

Altered/Stolen Parking

Pass

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Purpose

To establish the guidelines for Transportation and Parking (T&P) and the Department of Public Safety (DPS) responses to suspected and confirmed instances of altered or stolen parking passes being used to park vehicles on OHSU owned or controlled property. T&P Parking Passes are considered governmental documents. Altered/forged parking passes are to be investigated as a felony crime under ORS 165.013

Definitions

Member – OHSU Members as defined in the OHSU Code of Conduct

Non-Member – Includes patients, patient companions/visitors, and all other persons who are not considered OHSU Members.

Customers - Refers to all categories of individuals, Members and Non-Members, who are subject to this procedure.

Permit – Any OHSU parking instrument.

Procedure

1. Preliminary Investigation and Immediate Actions

- a. On-duty T&P enforcement staff and DPS staff will respond jointly to reports of altered/stolen permits.
- b. If responding staff establish a reasonable suspicion that a permit was intentionally altered, stolen, or otherwise misappropriated, the vehicle displaying the permit shall be immobilized in order to preserve evidence of a potential crime.
- c. Photographs of the suspect permit will be taken before the permit or vehicle are moved or disturbed. Photos should include close-ups of

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the permit, as well as photos that show the relative location of the permit in the vehicle and the vehicle's location.

- d. After immobilization of the vehicle, reasonable attempts will be made to contact the owner/operator of the vehicle.
- e. If the owner/operator of the vehicle cannot be contacted, the vehicle may be left immobilized, towed to an alternate location, or impounded based on the circumstances. Towing and/or impoundment must be approved in advance by the T&P Associate Director or designee unless the vehicle is impeding traffic or creating a safety hazard.

2. Initial Owner/Operator Contact and Actions

- a. The owner/operator of the vehicle will be contacted and asked to come to the vehicle so that the suspected altered permit may be recovered.
- b. The DPS officer will be responsible for the on-scene investigation and will collaborate with the T&P Enforcement Coordinator. The DPS officer will conduct a field interview to determine whether or not a crime has been committed.
- c. If it is determined that no crime was committed the T&P Enforcement Coordinator will take appropriate actions based on T&P rules and regulations.
- d. If it is determined that a crime has been committed that DPS officer will notify the on-duty DPS supervisor or command staff.

3. Criminal Investigation of Altered/Stolen Parking Passes

- a. If the suspect is NOT affiliated with OHSU, or the officer cannot verify the suspect's affiliation, the suspect will be handled according to DPS protocols.
- b. If the crime was committed by a suspect affiliated with OHSU DPS will investigate. Investigation should include the following:
 - i. Interview
 - ii. Collect, process, and secure evidence
 - iii. Determine the parking history of the vehicle and suspect
 - iv. Research the DPS and T&P databases
- c. The vehicle will remain immobilized until DPS has completed the initial investigation. If the suspect's affiliation with OHSU has been verified and the suspect has cooperated with the investigation, DPS will escort the suspect to the T&P Customer Service Center (CSC).
- d. T&P Management will meet with DPS to allow release of the vehicle and suspect, unless there are extenuating circumstances or the

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investigation reveals additional criminal activity or other reasons for arrest.

- e. If the suspect is not arrested and the vehicle is released, no fines or fees will be accepted until the follow-up investigation is complete.

4. Follow-Up Investigation and Actions

- a. Investigations of suspected altered/stolen parking passes will be forwarded to the DPS Investigation Unit for review. The Investigation Unit will determine the appropriate follow-up action, in conjunction with the T&P Associate Director or designee, and according to the Criminal Activity policy.
- b. Upon completion of a criminal investigation for altered/stolen parking passes involving OHSU Members, the investigative written report will be forwarded to the suspects HR Director/Manager for review. Where the suspect is not covered by OHSU HR, the report will be forwarded to the Dean/Director/Division Head/Unit Leader responsible for the suspect.
- c. Prosecution decisions will be in accordance with OHSU policy on Criminal Activity.
- d. If prosecution is pursued, no fines or fees will be collected.
- e. If prosecution is ruled out, T&P may collect all fines and fees based on T&P rules and regulations. A copy of the written criminal investigation report will be forwarded to T&P as documentation for levying fines.

5. Sanctions (non-criminal)

- a. Sanctions for altered/stolen parking passes not pursued as criminal matters will be levied according to T&P rules and regulations based on the specific violation(s), and consistent with HR policy.
- b. Individuals determined to have altered/stolen a parking pass may incur fines and fees retroactive to the confirmed date of the theft/misappropriation, or the original valid date of the pass, whichever is greater.
- c. The individual responsible for the altered/stolen parking pass may have his/her parking privileges suspended or revoked at the discretion of the Transportation & Parking Associate Director or designee.

Suspected Misuse

Any suspected misuse of a permit shall be reported to the Transportation and Parking Department for investigation and follow up and may result in

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immobilization of the vehicle, fines, criminal prosecution, and HR actions up to and including termination, or other actions as necessary.

Disqualification & Revocation

Members with a history of extensive and/or egregious parking or parking-related violations at OHSU may be disqualified from receiving a parking permit at the discretion of the Transportation & Parking Department. A permit may be revoked due to a change in the permit holder's role at OHSU or due to misuse of the permit.

Process Management & Inquiries

The Director and Associate Director of Transportation and Parking jointly manage implementation of this procedure. Questions should be directed to the Associate Director of Transportation and Parking.