



CRYSTAL POLICE DEPARTMENT

Standard Operation Procedure

TITLE: SNOW EMERGENCY PARKING ENFORCEMENT
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PURPOSE

To establish a procedure for patrol activity when 1.5 inches or more of snow has fallen on the streets and it will be removed by the city of Crystal Public Works Department.

SCOPE

All police officers, community service officers, and police reserves.

PROCEDURE

Following a snowfall of 1.5 inches or more, the city of Crystal Public Works Department will, at a predetermined time, commence snow removal. Designated squad(s) will canvass the entire city and enforce city ordinance 1310.05 sub. 4 – Parking restrictions; snow events.

When the police department is notified that the Public Works department will be plowing the city streets curb to curb following a snowfall of 1.5 inches or more, officers may start ticketing and towing violators approximately one hour prior to the time plowing will begin.

Prior to enforcing the snow parking restrictions, officers and CSOs shall ensure that there is in excess of 1.5 inches of snow on the ground to meet the requirement of the ordinance. Enforcement of the ordinance is determined by the ordinance language; not based upon the declaration of snow parking restrictions by the city.

Residents will be allowed one grace period for the first snowfall of each winter season. During this grace period, the police department may issue citations, verbal warnings, or parking warning cards after the snow depth reaches 1.5 inches, but will refrain from towing until 12 hours after the vehicles are cited.

Snow Emergency ticketing and towing creates logistical complications for the police department, and logistical and financial burdens on citizens. With respect to the agency mission, the Crystal Police Department strongly encourages officers to try to contact owners of vehicles on the street to have the vehicles moved when practical. This includes running a vehicle registration and contacting a registered owner if the vehicle is parked near the residence. Officers will not be expected to conduct exhaustive searches to locate owners where the vehicle is not registered locally. It is understood that circumstances may prevent this from occurring and vehicles may need to be ticketed and towed to facilitate snow removal.

Owners of vehicles towed for this purpose will be advised to go directly to the tow company for their vehicles.

Officers will complete a police department log sheet to track all vehicles towed.

In order to speed up the process of clearing the streets, officers shall, for the first few blocks of their assigned area, notify the on-duty CSO or designee of the number of vehicles tagged and logged on specific blocks. The CSO or designee will coordinate the towing of these vehicles with the tow company contracted by the city.

When nearing the end of each log, officers will turn the log sheet in to the CSO or designee. The CSO or designee will continue to coordinate the towing with the tow company. The logs will document which vehicles were towed based upon the information received from the tow company.

The CSO or designee will run the registration for each vehicle impounded and give it to the tow company so they can properly identify the owner. The CSO or designee will enter each impounded vehicle into the state computer as an impounded vehicle. A copy of the log will be faxed to the contracted towing company at the end of each shift, or at the end of the snow emergency impounds for each snow event; whichever comes first.

The CSO or designee shall contact the contract towing company and request that they make notifications to the police department via fax or email when vehicles from the snowbird list are released. When a release notification fax/email is received, the CSO or designee shall purge the impounded vehicle file from the state computer and hot files.

A copy of the log shall be turned into police records.