicle's operator by the PUC or the ICC, whichever is applicable (Section II.12).
 4. An officer initiates an investigation of solicitation in the following manner:
 - a. An officer observes an action on the part of a driver which leads the officer to reasonably believe a solicitation violation may have occurred and hence, may question the passenger about the events that led up to the service. This investigation shall not result from a routine vehicle stop or other circumstances not specifically related to the incident at hand.
 - b. The passenger inquiry substantiates that the driver approached the passenger and offered transportation and during the conversation, quoted a price or fare.
 - c. A third party (independent witness) provides information which reasonably leads the Officer to believe that solicitation violation has occurred. (Information must provide probable cause for the investigation).

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Investigations for solicitation may not begin as a result of a non-related (non-solicitation) incident. (i.e., a parking violation, equipment problem, etc.).

10/9.3 Criminal Violation - LAMC 171.02 (b) (LAWA/LAX only)

The transportation company or driver of a commercial vehicle for hire that offers transportation in the Central Terminal Area without having written authority from the Los Angeles World Airports to enter the Airport for such purposes is a violation of Los Angeles Municipal Code (LAMC) 171.02 (b) "Doing Business Without a License."

A. Elements of Violation

For criminal prosecution under LAMC Los Angeles Municipal Code 171.02 (b), the following elements must be present to enable the Officer to make an arrest:

1. The officer must overhear an "offer to provide transportation" for remuneration made by the driver. The amount of remuneration must be stated or agreed upon. This means to make a valid arrest, the fare or price must be quoted.
2. The means of providing the service must be present or in close proximity. This means to make a valid arrest, a vehicle capable of providing the transportation.

B. Procedures

1. Where a company has applied to the Airport for authorization to operate, but has not yet received its written permit, officers shall file an Application for Complaint.
2. Where it is clear that the driver or company was not aware that the Airport required a permit to operate at LAWA/LAX, an Application for Complaint shall be filed.
3. Where the individual driver or the company received prior notification of the permit requirement to operate within the Airport, but has ignored such warnings, the driver may be cited and released on promise to appear or be arrested and jailed.
4. If there is a violation, the following enforcement actions may be taken:
 - a. Application for Complaint filed with the City Attorney requesting criminal action is taken against the driver and/or company.
 - b. Driver cited to court and released on promise to appear.
 - c. Driver of vehicle arrested and vehicle impounded.

It is imperative that all officers assigned to the Ground Transportation Enforcement Unit be fully informed of these guidelines and completely familiar with all the provisions of the Permit Program and its Rules and Regulations. The responsibility for these issues rests with the Ground Transportation Enforcement Unit Officer in Charge.

10/9.4 Suspended Permit

In the event that a company and/or driver with a suspended permit does not honor the suspension and elects to continue operations, the following procedure shall be used for enforcement:

- A. Officers shall use Los Angeles Administrative Code Section 1.9 for the violation. Violation is for False Documents.
- B. Officers shall write in the remarks section "Operating while on suspension."
- C. Landside Operations shall be notified immediately during normal business hours or at 0800 the following day.
- D. Landside Operations shall issue notice of cancellation of permits following LAWA Police notification that violation has occurred.

In the event that a company and/or driver continues to operate on the 11th day following notice of cancellation, Landside Operations shall notify LAWA Police of the actual date.

LAWA Police shall have the right to make arrests of drivers engaged in the pickup of passengers at LAWA/LAX under LAMC Section 171.02(b) .

This procedure has been reviewed and approved by the City Attorney's Office and must be adhered to, without exception.

10/9.5 Customer Service Representatives

Landside Operations will be contracting "Customer Service Representatives" (CSR) to assist at the transportation islands. The CSR's will monitor the islands and associated transportation companies.

In the event that a CSR needs police assistance, they will contact communications and request an officer. An officer should consider these requests as priority calls. These calls for assistance will normally be initiated only when the CSR is having a serious problem with a driver or company.

Routine calls, such as Permit Program violations, which require CEU enforcement, should be dispatched to a CEU mobile unit.

10/9.6 Liability Insurance

Several companies who maintain fleets of vehicles and operate in and around the Los Angeles World Airports are legally self-insured with regard to liability insurance. These companies have applied to and received approval from the Department of Motor Vehicles (DMV) to display a windshield sticker in lieu of insurance documents in the vehicle.

