



OHSU CAMPUS SERVICES
Altered or Stolen Parking Pass or License Plate

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PURPOSE:

To establish the guidelines for Campus Access and Commute Services (CACS) and the Department of Public Safety response to suspected and confirmed instances of altered or stolen parking permits or license plates, including a failure to display plates according to ORS 803.540, used to park vehicles on OHSU owned or controlled property. CACS Parking Permits are considered governmental documents. Altered or forged parking permits defined in ORS 803.550 are to be investigated as a felony crime under ORS 165.013.

DEFINITIONS:

Member: OHSU Members as defined in the OHSU Policy No. 01-01-000 Definitions and Interpretations

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 permit and associated license plate. If virtual permit is linked to a valid license plate the license plate is the permit.

- ❖ Virtual Parking Permit: Any OHSU parking permit that is linked to a vehicle license plate. Virtual Parking Permits include Day Permits, Reservations, Monthly Permits, Annual Permits, VIP Permits, Paystation permits and Do Not Ticket Log coverages. Virtual permits are not valid unless linked to a valid vehicle license plate.
- ❖ Physical Parking Permit: Any OHSU parking permit that is not linked to a vehicle license plate. Parking Permits include Departmental Zone Permits.

PROCEDURE

Preliminary Investigation and Immediate Actions

1. On-duty CACS enforcement staff and DPS staff will respond jointly to reports of altered/stolen permits or license plates or reports of failure to display plates.
2. If responding staff establish a reasonable suspicion that a permit or license plate was intentionally altered, stolen, failed to display, or otherwise misappropriated, the vehicle displaying the altered permit/license plate shall be immobilized to preserve evidence of a potential crime.
3. Photographs of the suspect permit will be taken before the permit or vehicle is moved or disturbed. Photos will include close-ups of the altered permit/license plate, as well as photos that show the relative location of the permit in the vehicle and the vehicle's location.

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4. After immobilization of the vehicle, reasonable attempts will be made to contact the owner or operator of the vehicle via available phone or email information.
5. 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 CACS Director or designee unless the vehicle is impeding traffic or creating a safety hazard.

Owner or Operator Contact and Actions

1. The owner or operator of the vehicle will be contacted and asked to come to the vehicle so that the suspected altered permit may be recovered.
2. The DPS officer will be responsible for the on-scene investigation and will collaborate with CACS Staff. The DPS officer will conduct a field interview to determine if a crime has been committed.
3. If it is determined that no crime was committed, CACS Staff will take appropriate actions based on CACS rules and regulations.
4. If it is determined that a crime has been committed, the DPS officer will notify the on-duty DPS supervisor or command staff.

Sanctions (non-criminal)

1. Sanctions for altered or stolen parking permits not pursued as criminal matters will be levied according to CACS rules and regulations based on the specific violation(s), and consistent with the OHSU Code of Conduct.
2. Individuals determined to have altered or stolen a parking permit may incur fines and fees retroactive to the confirmed date of the theft or misappropriation, or the original valid date of the permit, whichever is greater.
3. The individual responsible for the altered or stolen parking permit may have their parking privileges suspended or revoked at the discretion of the CACS Director or designee.

Suspected Misuse

Any suspected misuse of a permit shall be reported to CACS for investigation and follow up and may result in 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 or egregious parking or parking-related violations at OHSU may be disqualified from receiving a parking permit at the discretion of the CACS. 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 AND INQUIRIES:

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Campus Access and Commute Services manages implementation of this procedure, and any questions should be directed to them.

ADVISING COMMITTEE(S):

Strategic Transportation and Parking Advisory Committee