

CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 123

March 1, 2012

**TO:** All Departments, Boards, Agencies and Commissions

**FROM:** Andrew Kopplin, First Deputy Mayor and Chief Administrative Officer

**SUBJECT:** EMPLOYEE PARKING AND SPEEDING TICKETS

**1. APPLICABILITY**

The purpose, spirit and intent of this policy is to reaffirm that City employees are responsible for paying any traffic camera violations they incur in the course of carrying out their jobs unless they receive a waiver of those violations.

**2. EXPLANATION**

The City of New Orleans, in conjunction with the City's contracted vendor, writes and mails tickets for traffic camera and parking violations. After 60 days, these tickets are considered delinquent. Employees of the City of New Orleans have a responsibility to pay tickets that were received while driving a City vehicle in a timely manner.

**3. PAYMENT PROCESS**

On a regular basis, the City's contracted vendor will alert the City of New Orleans of City vehicles that have outstanding delinquent violations. After a department receives notification of the delinquent violation, the department shall send the employee a notice reminding them of their obligation to pay. City employees will have 30 days from the date the notification is sent to them from the City department to pay the delinquent ticket. After such time, if the employee has still not paid the fine, the employee's personnel file will be noted, disciplinary action will be taken, and the department will be responsible for paying the ticket immediately.

**4. APPEALS PROCESS**

City employees have the right to appeal tickets they have received. Public safety employees are eligible for waivers in accordance with Policy Memorandum No. 124. All of other City employees shall follow the formal appeals process for citizens of the City of New Orleans.

5. RAMIFICATIONS

Any employee, including public safety employees, who do not pay the fines and penalties associated with violations in a timely fashion, shall be subject to disciplinary action, up to and including dismissal.

6. INQUIRIES.

Questions concerning this memorandum should be addressed to the Chief Administrative Office at (504) 658-8600.

PRMC/RTH