The DMV approved sticker satisfies the obligation for proof of liability insurance. Vehicles displaying such a sticker shall not be cited for violation of Section 16020 of the California Vehicle Code.

10/9.7 Joint Enforcement Activity

The Public Utilities Commission (PUC) and the LAWA Police occasionally conduct a joint enforcement directed towards ground transportation operations at the Central Terminal Area of LAWA/LAX.

10/9.8 Lien on Luggage

Whenever a LAWA Police officer responds to a business dispute between a taxi or van driver and a passenger and is informed by the driver that the passenger cannot or refuses to pay the fare and refuses to release the passenger's luggage to him/her in lieu of the price of the fare, the officer shall inform the passenger that under California Civil Code Section 2191, the taxi/van driver has the legal right to hold the passenger's luggage as a lien against non-payment of the fare.

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10/10 Traffic Ancillary Services

10/10.1 Policy - Public Service Function

LAWA Police officers, as part of their public service function, provide 24-hour traffic related assistance to the general public. This includes: both general and emergency assistance; disseminating public information and directions; the identification and reporting of roadway and roadside hazards on city streets, Los Angeles World Airports property, tenant leasehold areas, and on the Air Operations Area; checking abandoned vehicles; and locating stolen vehicles.

10/10.2 General - Public Assistance

The following procedures shall be followed by all officers pertaining to traffic ancillary services duties:

A. Information

Officers shall provide information to the general public pertaining to public transportation, freeway access and usage, and directions in and around the Airport area, the City and County of Los Angeles, and the San Bernardino County.

B. Disabled Motorists

1. Highways/Streets

Officers shall assist stranded or disabled motorists encountered while on duty, ascertain the type of assistance needed (jump start, fuel, flat tire, minor repairs, etc.), and, if requested by the citizen, have Communications contact: the Airport contract tow service, if within the Airport Area; a private tow service of the citizen's choice (i.e. - AAA). If no phones are available at the location, the officer will request Communications contact the chosen tow service, or if out of range of radio communications, will transport the citizen to the nearest safe phone location. In either case, the officer will obtain an estimated time of response for the tow service.

Note: If the officer on the scene determines that the disabled vehicle is creating a traffic hazard, the Airport contract tow service will be immediately contacted by Communications and the vehicle removed to a safe location, or if outside of the Airport area, the officer, where safe, will set up a flare pattern to divert traffic around the disabled vehicle and contact the local law enforcement agency with appropriate jurisdiction to respond to the location.

2. Disabled Motorist on the Air Operations Area

If a disabled Airport tenant motorist is observed on the Air Operations Area, officers will determine: if the tenant vehicle is a traffic or aircraft safety hazard; if the tenant company has been notified; and estimate time of removal of the disabled vehicle.

Note: Officers shall immediately contact both the on-duty Airfield Operations Superintendent and LAWA Garage or Maintenance and request removal of any disabled vehicle determined to be a traffic or aircraft safety hazard, and shall stand by that location until the vehicle is removed. (Refer to Section 8/2.8 – AOA Impound Procedures).

3. Special Requirements

Under no circumstances shall an officer leave a stranded motorist in a hazardous location. If circumstances dictate (i.e. - high crime area, desolate location, night hours, age and sex of the motorist), the officer shall transport the motorist to the nearest safe location (i.e. - Airline Terminal, 24 Hour Coffee shop or service station) and assist the motorist in arranging alternate transportation. When transporting a motorist in a non-custodial situation, officers shall follow procedures outlined in Section 12/2.1, Subsection C - Transportation.

C. Emergency Assistance for Motorists

1. Medical Emergencies

When a motorist requires medical assistance, officers shall:

- a. Contact Communications and request Paramedics respond to the scene if inside the Central Terminal Area;
- b. Contact Communications and request Paramedics respond to the location if outside the Central Terminal area or on the Air Operations Area;
- c. In either case, officers will inform Communications of the type of injury, condition of the victim (any bleeding, visible injury, is the person conscious?), and request an estimated time of arrival for Paramedics;
- d. Officers shall render First Aid, if necessary, until the arrival of Paramedics;
- e. Officers shall not escort civilian vehicles during a medical emergency. If circumstances are so severe that waiting for Paramedics would prove life threatening, officers will transport the injured party in a marked black and white patrol vehicle with emergency equipment and request permission from the Watch Commander for "Code 3" response to the nearest hospital.

