



OHSU CAMPUS SERVICES  
Vehicle Immobilization Procedure

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**PURPOSE:**

To establish the guidelines for Campus Access and Commute Services (CACS) response to vehicle owner or operator 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 the following circumstances such as, but are not limited to when a vehicle has:

- Parking violations equal to or in excess of \$300.
- Three or more outstanding tickets.
- Four or more tickets within a 180-day period.
- A permit that is suspected to be stolen, misappropriated, or altered.
- A license plate or VIN that is absent, removed, obscured, or altered.
- Parked in a Special Reserved space and has previously received a warning for the same offense.
- Received an immobilization previously.
- Been on campus over fifteen consecutive days without notifying the CACS department.

While immobilization is in effect:

- All OHSU parking rights are suspended until the outstanding balances for all tickets are resolved.
- Per management discretion, parking will be charged for each day the vehicle is parked without a valid permit.

**PROCEDURE:**

**Initial Owner or Operator Contact and Actions**

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## OHSU CAMPUS SERVICES Vehicle Immobilization Procedure

The owner or operator will be contacted via email or phone immediately following immobilization, if contact information is available. The owner or operator will be asked to contact CACS to discuss resolution.

After contact is made, CACS Management or the Enforcement Supervisor will calculate the fines owed, notify owner of how to pay fine or assist employee with payment arrangements if eligible.

The vehicle will remain immobilized until the balance due is resolved.

Payroll payment plan limitations:

- 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 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 authorization of CACS manager 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 (DPS). When the owner or operator of the immobilized vehicle contacts DPS to resolve an immobilization, the following procedure will occur:

- DPS will contact the CACS department to assist the customer with payment of fees.
- CACS will verify payment has been made and request DPS to remove the immobilization device.
- DPS will remove the immobilization device from the vehicle.

### 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 the primary OHSU contact of the company involved will be contacted.
- Repeat offenders may have their parking privileges revoked.

### Disqualification & Revocation

OHSU Members and Non-Members with a history of extensive or severe parking or parking-related violations at  
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OHSU may be disqualified from receiving a parking permit at the discretion of the CACS 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 Strategic Transportation and Parking Advisory Committee (STPAC)

The Director of Campus Access and Commute Services manages *the* implementation of this protocol.