



# ADMINISTRATIVE PROCEDURES

Procedure Number: 49-7

Effective Date: 10/01/2008

Revision Date: \_\_\_\_\_

*C. Schubert*

County Administrator

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SUBJECT: **PARKING AND PHOTO ENFORCEMENT TRAFFIC VIOLATION**

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DEPARTMENT RESPONSIBLE: **FLEET SERVICES DEPARTMENT**

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## **OBJECTIVE**

The objective of this procedure is to ensure parking and photo traffic violations cited to staff while driving a County vehicle are addressed and paid in a timely manner.

## **OVERVIEW**

Since all County vehicles are titled in the name of the Pima County Board of Supervisors c/o Fleet Services Department (FSD), all parking and photo enforcement traffic violations are sent to FSD. The inclusion of the photo enforcement violations is relatively new. This administrative procedure will provide guidance on how departments and employees are to handle these violations.

## **PARKING VIOLATION**

Employees who receive a parking violation while operating a County vehicle shall pay the fine within the required timeframe outlined in the violation. If it is not paid, FSD receives the violation in the mail stating the date, time and license number of the vehicle parked illegally.

FSD uses the Fuel Management System to determine which Department the vehicle is assigned to. The departmental Transportation Coordinator is sent copies of the following documents: parking citation, the Fuel Management vehicle fueling record, a memo from FSD advising the department that the employee is responsible for payment of the parking violation and a memo from the County Administrator authorizing Fleet Services Department to handle the citations. If FSD does not receive proof of payment or dismissal, within 10 days after notification, FSD has the authority to pay the citation using the department's fund and center. At this point, the Director of the department is notified with the same information that was sent to the Transportation Coordinator plus a memo stating that FSD has handled the citation. It will be the responsibility of the department to obtain reimbursement from the employee. The Department shall attempt to obtain reimbursement from the employee with (10) business days. The department shall inform FSD as to whether the employee paid the violation or not. If the employee refuses to pay the citation, the employee may face disciplinary action.

**PHOTO ENFORCEMENT VIOLATION**

FSD receives a Notice of Violation when a County vehicle is involved in a traffic violation that is captured via the Tucson Police Department's Photo Enforcement Program. The Fuel Management System is used to determine which Department the vehicle in question is assigned to. The departmental Transportation Coordinator is sent copies of the following documents; "Notice of Violation", the Fuel Management vehicle fueling record, a memo from FSD advising the department that an employee within their department has received a "Notice of Violation". It is the Department's responsibility to ensure that the employee who was cited provides their driver's license information either in person or a copy within 5 business days to FSD. The information is then transferred to the Notice of Violation form and mailed back to the "Violation Processing Center". A traffic citation is processed by the "Violation Processing Center" and sent to the employee through the mail. After the employee has received the Citation, they are to pay the citation or attend Traffic School and send proof to FSD within (5) business days.

**Sheriff's Department:** The process for the Sheriff's Department is the same as above with the exception that all information is given to an Internal Affairs liaison to determine if the citation is warranted or not. If Internal Affairs determines that the violation is warranted, the employee is instructed to provide FSD with a copy of their driver's license. When the employee receives the citation, they are to pay the citation or attend Traffic School and provide verification to Fleet Services within (5) business days.

If the employee refuses to pay the citation, the employee may face disciplinary action

**REPORTING**

Fleet Services Department shall prepare a quarterly report for the County Administrator reflecting the actions taken and status of all parking and photo enforcement violations.