



**OHSU CAMPUS SERVICES**  
**Vehicle Immobilization Procedure**

Doc. #: 401.06.101	Category: Enforcement and Appeals
Origination Date: 04/20/2015	Effective Date: 04/06/2021
Owner (Title): Brett Dodson, Director of Transportation and Parking Skai Dancey, Associate Vice President of Facilities Scott Page, Chief of OHSU Operations	

**PURPOSE:**

To establish the guidelines for Transportation & Parking responses to vehicle owner or operator’s suspected misuse of Oregon Health & Science University parking areas or failure to follow the OHSU parking code.

**PERSONS AFFECTED:**

**Member:** OHSU Members as defined in the OHSU Code of Conduct.

**Non-Member:** Patients, patient companions or visitors, and all other persons who are not considered OHSU Members.

**DEFINITIONS:**

**Owner or Operator:** Applies to all vehicles on owner account and/or DMV records.

**RESPONSIBILITIES:**

Immobilization may be used in egregious circumstances such as, but not limited to:

- Owner or operator believed to have egregious parking violations in amounts due equal to \$300 or more
- Owner or operator who has three or more outstanding tickets
- Owner or operator who has received four or more tickets within a 180-day period
- Permit believed to be stolen, misappropriated, or altered
- Vehicle license plate or VIN is absent, removed, obscured, or altered
- Owner or operator who is parked in a Special Reserved space and has previously received a warning for the same issue
- Owner or operator who has received an immobilization previously
- Vehicle left on campus for over fifteen consecutive days without notifying T&P

While immobilization is in effect:

- All OHSU parking rights are suspended until the outstanding balance for all tickets is resolved
- Owner or operator may not purchase parking for any OHSU controlled property
- Owner or operator is not eligible for any other transportation privilege until the amount is resolved

Vehicle Immobilization Procedure 401.06.101 Rev. 02.03.2021

This document can be printed for use. The printed version is not subject to revision control and is for reference only.



## OHSU CAMPUS SERVICES Vehicle Immobilization Procedure

- Per managements discretion parking will be charged per day

### PROCEDURE:

#### **Initial Owner or Operator Contact and Actions**

The owner or operator will be contacted via email or phone immediately following immobilization providing contact information is available. They will be asked to contact T&P to discuss resolution.

After contact, T&P Management or the Enforcement Supervisor will determine the fines owed, next steps to fulfill payment and arrange for release of the vehicle.

The vehicle will remain immobilized until the balance due is resolved through payment:

- If the amount due **has gone** to collections, the owner or operator must pay outstanding balance in full.
- If the amount due **has not gone** to collections, the owner or operator must pay in full or set up payroll deductions if payroll eligible. The payroll payments must be completed within 13 pay periods in increments of no less than \$50 per pay period to pay the outstanding balance. The payroll deduction option is dependent on T&P manager authorization and owner or operator parking account history.
- If payroll deductions are **already in place** to resolve previous ticket balances, the owner or operator must pay the outstanding balance in full.

#### **After-Hours Owner or Operator Contact and Actions**

After-hours resolutions of immobilizations are assisted by the Department of Public Safety. When the owner or operator of the immobilized vehicle contacts DPS to resolve an immobilization, the following procedure will occur:

- DPS will contact Transportation & Parking to assist the customer with payment of fees
- Transportation & Parking will verify payment has been made and request DPS to remove the immobilization device
- DPS will remove the immobilization device from the vehicle and return it to T&P

#### **Follow-Up Actions**

- If the owner or operator of the vehicle is an OHSU employee, an investigative written report will be forwarded to HR and the employee's manager for review and appropriate employment action.
- If the owner or operator is an OHSU member but not an OHSU employee, the report will be forwarded to the appropriate OHSU employee responsible for that person.
- If the owner or operator is a Non-Member of OHSU (e.g. vendor) the primary OHSU contact of the company involved will be contacted.
- Repeat offenders may have their parking privileges revoked.



## OHSU CAMPUS SERVICES Vehicle Immobilization Procedure

### **Disqualification & Revocation**

OHSU Members and Non-Members with a history of extensive or severe 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.

### **RELATED DOCUMENTS/EXTERNAL LINKS:**

**OHSU Code of Conduct**

**OHSU Parking Code**

**Policy 07-20-001, Traffic and Parking on Campus**

**Ticket Appeals Procedure**

**Ticket Types and Associated Fees**

### **APPROVING COMMITTEE(S):**

The Director of Transportation & Parking manages the implementation of this protocol. Questions should be directed to the Director of Transportation & Parking.