



FROM: Bart Ganster, Director of Operations
TO: All Parking Enforcement staff
DATE: 11/1/2021
RE: Standard Operating Procedure (SOP) for Street Sweeping Detail

Standard Operating Procedure (SOP) for Street Sweeping Detail

ORDINANCE: 576-602 (B1) / Day Time Restrictions 8 AM—12PM Maximum 4 Hour Period
576-602 (B2) / Day Time Restrictions 12 PM—4 PM Maximum 4 Hour Period

PROCESS:

1. Check that 1) flashing roof lights and 2) hazard lights on RPA vehicle are turned on
NOTE: Lights **MUST** be turned on to write ticket for this violation
2. RPA vehicle must drive in **FRONT** of street sweeper truck
3. When RPA vehicle reaches an intersection, it will:
 - a. Wait until street sweeper truck catches up to them.
 - b. Not pass through next intersection until street sweeper truck is behind them and ready to begin cleaning next block
4. Emptying street sweeper truck
 - a. Street sweeper truck may need to make more than one pass through block in order to collect all trash
 - b. When street sweeper truck leaves route to be emptied, RPA vehicle will wait in place where sweeper stopped collecting trash
 - c. PEO will exit vehicle to let people know daytime parking restriction remains in effect from point of vehicle forward
 - d. RPA vehicle will resume process above when street sweeper truck returns to resume the route
5. PEOs will issue ticket if vehicle is parked during designated “Day Time Restriction” hours
NOTE: PEOs will issue public safety tickets when applicable.
6. PEOs should **NOT** issue a ticket in the following situations:
 - a. If someone is in process of getting in car to move it **BEFORE** the PEO takes picture
 - b. If vehicle has Barnacle or boot preventing it from being moved
 - c. Vehicle is parked in space marked with valid RPA-issued paper “No Parking” sign

PICTURES must include:

1. Clear picture of plate number