

PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

			ORDER NO: 17-03
SUBJECT: Fees - Unpaid Collection			
EFFECTIVE DATE: May 15, 1996	DISTRIBUTION: A	REVIEWED: REVISED:	Annual
REQUIREMENTS: NONE			
ISSUED BY: Chief Joseph A. Platzer		FORMS:	

I. PURPOSE

The purpose of this order is to establish a procedure for the collection of unpaid parking fines owed to the City of Port Huron, and for the collection of unpaid fees for police response to false alarms.

II. POLICY

It is the policy of the Port Huron Police Department to employ all legal means in an effort to collect outstanding fines on service fees. The Department will utilize the services of the Court and Reilly Investigations to collect outstanding debts owed.

III. COLLECTIBLE ACCOUNTS

- A. Over due parking fines
- B. False Alarm Fees
- D. If a payment is not received within 180 days of the billing date, the delinquent bill will be forwarded to the court for further collection.

IV. PARKING FINE BILLING PROCESS

- A. The officer will issue the parking citation. When the citations come to the Records Bureau, the Records Clerk will input the information into the computer system.
- B. The violator must respond to the violation on or before 10 calendar days from the date this citation was issued. Failure to respond to this citation within ten (10) days from the date of issuance will result in the doubling of the base fine indicated on the citation. Failure to respond to this citation within thirty (30) days after the receipt of a first notice for non-payment will result in the application of a \$25.00 administrative charge.

- C. If a payment is not received within 180 days after violation date, the delinquent parking citation will be forwarded to the Court for collection.

V. FALSE ALARM BILLING PROCESS

- A. Records personnel will run alarm reports via Clemis on a weekly basis. These alarm runs will be checked to determine whether each alarm should be classified as a “false alarm”. The false alarm run location will be checked in the City of Port Huron Mainframe for an existing account. If there is an existing account, record of each new false alarm will be added to the appropriate account and if a letter is required, the letter will be generated and sent. If there is no existing account, the responsible party will be mailed a letter along with the necessary paperwork for them to read and complete so that we may set up their alarm account.

1. The first three false alarms of each fiscal year (July 1 – June 30) are free. After the third false alarm a “Third False Alarm” letter is sent to the responsible party.
2. The fourth, fifth and sixth false alarms will cost \$50.00 each. After the sixth false alarm a “Sixth False Alarm” letter is sent to the responsible party.
3. Seven or more false alarms in one fiscal year will be billed at \$100.00 each.
4. If payment is not received within twelve months (12 months) after violation date, the delinquent false alarm charge(s) will be forwarded to Reilly Investigations for collection.

V. FALSE ALARM COLLECTION PROCESS

- A. After waiting the appropriate time for payment of debt, the collection process will be initiated. Reilly Investigations may require that the Department furnish them with the following information:

1. Account number or identifying number.
2. Amount due.
3. Offense date.

4. Debtor's full name.
5. Driver's license number.
6. Date of birth.
7. Address.
8. Telephone numbers (home & cell).
9. City, State and zip.
10. Employer (if available).
11. Employer address and phone.
12. Is mail returned to sender? Y or N.
13. Additional information.

B. Assembled information will then be forwarded to Reilly Investigations.

C. Fees

1. The fee for service from Reilly Investigations is set per agreement with the Department and the City of Port Huron.

Any money collected from past due accounts will be credited to the appropriate account.

VII. PARKING FINE COLLECTION PROCESS

- A. After waiting the appropriate time for payment of debt, the collection process will be initiated. The Court may require that the department furnish them with the following information:
 1. Parking ticket number.
 2. Amount due.
 3. Offense date.
 4. Debtor's full name.

5. Driver's license number.
 6. Date of birth.
 7. Address.
 8. Telephone numbers (home & cell).
 9. City/State, zip.
 10. Employer (if available).
 11. Employer address and phone.
 12. Is mail returned to sender? Y or N.
 13. Additional Information.
- B. The assembled information will then be forwarded to the Court.
- C. Fees
1. The fee for service from the Court is set per agreement with the department and the City of Port Huron.
 2. Any money collected from past due accounts, will be credited to the appropriate account.

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