2. Fires

Whenever a fire is observed either in a vehicle on or near a roadway, officers shall:

- a. Request Communications contact LAFD or the fire department with appropriate jurisdiction;
- b. Give location of the fire; type of fire; estimation of area involved, and; request additional units, if needed, for traffic/crowd control;
- c. Maintain an ingress/egress for fire equipment or other emergency vehicles;
- d. If the fire is extinguished by officers using patrol vehicle fire extinguishers, officers will request the fire department be notified and stay at the location until the fire department arrives.

Note: Officers shall transport a partially or fully depleted patrol vehicle fire extinguisher to Field Maintenance and exchange it for a fully charged extinguisher.

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10/10.3 Road Conditions

A. Debris

1. Whenever debris is observed on a road or street that creates a traffic hazard, officers shall:
 - a. Contact Communications about the debris, give the location, and request City Street Maintenance response to remove the debris, including ETA;
 - b. Place cones, delineators, or flares to guide motorists around the debris.
2. Whenever debris is observed on LAWA property, airport tenant leasehold area, or the Air Operations Area, on or near a service road, that creates a traffic hazard, officers shall:
 - a. Notify Communications about the debris, the location, request Maintenance respond to remove the debris, and notify City Operations if debris is a hazard to aircraft movement;
 - b. Place cones and delineators to guide tenant motorists around the debris. Officers will remain at the location until the debris is removed and is no longer a hazard. (Refer to the airport's Rules and Regulations).

Note: This section does not prevent officers from removing debris if it can be accomplished in a safe manner by the officer.

B. Defects in roadway/Defective highway safety feature

1. Whenever defects on a roadway or defective highway safety features are observed that create a traffic hazard, officers shall:
 - a. Notify Communications about the defect, the location, and request City Street Maintenance respond to repair defect; and,
 - b. Place cones, barricades, or delineators around the defect to warn motorists of the hazard.
2. Whenever defects on service road or defective highway safety features are observed on LAWA property, airport tenant leasehold areas, or the Air Operations Area, that creates a traffic hazard, officers shall:
 - a. Notify Communications about the defect, the location, request Maintenance respond to repair the defect;
 - b. Notify City Operations if the defect is a hazard to aircraft movement;
 - c. Place cones, delineators, or barricades around the defect to warn tenant motorists of the hazard.

NOTE: Due to the danger of fire and/or explosions created by aircraft fuel, the use of flares on the Air Operations Area is prohibited.

C. Damaged/Malfunctioning/Obstructed mechanical traffic control devices

Whenever damaged, malfunctioning or obstructed traffic control devices are observed, officers shall:

1. Notify Communications about the traffic control device, the location, request Department of Transportation Traffic Signal Repair or the local jurisdictional agency responsible to respond to repair the traffic control device, and request Department of Transportation or the local jurisdictional agency responsible respond for traffic control, if appropriate;
2. Direct traffic at the affected intersection or street until relieved by Department of Transportation personnel or another Division officer, or the local jurisdictional agency responsible arrives or until repairs are completed.
- D. Damaged/Missing/Obstructed Traffic Control/ Informational Signs
When damaged, missing, or obstructed traffic control or informational signs are observed, officers shall:
 1. Notify Communications about the sign and the location;
 2. If the sign is outside the Airport area but inside the City of Los Angeles, Department of Transportation will be contacted. If the sign is within another jurisdiction, the appropriate law enforcement agency will be notified. If the sign is within the Airport area or Air Operations Area, Maintenance will be notified for repair purposes or removal of obstruction.
- E. Defective roadway lighting systems
When defective roadway lights are observed, officers shall notify Communications of the defective lighting, the location, and request Department of Water and Power or the local jurisdictional agency responsible respond for repair purposes.
- F. Abandoned Vehicles (refer to Section 10/8.5)

10/10.4 Hazardous Materials on Roadways

For purposes of this section, Hazardous Material is defined as any material, which may have a harmful effect on life, health, or the environment.

Whenever a citizen reports, or an officer observes, an accident or unusual incident on or near any roadway, either in the Air Operations Area or adjacent areas surrounding the boundaries of any of the Los Angeles World Airports, involving what may be hazardous materials, the following procedures shall be followed:

- A. The first officer on the scene shall:
 1. Follow basic requirements for a Haz-Mat incident, which include all officers:
 - a. Remain upwind of the incident;
 - b. Avoid coming in contact with any unidentified material;
 - c. Observe the scene for signs of possible Haz-Mat.
 2. After making an assessment of the incident, notify Communications of a possible Haz-Mat incident, and:
 - a. Give location, type of structure or vehicle involved, and the size of area involved;
 - b. Request LAFD or the local jurisdictional agency responsible, a supervisor, and number of additional units required to respond;
 - c. Determine and broadcast access routes to be used by responding units.

