



**TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**



STANDARD OPERATING PROCEDURE

SUBJECT University Parking Citations		NO. OF PAGES: 3
REFERENCE: N/A	EFFECTIVE DATE: Jan. 1, 2009	REVIEW DATE: N/A
General Order 019	SPECIAL INSTRUCTIONS/SUPERSEDES: N/A	ISSUING AUTH.: CHIEF OF POLICE

Purpose: To create a uniform procedure explaining the issuance and the processing of University parking citations.

Texas Southern University citation consists of a three part ticket. The middle copy of the citation is given to the violator or placed on the vehicle. The top and bottom copies of the citation are the Parking Office (Records Division) copies used for citation processing.

Once the citation is processed, the bottom copy of the citation is submitted to the Bursar Office for billing. The top copy is retained by the Parking Office.

A. Citation Processing

1. Written citations (tickets) are placed in the Traffic Supervisor's box. The Traffic Supervisor will review the tickets for proper completion, and then submit the tickets to the Records Division for processing.
2. Citations are placed in the "Incoming Ticket" tray in the Records Area.
3. The citations are sorted according to the officer's badge number (name) and by date.
4. The citations are counted and recorded on a tally sheet.
5. The citations are then placed in trays according to:
 - (a). Citations with decal numbers
 - (b). Citations without decal numbers
6. All citations that were voided must be matched (to avoid billing) and then filed.
7. Citations that were paid by individuals, before being billed, must be matched with the copy of the citations returned from the Bursar Office(to avoid billing) and then filed.

8. "Paid" and "Void" citations should be matched and filed daily.
9. Citations with no parking decal indicated are submitted to the Telecommunications Division for vehicle registration computer checks. These citations and the vehicle registration computer printout are returned to the Records Division. The owner's name and address is placed on the top (white) and bottom (beige) copies of the citation. Further researched is then conducted via University student and employee rosters. Once the research is completed, the individual's name and social security number (ID Number) is written on the white (top) copy and beige (bottom) copy of the citation. The white copy of the citation is forward to the Bursar's Office for billing. The beige copy is retained and filed by the Records Division.
10. Citations with a parking decal indicated are researched via vehicle registration forms. The individual's name and social security number (ID Number), to whom the decal was issued, is written on the white (top) copy and beige (bottom) copy of the citation. The white copy of the citation is forward to the Bursar's Office for billing. The beige copy is retained and filed by the Records Division.
11. Once the Bursar Office have completed their billing process, the white copy of the citations are returned to the Records Division for filing.
12. The department shall maintain a record of issued citations for a period no greater than two years.

APPROVED:

Roger Byars
Chief of Police

Date

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008