

Appendix "A"

Excerpt from Toronto Police Service Parking Enforcement Unit Policy and Procedure Manual

Enforcement Section 3-16

Parking Permits:

It is Unit policy that in permit areas where there is a changeover from one side of the street to the other side, the public shall be given a grace period from 2100 hours the previous night to 0900 hours the next morning on changeover days.

Changeover Exception:

When the changeover date falls on a weekend or statutory holiday, officers shall not enforce the changeover until the next business day, except where there is a public safety concern. In areas where the street width, with vehicles on both sides, is insufficient to allow for proper access of fire or emergency vehicles, authorization of a supervisor must be obtained before enforcing this provision.

The Unit Commander will issue a directive prior to each holiday so exempted.

Officers shall actively check the dash and visor area of all vehicles before issuing a ticket to ensure there is no valid Area Parking Permit, or valid Disabled Person Parking Permit, properly displayed. Officers shall not issue tickets to vehicles with properly displayed valid Area or valid Disabled Person Parking Permits. It is the policy off PAF that if a tag is issued and the 'Permit Displayed' section is marked "No", it will not be withdrawn.

Officers shall tag, and when necessary tow, vehicles displaying valid 'Disabled Parking Permits' when in contravention of By-laws for NO STOPPING, NO STANDING, and only on authorization of a platoon/area supervisor for NO PARKING offences.

The EXCEPTION to the above rule is when the driver of a vehicle displaying a valid 'Disabled Permit' is actively engaged in loading or unloading passengers.

Temporary Permits:

Officers are reminded that Temporary Permits are issued to streets already approved for permit parking. These permits shall be stamped to indicate the temporary nature of the permit, along with expiry dates, license numbers, etc.

All Officers shall enforce the temporary permits as if they were permanent.

All Officers shall ensure the temporary permit number/letter is for the correct permit area, as with permanently issued permits and shall note on the 'Officers' Copy' of the tag set that the permit was temporary.

Supervisors:

All Supervisors shall ensure that complete coverage of permit streets is given and that any improperly signed permit streets observed by their officers are brought to the attention of the Customer Service Section for follow-up.