



## Parking Enforcement

401.01.101

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### Purpose

This procedure establishes the authority and guidelines for Transportation & Parking (T&P) and Public Safety staff in enforcing parking rules and regulations on OHSU-controlled property.

### Definitions

**Officer** – Any OHSU officer commissioned as a University Police Officer.

**Staff** – Additional OHSU staff authorized by the Director to enforce parking rules and regulations at OHSU, including Transportation & Parking Staff and Public Safety's Community Service Officers.

### Procedure

#### **Purpose of Parking Enforcement**

Parking enforcement is necessary at OHSU to ensure safe and orderly access to OHSU clinical, research, and educational facilities. Parking enforcement staff shall strive to resolve violations of parking rules and regulations in the manner best reflective of OHSU goals, missions, and values.

#### **Authority to Enforce Parking Regulations**

Authority to formulate and enforce parking rules and regulations is granted to the Director of Transportation & Parking by the OHSU President through OHSU Policy 7-20-001. Only staff delegated by the Director may enforce parking rules and regulations on OHSU controlled property. T & P Staff and Public Safety Staff are considered to be the delegated enforcement authority by the nature of their duties, unless otherwise excluded by the Director.



### **Parking Enforcement Generally**

The Director for Transportation & Parking or designee shall establish the necessary operational procedures for day-to-day parking enforcement and is responsible for ensuring consistent training and application of those procedures, and will coordinate with Public Safety, Appeals staff, and others to achieve that goal.

Unless otherwise directed, staff may issue a parking ticket for any observed violation which is available for ticketing in the most up-to-date configuration of Transportation & Parking's handheld enforcement tool. The Department shall not establish a minimum number of tickets (e.g. a quota) to be issued as a basis for disciplinary action.

### **Enforcement by University Police Officers**

The Director for Transportation & Parking shall formulate a subset of parking violations enforceable by Officers. Except as stated elsewhere in this procedure, this subset shall not include violations associated with OHSU's "pay-to-park" environment.

Officers are additionally responsible for the criminal investigation of thefts related to OHSU Parking. Officers shall consider OHSU the victim of parking services thefts and shall proceed in accordance with DPS policy, and shall file a written report.

### **Use of Multnomah County Citations**

State statute authorizes OHSU to enforce parking rules and regulations through the courts. The statute does not allow OHSU to issue a Multnomah County citation to an OHSU staff member or student.

Officers may issue a Multnomah County parking citation to violators of parking rules and regulations only when:

Authorized by an officer with the rank of Sergeant or higher, and;

- When the violation is related to past or current criminal activity occurring on OHSU controlled property, OR;
- When the totality of the circumstances indicate to the Officer that issuing an OHSU ticket and the resulting administrative processes would



- contribute to an articulable potential danger to any person at OHSU, OR;
- At the discretion of the Director of Public Safety.

Officers shall write a report explaining the issuance of each Multnomah County citation. Officers may issue a citation for any violation available in the most up-to-date configuration of the Transportation & Parking handheld enforcement tool.

### **Process Management & Inquiries**

The Director and Associate Director of Transportation and Parking jointly manage implementation of this procedure.