The City of SAN DIEGO

Office of the City Treasurer
Revenue Collections Division

SD Clean Plates Impound Release Procedures

Background:

The Clean Plates Program is a means for Participants of the San Diego Homeless Court Program (HCP) to address their unpaid parking citations. Currently the review and dismissal of parking citations are followed under the current Memorandum of Understanding (MOU). In addition to the dismissal of citations, it was determined, for a participant of Homeless Court to be successful in their program, having access to their vehicle is crucial to be able to attend necessary meetings. Currently, any vehicle can be impounded if it has five (5) or more outstanding citations. Under this revision with SD Clean Plates, if a participant or a future participant in the HCP gets impounded due to outstanding citations, and they fall under the guidelines of the current MOU, we will temporarily suspend the requirement that each parking citation must be paid for the vehicle to be released. The participant is still responsible for any and all fees owed to the tow company that performed the impound.

Procedure:

1. The approved HCP provider will send the Deputy Public Defender the advocacy letter confirming the registered owner of the vehicle has enrolled in the program and will outline the expectations of the participant in the program
2. The Deputy Public Defender will transmit a copy of the letter and vehicle license plate to the Parking Administration office
3. Parking Administration will do their internal review to ensure qualifications are met
4. If the client is qualified, Parking Administration will identify all citations that will need to be suspended
5. Parking Administration will communicate with the Delinquent Accounts Program what citations need to be placed in the “suspend” status
6. Parking Administration will log the participant in an excel spreadsheet
7. Parking Administration will prepare an electronic tow release form
8. Parking Administration will email the electronic release form to the impound yard contact
9. Parking Administration will confirm with the Deputy Public Defender that the electronic release form has been transmitted to the appropriate tow yard contact
10. The Deputy Public Defender will communicate to the participant they can go get their vehicle out of impound, and will verify the participant is aware that they are responsible for any and all fees owed to the tow company that performed the impound

Requirements:

1. There will not be a set date that the participant will graduate since every program differs as far as time frame. The City will require a status update from the Deputy Public Defender of each participant if they have not yet graduated by the 3rd month, to ensure the participant is still enrolled and actively engaged
2. If at any time, the participant drops out of the program, the Deputy Public Defender needs to inform Parking Administration ***immediately*** to reinstate citations, and to make the vehicle impound eligible again
3. If/when the candidate graduates the program, the Deputy Public Defender should identify them on the list that is sent over for that month so Parking Administration can remove them from our internal list. From there, the citations will be dismissed under our current MOU