PARKING ENFORCEMNT PROCESS 29 JUNE 2023

ENFORCEMNT/ FINE #	STEPS	RESPONSIBILITY
E1	• Removable note on windshield • 24 hours to move vehicle	• HPM
	24 hours	
E2	• Removable Note • 24 hours to move • Notify Unit Owner • Charge $100.00 fee (CPA)	• HPM places removable note on vehicle • Hammond notifies - Unit Owner - CPA to fine $100.00
	24 hours	
E3	• Non removable sticker on windshield with warning of further fines to be assessed • Notify Unit Owner • Charge $200.00 fee (CPA)	• HPM places non-removable sicker • HPM notifies: - Unit Owner - CPA to fine $200.00
	24 hours	
E4	• An additional fine is assessed to the Owner • Unit Owner notified • Charge $300.00 (CPA)	• HPM places non-removable sicker • HPM notifies: - Unit owner - CPA to fine $300.00
	24 hours	
E5	• Subsequent fines in the amount of $400.00 may be assessed	• HPM notifies: - Unit owner - CPA to fine $400.00