
	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.19.8</b>	
Subject:		Distribution:
<b>Temporary No Parking Signs</b>		<b>All Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 98-54</b>
References:		
<b>CALEA: N/A; PLEAC: N/A</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

The purpose of this policy is to establish procedures for temporary no-parking sign requests.

## **POLICY**

- A.** All Temporary No-Parking requests are to be listed in the temporary No-Parking section of the detail book. All Temporary No-parking Signs are erected by the on-duty platoon working the effected shift.
  
- B.** The Staff and Inspections Unit, Administrative Assistant is responsible to process requests for temporary no-parking signs. During non-business hours, the on-duty supervisor shall process the request. The request shall contain the following information:
  1. Location and type of Event
  2. Date and Time of Event
  3. Estimated number of vehicles involved
  4. Person (and Phone No.) making request
  5. Any special notes
  
- C.** During roll call, supervisors are to check the detail book to assure that all Temporary No Parking requests are properly assigned.

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