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3. Establish a staging area for responding units upwind and at minimum approximately 2,500 feet from the incident, and have units positioned facing out from the incident in case of immediate evacuation of the staging area.

B. Upon arrival to the Haz-Mat incident, the supervisor shall:

1. Confer with the first responding officer(s) on the scene to determine all facts known of the incident, then delegate one officer as log officer, and another as communications officer;

2. Establish a Field Command Post, and if needed, request the Mobile Command Post respond to the scene;

3. Deploy officers around the Haz-Mat incident with orders to deny access to all vehicular and foot traffic;

A map or rough drawing of the area should be used to show locations which units are deployed and their locations.

4. Meet with the LAFD or the local jurisdictional agency captain or battalion commander, who will be the Incident Commander and any other law enforcement supervisor (i.e. LAPD, El Segundo, OPD, etc.), at the Field Command Post and brief them on the situation/deployment. If the Incident Commander determines that unknown hazardous materials are present, LAFD will contact their Haz-Mat Unit to respond for LAWA/LAX;

5. On arrival of the Los Angeles County Department or the San Bernardino County Department of Health, another briefing will be held to update the situation;

Note: The supervisor and officers will remain at the scene until the County Department of Health determines that the scene is secure.

6. If the incident occurs on the Air Operations Area, City Operations shall be notified.

10/10.5 Traffic Awareness

The LAWA Police coordinates with the Los Angeles World Airport's Media Relations Division in disseminating traffic conditions and public parking availability to the general public via local radio broadcasts (530 AM) which are updated as traffic fluctuates throughout the Airport.

10/11 Driving Under the Influence Arrest Procedures

10/11.1 Policy

A. An arrest for driving under the influence shall be made when:

1. An officer witnesses a person commit the elements of driving while under the influence; or,
2. The under-the-influence driver was lawfully detained by an officer of this or another law enforcement agency; or,
3. The under-the-influence driver was lawfully arrested or detained by a private person who witnessed the driving element of the offense.

B. An arrest may be made for CVC 23152(a) per authority of CVC 40300.5 when a traffic collision has occurred but the arresting officer did not witness driving, when:

1. The arresting officer has reasonable cause to believe that a person involved in the traffic collision was driving a vehicle while under the influence of intoxicating liquor, or the combined influence of intoxicating liquor and any drug; and,

2. The arrest is affected as a continuous uninterrupted portion of the investigation.

Note - The arrest shall be limited to the location of the traffic collision or the location of any timely follow-up investigation.

C. The element of being under-the-influence shall be based on the objective symptoms observed by the arresting officer. Results of other examinations shall be corroborative evidence only.

10/11.2 Procedures

A. Sobriety Examination

1. A sobriety examination shall be completed when an officer:

- a. Is investigating a suspect for driving-under-the-influence; or,
- b. Is investigating a traffic collision and an involved driver displays any objective symptoms of being under-the-influence, regardless of whether the driver is arrested.

2. When a suspected under-the-influence driver refuses to submit to a field sobriety test, the investigating officer shall read the Field Sobriety Test Admonition to the driver and make available the preliminary Alcohol Screening (PAS) Device, if such device and trained officer are reasonably available.

B. Preliminary Alcohol Screening Device

1. Airport Police Officers shall be trained in the use and handling of the Preliminary Alcohol Screening Device (PAS) prior to using the instrument in the field. At no time shall an officer, who is not trained in the use and handling of the PAS, check out a device. The PAS device shall be checked out and checked in by a supervisor or Watch Commander.

2. The PAS Device shall be inspected and tested prior to checking out the device. The device shall have a supply of sealed and unused mouth pieces available with the instrument prior to checking out the device. Any defects or failure of the device to perform shall be immediately reported to a supervisor and taken out of service. The supervisor shall contact the PAS Coordinator or Motor Unit Sergeant immediately, upon discovering a defective unit.

3. The PAS Device shall be kept in the hard case at all times, when not in use. Upon completion of field use, the instrument shall be immediately placed in its storage hard box container to preserve the instrument.

