Implementing Order

Implementing Order No.: 2-15

Title: FORM OF PARKING CITATIONS

Ordered: 3/1/2022 **Effective:** 3/11/2022

AUTHORITY:

The Miami-Dade County Home Rule Charter, including, among others, Sections 1.01, 2.02(A), 5.01 and 5.03, and Chapter 30 of the Code of Miami-Dade County.

POLICY:

It is the policy of Miami-Dade County that all parking citations issued by all law enforcement officers and parking enforcement specialists of the County and of all municipalities enforcing the Miami-Dade County Parking Code comply with the requirements of the Clerk of Courts with respect to form and transmission and with the standards set forth herein.

FORM OF PARKING CITATIONS:

(1) All citations issued for violations of the Miami-Dade Parking Code issued by County or municipal law enforcement officers or parking enforcement specialists will include a citation number that has been assigned and issued by the Clerk of Courts.

(2) All paper citations issued for violations of the Miami-Dade Parking Code issued by County or municipal law enforcement officers or parking enforcement specialists must conform to the universal size and format required by the Clerk of Courts.

(3) Electronic citations issued for violations of the Miami-Dade Parking Code issued by County or municipal law enforcement officers or parking enforcement specialists must conform to the Clerk of Courts' technical specifications. Each enforcement agency shall consult and coordinate with the Clerk of Courts to ensure technical conformity.

(4) All parking citations must:

a) Set forth the specific parking regulation or regulations, including by reference and identification to the section of the Miami-Dade County Parking Code, that is being violated.
b) Set forth the amount of the fine associated with the violation or violations of the Miami-Dade County Parking Code, including the fine amount if

payment is not received within 30 days.

c) Set forth the jurisdiction, date and time of the violation. For citations that are to be mailed to the registered owner of the vehicle, an additional date, titled “Parking Citation Date” shall be included on the parking citation and such Parking Citation Date shall be a date that is 5 days from the date of the violation to account for the mailing time.
d) Include the name, title and signature of the enforcement officer.
e) Include identifying information for the vehicle including license plate number and state (or VIN number for vehicles with temporary, out of state or no license plate), tag expiration date, decal number and vehicle make, model and color.
f) Advise violators that, for violations of the Miami-Dade Parking Code, the deadline to make payment or to request a hearing before a hearing officer is: (1) for citations issued directly to drivers or attached to vehicles, 30 days from the date of the violation noted on the parking citation; and (2) for citations mailed to the registered owner of the vehicle, 30 days from the Parking Citation Date noted on the parking citation.
g) Inform violators of the means and locations by which payment can be made, which may include, but is not limited to, payment by cash, check, credit card or other electronic means, and at in-person locations, by mail or by electronic means. Citations for violations of the Miami-Dade County Parking Code shall include the requirement that all payments for violations of the Miami-Dade County Parking Code be made to the Clerk of Court.
h) Inform violators of the means by which a hearing before a hearing officer may be requested. Citations for violations of the Miami-Dade Parking Code shall include the requirement that all requests for a hearing before a hearing officer must be made directly to the Clerk of Courts.

This Implementing Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

County Mayor