



POLICE DEPARTMENT

**PARKING
ENFORCEMENT**

**OPERATIONAL
PROCEDURE #447**

Responsible Executive:
Chief of Police
Responsible Office:
Vice President for Public Safety
Approved by:
Dr. Branville G. Bard Jr.
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Policy Statement

Johns Hopkins Transportation Services has the primary responsibility for enforcing Johns Hopkins parking regulations. However, all officers with the Johns Hopkins Police Department (JHPD) have authority to issue citations for parking violations as part of the agency’s overall traffic enforcement program. The JHPD’s parking enforcement responsibilities are primarily focused on responding to violations that may pose a safety hazard or impede the flow of traffic, such as parking in a fire lane, too close to a fire hydrant, in a roadway, in construction areas, or in areas of campus closed off by barricades.

When enforcing parking laws, JHPD officers must act in accordance with the MD Code, Transportation, Title 26, Subtitle 3 (Parking Ordinances and Regulations), as well as JHPD Directive #442, Traffic Control & Enforcement; JHPD Directive #446, Vehicle Towing & Storage; and all other relevant JHPD directives and training.

Who Is Governed by This Policy

All personnel, including sworn, nonsworn, and contractual or voluntary persons in service with JHPD, are governed by this Directive.

Purpose

The purpose of this Directive is to provide JHPD officers with guidelines for enforcing parking laws and issuing citations for parking violations.

Definitions

Member:	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
Officer:	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.

Policy

Johns Hopkins is committed to enforcing parking laws fairly, equally, and in accordance with the Maryland Transportation Code. Although JHPD officers are authorized to issue citations for parking violations in order to promote safety and maintain orderly traffic operations, Johns Hopkins Transportation Services retains the primary responsibility for enforcing Johns Hopkins parking regulations.

Procedures

- I. **JHPD Role** (Commission on Accreditation for Law Enforcement Agencies (CALEA) 61.1.12)
 - A. Johns Hopkins Transportation Services has primary responsibility for enforcing Johns Hopkins parking regulations.
 - B. The JHPD shall conduct limited parking enforcement activities only within the JHPD's primary jurisdiction, as defined by state law and the Memorandum of Understanding (MOU) between the JHPD and the Baltimore Police Department (BPD), dated December 2, 2022.
 - JHPD members shall not enforce Johns Hopkins parking regulations outside the JHPD's primary jurisdiction.
 - C. Parking enforcement is a component of the JHPD's overall traffic enforcement program, as defined in JHPD Directive #442, Traffic Control & Enforcement. The JHPD's role in parking enforcement is focused primarily on areas where infractions may pose safety hazards or impede traffic flow. Consistent with this goal, JHPD officers may issue parking citations for vehicles that are parked in the following locations, after first attempting to correct the violation as described in Section II.B of this Directive:
 - In fire lanes or within 15 feet of a fire hydrant,
 - In a manner that interferes with the passage of emergency vehicles,

- In handicapped spaces or access areas without displaying a valid, state-issued handicapped permit or license plate, or vehicles parked in an adjacent transfer area, with or without a valid handicapped permit,
 - In a roadway, on crosswalks, on sidewalks, or at bus stops,
 - On grass, on tree plots, or where parking would mar the landscape, unless the vehicle is authorized to park in that location due to landscaping work being performed,
 - In construction areas,
 - In any area of campus that has been closed off by barricades or other traffic control devices,
 - In a manner that interferes with traffic during snow emergencies,
 - On hash marks or over painted parking control designations,
 - In any other manner that creates a safety hazard, interferes with the use of Johns Hopkins facilities, or hinders the free movement of traffic, and
 - In a manner that violates any provision of MD Code, Transportation §§ 21-1001–1007.
- D.** All other Johns Hopkins parking violations are of secondary importance in the JHPD’s parking enforcement responsibilities.
- E.** When enforcing parking laws, JHPD officers are permitted to request vehicle towing services only as described in JHPD Directive #446, Vehicle Towing & Storage.
- Johns Hopkins Transportation Services may request that officers assist with towing vehicles for parking violations.

II. Issuing Parking Citations

- A.** JHPD officers are authorized to issue parking citations for violations described in Section I of this Directive that occur within the JHPD’s primary jurisdiction. All citations shall be issued consistent with JHPD Directive #442, Traffic Control & Enforcement.
- B.** Prior to issuing a citation for a parking violation, officers shall initially attempt to correct the parking violation. Only if and when efforts to correct the violation have been tried and failed, or are not reasonably feasible under the circumstances, may an officer consider issuing a parking violation.
- For example, prior to issuing a citation for a parking violation, officers shall try to contact and locate the operator of the vehicle to have it moved into a legal parking spot. If the vehicle is not obstructing the free flow of traffic or otherwise does not pose an immediate hazard as described in Section I of this Directive, a written warning should be issued in lieu of a

citation. If the vehicle is illegally parked and causing an immediate hazard as described in Section I of this Directive, the owner should be contacted prior to issuing a citation and towing the vehicle.