4. The PAS Coordinator or Motor Unit Sergeant shall be responsible for collecting each PAS device each month for the collection and archiving of data from each device, and for proper calibration for reliability as outlined in California Code of Regulations, Title 17.

C. Use of the PAS

1. Officers may use a Preliminary Alcohol Screening (PAS) Device to assist in establishing reasonable cause, if they believe a person is driving under the influence

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(DUI) of alcohol.

2. The officer shall advise the person that the Preliminary Alcohol Screening Device (PAS) is being requested to assist in determining whether the person is under the influence of alcohol or drugs, or a combination of the two. Unless the person is under the age of 21, he/she shall be advised that the PAS test is voluntary. The officer shall also advise the person that submitting to a PAS test does not satisfy his/her obligation to submit to a chemical test, as otherwise required by law (Vehicle Code 23612(i)).

D. Minors under 21

1. If an officer lawfully detains a person under 21 years of age, who is driving a motor vehicle, and the officer has reasonable cause to believe that the person has a blood alcohol content of 0.01 or more (23136CVC), the officer shall request that the person take a PAS test to determine the presence of alcohol in the person. If a PAS test device is not immediately available, the officer may request the person to submit to chemical testing of his/her blood, breath or urine, conducted pursuant to Vehicle Code 23612 (d) (2) (Vehicle Code 13388).
2. If the person refuses to take or fails to complete the PAS test or other chemical test, or if the result of either test reveals a blood alcohol content of 0.01 or more, the officer shall proceed to serve the person with a notice to order of suspension pursuant to this policy (Vehicle Code 13388).

E. Driving-Under-The-Influence (DUI) Drug Arrest Procedures

When an arrest is made for driving under-the-influence of drugs or combination of drugs and alcohol, the arresting officer shall:

1. Admonish the arrestee regarding a chemical test as per the Chemical Test Admonition on the DUI Arrest Report;
2. Administer a chemical test to the arrestee (Refer to Section C).
- Note - Whenever possible, a breath test should be administered to determine alcohol intoxication.**

3. If the breath test is obtained and the results are 0.8% or higher, and the level and type of impairment exhibited by the arrestee are consistent with the breath test, book the arrestee for CVC 23152(a).

4. Drug Recognition Expert (DRE)

- a. A DRE or Police-recognized narcotics expert is responsible for evaluating and rendering an opinion of the drug influence of DUI drug arrestees. As part of that examination, the expert:

- Advises the arresting officer of any additional tests required;
- Determines if medical treatment (MT) is needed;
- Completes the Drug Influence Evaluation Form.
- Enters a brief description of the findings and the examining officer's name and serial number in the "Remarks" section of the Booking Recommendation.

- b. Some indicators of drug influence that may require an examination by a DRE or, if one is not available, by an Police -recognized narcotics expert are:

- Field sobriety test performance inconsistent with the Breath Testing Device level;
 - Admissions by the arrestee that he/she is under the influence of drugs;
 - The medical treatment (MT) indicates the use of drugs, possible hypodermic marks, or evidence of recent ingestion;
 - Breath Testing Device reading is **.08% or higher**, but the level or type of impairment exhibited by the arrestee is not consistent with the Breath Testing Device reading;
 - When an arrestee has a Breath Testing Device reading of **less than .08%**;
 - Possession of drugs or drug paraphernalia.
- c. Include the Drug Influence Evaluation form completed by the DRE or the Police-recognized expert as a page of the Arrest Report.

Note: If the DRE or Police-recognized narcotics expert determines that the arrestee is under the influence of a drug that falls within California Health and Safety Code (H&S) Section 11550 (Cocaine, heroin, PCP, amphetamines, methamphetamine, or methaqualone), the arresting officer shall book the arrestee for DUI (Drugs, or alcohol and/or drugs) and request a filing for 11550 H&S in the Arrest Report narrative.

- d. If an on-duty DRE or Police-recognized narcotics expert is not available, the arresting officer shall obtain an MT for the arrestee and request the examining physician to include his/her observations of the arrestees signs and/or symptoms and an opinion as to the arrestees drug influence.

Note - Refer to Section III.F.a. (8) for urine sample procedures of arrestees suspected of driving under the influence of both alcohol and drugs.

F. Chemical Test Admonition

Prior to administering a chemical test to a driving-under-the-influence arrestee, the Chemical Test Admonition section of the Driving-Under-The-Influence Arrest Report shall be read to the arrestee. The name and serial number of the admonishing officer shall be entered in the space provided in this section.

