

## UMBPD Parking Citation Flagging Program

### 507.1 PURPOSE AND SCOPE

To establish procedures for flagging unpaid parking citations issued by the UMBPD, holding the owners of these cited vehicles accountable for remitting payment of these citations. The MDOT MVA Flagging Program allows the UMBPD the opportunity to hold these owners accountable by issuing suspensions by flagging the registrations on these applicable Maryland vehicles.

### 507.2 POLICY

It is the policy of the University of Maryland, Baltimore Police Department (UMBPD) to issue citations to illegally parked vehicles in its jurisdiction and holding the owners of these vehicles accountable for remitting payment for any outstanding citation balance.

### 507.3 RESPONSIBILITIES

- (a) Records Lieutenant – This position will be responsible for overseeing and directing the UMBPD parking citation flagging program.
- (b) Records Manager – This position will be responsible for managing the daily operation of the UMBPD parking citation flagging program.
- (c) Records Administrative Specialist – This position will be responsible for entering the data/information into the applicable database to flag the registrations of the applicable Maryland vehicles.
- (d) Business Operations Specialist – This position will be responsible for facilitating and coordinating the data/information on outstanding parking citations from the UMB Parking and Transportation Services to the UMBPD. Additionally, this position will be responsible for reconciling information from the monthly report provided by the Records Manager to determine how much each citation is and to calculate how much revenue the Department should receive from the citations.

### 507.4 PROCEDURES

Flagging:

- (a) On a monthly basis, the Records Section will generate and review for action a parking citation report for all paid and unpaid citations from the UMB T2 System.
- (b) Using the report, the designated person will identify all citations not paid or scheduled for court that are over 120 days past the issuing date.
- (c) The designated person will process the selected citations for flagging using the process described in the **MDOT MVA Flagging Upgrades, Adding & Maintenance, Version: 1, Last Updated: August 12, 2020**.
- (d) The designated person will also process flag releases and reverses when necessary as described in the manual mentioned in #C above.

## *UMBPD Parking Citation Flagging Program*

---

- (e) The Records Manager will ensure the procedure is completed at least monthly and the data entered is accurately.
- (f) The Records Manager will ensure compliance with requirements of the associated UMBPD policy on flagging.

### **507.5 REPORTING**

- (a) The Records Manager will submit a monthly report. It will contain at a minimum, the following information:
  - 1. The number of registrations flagged,
  - 2. The number of flags released due to payment, and
  - 3. The number of flags released due to flagging errors.
- (b) The monthly report will be submitted to the Records Lieutenant and Business Operations Specialist.