



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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I. Purpose

The purpose of this policy is to clearly delineate the obligation of DCF employees who operate State vehicles to successfully contest or pay all parking tickets issued against a State vehicle while it is assigned to the employee, in a timely manner, and to establish policies and procedures for the consistent, timely resolution of all parking violations issued against DCF State vehicles.

II. Background

Per the State of New Jersey, Department of the Treasury, circular No. 10-07-ADM, it is the policy of the State to resolve (i.e., contest or pay fines against) all parking violations issued by any Federal, State, county or municipal court against any State-owned or leased vehicle so as to avoid the costly process of registration reinstatement. It is also the policy of Treasury to charge the offending agency an administrative cost for paying the ticket and to require the agency to return any vehicle on which it has paid two or more parking tickets.

III. Scope

This policy has Department-wide applicability.

IV. Policy

All DCF employees who are drivers of State vehicles shall be responsible for resolving with the appropriate court, within the appropriate timeframe, all parking violations issued against vehicles assigned to them at the time the summons or ticket is issued. **Drivers who fail to resolve such violations prior to the State paying the ticket shall be responsible for all fines and administrative fees and be subject to progressive disciplinary action.**

V.Procedure

1. .The Administrative Office of the Courts notifies the Department of Treasury periodically of all “Failure to Appear” violations against State vehicles assigned to DCF.
2. Upon receipt of the “Failure to Appear” notice, Treasury makes payment to the issuing jurisdiction, notifies the DCF Office of Facilities Management and Support Services (“OFSS”) that the fine has been paid, and bills DCF for the full value of the fine plus a 20% administrative charge.
3. Upon Treasury notification, OFSS will enter the violation information into the DCF unpaid summons database, identify which office was in possession of the vehicle at the time of the violation and notify that office of the unpaid ticket. Simultaneously OFSS will notify the DCF Office of Cooperative Labor Relations (OCLR) of the violation and the office where that vehicle is assigned.
4. The DCF office cost center manager supervising the office accountable for the unpaid ticket must identify the driver who was in possession of the vehicle at the time of the violation and forward that information to OFSS and to OCLR within two working days of the initial notification.
5. OCLR will initiate disciplinary action against the driver of the vehicle for failure to pay the ticket in the appropriate time period.
6. OFSS will update the DCF unpaid summons database identifying the driver of the vehicle.
7. The DCF cost center manager supervising the office accountable for the unpaid ticket will be responsible to collect the full amount of the fine and 20% administrative fee charged by Treasury from the identified driver of the State vehicle.
8. Payment must be in the form of a check or money order, payable to the Treasurer, State of New Jersey and sent to the DCF OFSS, Director, through interoffice mail, Cost Center 933 within seven (7) working days of the initial notification.
9. Once payment is received OFSS will indicate in the DCF unpaid summons database that the violation and administrative charge has been paid in full by the driver.
10. OFSS will notify OCLR at the end of each month in the form of an excel spreadsheet of all unpaid parking tickets attributed to DCF State vehicles for

follow-up and any appropriate additional disciplinary action for failure to pay the fine and administrative costs.

11. OFSS will forward the payment to the DCF Office of Accounting which will be responsible for the proper crediting of DCF accounts.

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