After a breath test, if the arrestee is suspected of driving under the influence of alcohol, the Additional Chemical Test Admonition section of the Driving-Under-The-Influence Arrest Report shall be read to the arrestee. The name and serial number of the admonishing officer shall be entered in the space provided in this section.

If drug use is suspected, the Drug Admonition of the Driving-Under-The-Influence Arrest Report shall be read to the arrestee instead of the Additional Chemical Test Admonition. The name and serial number of the admonishing officer shall be entered in the space provided in this section.

G. Breath Test

1. Use of Equipment

An INTOX EC/IR is located in the LAWA Police station

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holding facility at LAWA/LAX. Operation of this instrument shall be restricted to personnel who have been trained in its use.

Arresting officers not trained in the use of this instrument shall ensure that the examination is administered by an officer trained in its use.

2. Prior to administering the test, the testing officer shall observe the arrestee for a 20-minute period, during which the subject shall not have eaten, drunk, smoked, or vomited.

Note: If the arrestee vomits, eats, drinks, or smokes between sampling, the pre-testing observation shall be repeated.

3. In order to be valid, the results of two breath samples shall be within 0.02% of each other. A total of three (3) breath samples can be obtained from one subject to determine if they agree within 0.02% before the test will be ended. If two of the results are not within 0.02%, begin a new test or consult the Watch Commander

Retain the records from all tests.

4. The permanent Test Record shall be stapled to the EC/IR Operator Checklist on the space provided. If the Test Report is longer than the Check List, the tape shall be folded in a manner that will not interfere with reading the test results.

5. The EC/IR Operator Checklist shall be completed by the testing officer and attached to the Arrest Report.

H. Blood Test

1. Criteria for Requesting

A blood sample may be requested in the following situations:

- a. The arrestee indicates a willingness to submit to a blood test incidental to the arrest.

Exception - When the arrestee initially consents to a blood test and then has a change of mind prior to the blood being withdrawn, a blood sample shall not be taken.

- b. The arrestee is in custody for a felony and the level of intoxication would be an essential element in the alleged violation.

Note - Only reasonable force, in accordance with Section 7/4.1 may be used to remove blood from a felony arrestee who demonstrates an unwillingness to cooperate.

- c. The arrestee is unconscious or is so impaired and is unable to consent to a chemical test. When such a condition exists, the following steps shall be taken in order to determine if the arrestee is a hemophiliac or a heart patient possibly using anticoagulant medication:

- Check for medical information on the arrestees person, such as a "Medic Alert" bracelet or necklace, or any other item indicative of the arrestees medical background.
- If a relative or friend of the arrestee is present who can provide information about the arrestees medical condition, record the name, the relationship to the arrestee, and the statements of that person in the arrest

report.

- Inform the attending physician of all information in the officer's possession which may have a bearing in the arrestee's physical condition.

- d. Whenever a blood sample is to be obtained from an arrestee, the arresting officer shall transport the arrestee to the nearest authorized medical facility and complete a Request for Withdrawal of Blood and give the form to the medical facility staff.

2. Refusal to Draw Blood

When a physician or hospital employee authorized by Section 23158 CVC refuses to withdraw a blood sample, the officers having custody of the arrestee shall request a supervisor to respond to their location. Upon arrival, the supervisor shall:

- a. Become familiarized with the situation including a determination that the arrest and officer's action conformed with Division policy; and,
- b. The refusal by the hospital employee to withdraw blood; and,
- c. Attempt to contact an administrator of the hospital who may advise the refusing employee as to responsibilities according to the contract provisions of the hospital to the City;
- d. When the employee still refuses to withdraw a blood sample, the supervisor shall then request the arrestee to submit to one of the other two remaining chemical tests. When the arrestee refuses or is unable to complete the other tests, the supervisor shall advise the officers to complete the appropriate arrest report, including a notation regarding the absence of a chemical test.

Note - If a hospital employee refuses to withdraw a blood sample and the arrestee declines the remaining tests, the arrestee may be transported to the Jail Division Dispensary to obtain the blood sample.

3. Obtaining, Packaging and Booking

- a. The withdrawal of all blood samples shall be witnessed by the requesting officer. Officers obtaining blood samples for alcohol or drug analysis shall, in addition to following the procedures outlined on the Analyzed Evidence To Be Refrigerated Envelope, place the arrestees booking number above the officer's serial number when completing the Sealed Evidence Label.

