

Brief reason for the revision:

The procedures for accepting dismissals of parking tickets by Municipal court has changed.

804 Department Vehicles

804.3 PARKING OF DEPARTMENT VEHICLES

This section outlines the guidelines for parking Department vehicles while conducting City business. City business does not include an employee parking a vehicle when merely showing up for work at their regular work location.

- (a) Employees are not authorized to park a vehicle in any prohibited parking area.
 - 1. Employees receiving a parking citation for parking in a prohibited area are responsible for paying the citation in a timely manner, regardless of whether or not the employee was on City business at the time the citation was issued.
- (b) Employees on City business may park at a metered parking space without paying the meter.
 - 1. Employees receiving a parking citation ~~at a metered parking space~~ while complying with a work related subpoena or while on City business must adhere to the following guidelines in a timely manner to have the citation dismissed: ~~employees will:~~
 - (a) Employees will submit the citation to their immediate supervisor for review to see if it meets the criteria for dismissal.
 - 1. If the supervisor approves the request, it is the employee's responsibility to follow the guidelines below for requesting a dismissal from the Municipal Court Hearings Officer.
 - (a) Citations will be submitted by the registered owner if the cited vehicle is a personally owned or operated vehicle or driver if the cited vehicle is a city vehicle in one of the following ways listed below no later than the appearance date shown on the parking citation:
 - 1. By email to court@austintexas.gov, provide testimony, a copy of the parking citation, and evidence to be considered by a hearing officer.
 - 2. By mail, provide testimony, a copy of the parking citation, and evidence to be considered by a hearing officer to City of Austin:
Austin Municipal Court
P.O. Box 2135
Austin, TX 78768
 - 3. By visiting the courthouse, Mon – Fri, 8:00 am – 6:00 pm. Be prepared to be sworn in and present a copy of the parking citation and evidence to be considered by a hearing officer. The Court is now located at 6800 Burleson Road, Building 310, Suite 175, Austin, TX 78744.
 - 2. If the supervisor denies the request, the registered owner or driver has until the appearance date to contest or pay the early fine of \$20. After the appearance date, the case automatically defaults to liable by law and the standard fine of \$30 becomes due.
 - (a) ~~Legibly write their name, employee number and the court information (e.g., "County Court 3/Cause #123456") in the margin of the parking citation itself; and~~
 - (b) ~~Attach a copy of the subpoena to the citation, if available; and~~
 - (c) ~~Submit the citation to the Court Liaison over the court the employee was attending.~~

- ~~2. Employees receiving a parking citation at a metered parking space while on all other official City business will:
 - ~~(a) Legibly write their name, employee number, and the type of City business they were on in the margin of the parking citation itself; and~~
 - ~~(b) Submit the citation to their immediate supervisor or the Court Liaison Unit supervisor.~~
 - ~~(c) Supervisors receiving a citation from employees that fit the criteria for dismissal will legibly write their initials and employee number on the parking citation and the statement, "Recommend Dismissal—On City Business."~~~~
 - ~~3. All citations requesting dismissal that have been reviewed by the employee's supervisor or a Court Liaison will be turned in to the Court Liaison Unit supervisor. The Court Liaison Unit supervisor is responsible for delivering citations requesting dismissal to the Municipal Court Hearings officer.~~
- ~~(c) Employees who routinely travel away from their normal work location as part of normal duties may be issued a City Parking Permit to be used while conducting City business.~~
- ~~1. Requests for issuance of a City Parking Permit must be forwarded through the chain-of-command for approval by the appropriate assistant chief.~~
 - ~~2. Approved requests will be given to the Assistant Chief's administrative specialist for processing.~~
- ~~(d) Certain Department vehicles will not be issued a City Parking Permit but will have the vehicle license plate number entered into the City computer system as "exempt" when parking in metered parking spaces.~~