

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
PARKING ON COUNTY BUSINESS

Purpose -

County employees routinely use County owned or their privately owned vehicles to conduct business. In the course of that business some employees may receive tickets for parking violations. This policy defines which fines may be dismissed and outlines the procedures to be followed. The policy does not, however, preclude the responsibility of the employee to make every effort to avoid committing parking violations, nor does it give license to ignore the regulations.

1.0 Parking Violation Fines Which May Be Dismissed

- 1.1 Only violations for expired time in metered stalls (Violation #150), and overtime parking (Violation #450), and only violations which occurred while the employee was conducting County business.
- 1.2 Overtime parking violations will not be dismissed if the employee was conducting personal business, even if during normal working hours.
- 1.3 No other parking or moving violations can be dismissed for any reason.
 - 1.3.1 The employee may deal directly with the respective prosecution office on the basis of some extenuating circumstance.
 - 1.3.2 Employees who receive citations for any violation other than expired/overtime parking, are responsible and liable for any court appearances, fines and/or penalties.

2.0 Procedure for Dismissal

- 2.1 Employees who receive an overtime parking ticket in any other local jurisdiction, and who may qualify under Section 1.1 of this policy, shall submit the original citation to the office of the Director of Facilities Management within the (3) working days. The citation shall be accompanied by a brief written explanation of the circumstances, to include:
 - (a) the name of the employee/driver of the vehicle,
 - (b) the division and department of the employee, and,
 - (c) the business and address of that business where the employee was engaged.
- 2.1.1 Citations submitted after three (3) working days may be rejected.
- 2.2 The Director of Facilities Management shall then submit the appropriate information to the appropriate jurisdiction requesting dismissal. There is no guarantee of approval. The employee must consider that the request could be denied at any time and for any reason.

APPROVED and PASSED this 20 day of December, 2000.

BOARD OF COMMISSIONERS OF
SALT LAKE COUNTY

Mark Shurtleff, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date