- C.** Johns Hopkins Transportation Services issues citation books to the JHPD for use by officers. Officers shall:
- Account for all citations that are issued,
 - Obtain new citation books from the patrol supervisors' supply cabinet with the assistance of patrol supervisors,
 - Ensure they receive citation books in numerical order,
 - Ensure citation control registries are completed when signing out new books,
 - Immediately submit the parking citation book to their supervisor when all citations have been issued and/or accounted for, and request a new book,
 - Submit a detailed memorandum if their parking citation book is misplaced, stolen, or destroyed (the report must include an explanation and request for a replacement book), and
 - Turn in citations as requested and/or upon ending their employment with the JHPD.
- D.** When issuing the citation, officers shall complete them accurately, legibly, and consistent with the Transportation Services instructions and training. Once completed:
- Officers shall deliver the citation to the driver or, if the vehicle is unattended, attach the citation to the vehicle in a conspicuous place, (MD Code, Transportation, § 26-302)
 - A copy of the citation must be submitted to Central Records by the end of the officer's tour of duty on the day the citation was issued, and
 - In the event the officer makes an error on a written citation, the officer will follow the Transportation Services instructions for voiding the citation and making a correction.
- E.** Supervisors shall:
- Issue citation books in numerical sequence to employees,
 - Ensure sign-out logs and registries are completed, and
 - Ensure employees follow all required instructions for completing and submitting citations.
- F.** The Logistics Manager shall:

- Coordinate the process of retrieving unissued, obsolete citations from employees, and
 - Attempt to collect unissued citations from individuals who end their employment with the JHPD.
- G.** Records Management personnel shall:
- Retain and file citation receipt cards, JHPD copies of all issued and voided citations, and the JHPD's copies of citation void forms consistent with acceptable business practices and the JHPD's retention and destruction schedule,
 - Send all completed and voided citation originals, appropriate copies, and void form originals to Transportation Services on a business-daily basis, and
 - Notify current and former employees of any parking-enforcement-related summonses.

III. Appeals

- A.** Persons may appeal a citation and elect to stand trial for the violation. Appeals of citations issued for the following violations shall be handled by the District Court:
- Parking in a handicapped area,
 - Prohibited parking in a fire lane, within 15 feet of a fire hydrant, in a roadway, on crosswalks, or at bus stops,
 - Violations of the MD Code, Transportation, §§ 21-1001–1007, and
 - Violations of Baltimore City parking codes.
- B.** All other Johns Hopkins violations may be appealed through the District Court or administratively through Johns Hopkins Transportation Services.
- C.** Persons appealing a violation through the District Court must give notice of the intent to appeal to the JHPD at least five days prior to the date of payment as set forth in the citation. (MD Code, Courts and Judicial Proceedings, § 7-302(d))
- Upon receiving notice of the intent to appeal, Records Management shall forward to the District Court a copy of the notice and a copy of the parking citation.
- D.** If the person making the appeal desires the presence at trial of the officer who issued the citation, the individual will notify the JHPD at the time of submitting the notice of intent to appeal.
- If proper notice is not given, the officer need not appear at the trial, and the copy of the citation bearing the certification of the officer is prima

facie evidence of the facts stated therein. (MD Code, Transportation, § 26-303(b))

IV. Member Compliance With Parking Regulations

- A. JHPD vehicles shall be parked consistent with parking regulations, except in the limited situation when noncompliance may be necessary for reasons or conditions that include but are not limited to:
 - Response to emergency calls,
 - The need to have ready access to critical supplies, equipment, or transportation, or
 - Special event responsibilities.
- B. Members engaged in permissible noncompliance with parking regulations will minimize the impact on pedestrian and traffic flow or reasonably known or anticipated public safety matters.
- C. Members shall park their personal vehicles consistent with parking regulations.
- D. Members are responsible for parking citations received on personal or JHPD vehicles. However, this does not affect members’ rights to appeal citations through established channels.

Policy Enforcement

Enforcement	JHPD managers and supervisors are responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Directive should be reported to the Public Safety Accountability Unit.

Related Resources

University Policies and Documents
Operational Procedure #442, Traffic Control & Enforcement Operational Procedure #446, Vehicle Towing & Storage
External Documentation
MD Code, Transportation, Title 26, Subtitle 3—Parking Ordinances and Regulations Baltimore Police Department, Policy 901, Parking Citations Memorandum of Understanding Between the Johns Hopkins Police Department and the Police Department of Baltimore City, dated December 2, 2022, Coordination of Law Enforcement Duties
Police Department Forms and Systems
https://powerdms.com/ui/login

Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Policy Management	(667)306-8618	jhpdpolicyinquiry@jh.edu