

**TOWN OF RICHMOND**  
**POLICE PARKING TICKET RECEIPTS POLICY**

**PURPOSE:** The purpose of this policy is to monitor timely payment of parking tickets and issue follow up notices.

The Police Department will issue tickets for parking violations and a copy will be given to the towns Finance Department for tracking purposes.

**CONTROL:** The Town Clerk and Assistant Town Clerk will receive and post payments and provide a copy of the ticket to the Finance department for recording purposes.

When a ticket becomes 60 days past due the Finance department will return any unpaid tickets to the Police Department for purposes of obtaining a mailing address for the registered vehicle. The Finance Department will issue a letter and copy of the ticket to the address of the registered vehicle.

Date:



David Sander

Ellen Kane

Taylor Yeates

Bard Hill

Lincoln Bressor