



Fitchburg State University Police Department

Subject: Parking Enforcements	
Reference: MPAC: 61.1.13 IACLEA: 10.1.7	
Rescinds: Section 20	
Effective Date: August 10, 2020	Review Date:
By Order of: Michael J Cloutier, Chief of Police	

General Order

10.1.1

PURPOSE:

The purpose of this policy is to provide guidance for the issuance of University Parking Tickets, as well as the City of Fitchburg Parking Tickets.

POLICY:

It is the policy of this department that officers shall enforce parking regulations in conformity with Massachusetts Laws, Fitchburg State University Parking rules and regulations, and city ordinances. Parking regulations will be enforced reasonably and impartially.

AUTHORITY:

Fitchburg State University Police Officers derive their authority to issue university parking tickets from Massachusetts General Law Chapter 15A § 22 and Chapter 71 § 18. Officers obtains their authority to issue City of Fitchburg parking tickets through a Memorandum of Understanding dated May 11, 2009, (attached).

Department members shall become thoroughly familiar with all applicable state laws, The Rules and Regulations of the University as published in the most current academic year, and Fitchburg City Ordinances c. 169 Art. IV, that pertains to stopping, standing, and parking of vehicles.

PROCEDURE:

A. Administrative Control

1. Officers will be issued access and trained in the University's Parking Ticketing system.

- a. Officers shall ensure the security of their username and password to prevent others from accessing their ticketing account.
2. Officers will be issued a City of Fitchburg Parking ticket book.
 - a. Officers will be trained on how to:
 - 1) Issue a city parking ticket.
 - 2) Enter the ticket in to the department's record management system.
3. All tickets issued shall be also tracked in the police activity log indicating:
 - a. The location ticketed
 - b. Type of ticket issued (university or city)
 - c. University ticketing will include the number of vehicles ticketed during enforcement
 - d. City ticketing will include vehicle information.
4. If questioned on the appeal process, officers/dispatchers should instruct the violator how to file an appeal.
 - a. **University Parking Tickets** must be appealed in writing online. Additional information on parking regulations and appeal process can be located online at: <http://www.Fitchburgstate.edu/Parking>, as well as on the back of the ticket.
 1. Violators have 21 days to file an appeal to the university.
 - b. **City Parking Tickets** can be appealed online with additional information available at <http://www.ci.fitchburg.ma.us/513/Parking-Clerk>
 1. Violators have 10 days to file an appeal to the city.
5. Tickets may be voided under the following guidelines:
 - a. City parking tickets may only be voided if the city's copy has not been turned in to the city.
 - b. University tickets may be only be voided by a lieutenant or higher.
 1. Explanation on why a ticket was voided will be entered into the ticketing software.
6. At the end of each shift, the T-2 units (i-Pad and Printer) will be brought into the station for recharging.
 - a. Officers should verify that any university tickets issued with the T-2 unit has been uploaded and synchronize with the T-2 system by end of shift.

B. Enforcement

1. Officers should enforce parking in a consistent, fair and impartial manner. Vehicles which are parked in clear violation of parking regulations should be issued a parking ticket.
2. Officers are afforded the discretion to contact the owner to move vehicle, issue written warning or issue a ticket with monetary fines.
3. Parking enforcement should occur consistently **on all shifts**.
4. Officers should be mindful of special events on campus, which may temporarily suspend parking regulations or provide exemptions to the parking regulations.
5. If the vehicle owner/operator is present before the ticket is written and is making an attempt to correct the problem, the officer has the discretion whether or not to issue the parking violation.
6. Multiple tickets on a vehicle illegally parked on campus are discouraged. Only one ticket should be given for an illegally parked vehicle within a 24 hour period, (If the violation remains the same).
7. Officers should make a conscious effort to park legally, as they will be subject to receiving parking tickets like anyone else..
 - a. If an officer locates another officer's vehicle parked illegally, they shall notify a Supervisor.

Approval:

M. A. Clark
Chief of Police

09/29/2020
Date