- b. Whole blood samples shall be booked according to existing policies for the booking facility used.

- I. Urine Test

After obtaining consent to collect urine sample, officers shall transport the arrestee to the appropriate booking facility and obtain the urine sample at the facility.

1. An officer of the same sex as the arrestee shall:

- a. Escort the arrestee to an appropriate restroom facility;
- b. Instruct the arrestee to empty his/her bladder, and remain present while the arrestee empties his/her bladder;
- c. Wait twenty minutes before attempting to collect a urine

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- d. Provide the arrestee with a pretreated urine sample container;
 - e. Ensure that the container is not rinsed prior to collecting the sample;
 - f. Remain present while the arrestee provides a urine sample; and,
 - g. Ensure that the label identifying the chemist responsible for preparation of the container is not removed;
- Note - Protective gloves shall be worn when handling a urine sample.**
- h. If the arrestee is suspected of being under the influence of both drugs and alcohol, obtain the first void for the possible detection of drugs and the second void for the possible detection of alcohol. Both samples shall be marked accordingly and booked as evidence.
2. Reporting Requirements
- The Driving-Under-the-Influence Arrest Report (Continuation) shall indicate:
- a. The time the bladder of the arrestee was first emptied; and,
 - b. The time the urine sample was collected; and,
 - c. The name of the employee who administered the urine test.
- Note - When an arresting officer becomes aware that an arrestee has emptied his/her bladder after coming into the custody of the officer, the twenty-minute waiting period shall begin at the time the bladder was first emptied. The time and circumstances of the emptying shall be recorded on the Driving-Under-the-Influence Arrest Report (Continuation).**
3. Booking Urine Sample
- Officers booking a urine sample in a Police booking facility shall:
- a. Ensure the lid is placed tightly on the container;
 - b. Place a completed Sealed-Evidence Label in the side of the container, and place the arrestees booking number above the officer's serial number when completing the Sealed-Evidence Label;
 - c. Complete the Analyzed Evidence To Be Refrigerated Envelope and check the appropriate box ("Alcohol Analysis" or "Drug Analysis");
 - d. Place the container in the Analyzed Evidence Envelope; and,
 - e. Seal the flap of the envelope with a completed Sealed-Evidence Label.
- Alcohol urine samples shall be booked according to existing policies for the booking facility used.
- J. Refusal to Submit to or Complete Chemical Test
- When a person arrested for driving a motor vehicle while under the influence of alcohol/drugs refuses to submit to or complete a chemical test, the arresting officer shall complete the Notification of Refusal to Submit to or Complete Chemical Testing section of the Driving-Under-the-Influence Arrest Report (Continuation).
- K. Administrative Per Se Order of Suspension
- When an officer makes an arrest for a violation of CVC Section 23152 or 23153 where the blood alcohol count (BAC) is .08% or above, or if the arrestee requests a blood or urine test or refuses all tests and the arresting officer believes that the BAC would be .08% or higher, in addition to the regular arrest procedures, the arresting officer shall:
- 1. Confiscate the California Driver's License of the arrestee, if it is in the arrestee's possession;
 - 2. Complete a DMV Form DS 367 (Officer's Statement) if the driver is age 21 or older or a (DMV) Form DS 367M if the driver is under age 21;
 - 3. Complete a Department of Motor Vehicles (DMV) Form DS 367 (Administrative Per Se Suspension/Revocation Order and Temporary Driver License);
 - a. Issue a copy of this form, which is a 30-day temporary driver's license, to the arrestee;
 - b. The original copy shall be forwarded to DMV, and a copy attached to the Arrest Report.
 - 4. Obtain approval for the Arrest Report and forward the completed forms (DS 367 or DS 367M) and the arrestees California Driver's License, along with a photocopy of the Intoximeter Operator Checklist, to the appropriate DMV office;
- Note - The law states that all required reports and forms must be received by DMV within five (5) working days of the date of arrest.**
- 5. Booking of Blood or Urine Sample.
 - a. Place the blood or urine sample in an Analyzed Evidence Envelope and book the evidence per Part III, Sections E.4 and F.3 of this Section.
 - b. Boldly print in red ink "ADMIN PER SE" on the left side of the Analyzed Evidence Envelope.
 - c. Legibly print the arrestee's CDL number and date of birth on the back of the Analyzed Evidence Envelope.