



Parking Services

UNIVERSITY OF COLORADO **BOULDER**

www.colorado.edu/pts

Parking Services
1050 Regent Drive, UCB 502
Boulder, CO 80309
(303) 735-PARK (7275)

PS PARKING PAYMENT MACHINE SECURITY POLICY

Effective Date: March 1, 2025
Topic: Policy and Procedures for Parking Payment Machine Security
Prepared by: Tracy Humphrey, Asst Dir Finance
Approved by: Tom McGann, Director, Parking Services
Applies to: Employees in Parking Services' Infrastructure and Capital Projects unit

POLICY

1. All Parking Payment Machines are periodically inspected for tampering and/or substitution of credit card accepting devices.
2. Employees working with Parking Payment Machines are trained to be aware of suspicious behavior relative to the payment machine and/or attempts at tampering with credit card accepting devices.
3. A list of all Parking Payment Machines is maintained listing the location and serial numbers, or some other type of unique identification.
4. A list of critical technologies used in the payment machines, i.e. cellular modems, is maintained.
5. The lists are updated when equipment is decommissioned, relocated or added to the inventory.
6. Periodically verify the equipment location and identification number (checking the actual inventory against the inventory list).
7. All third-party vendors working with the payment machines must have their identity verified.
8. A Parking employee will accompany the third-party vendor while working on the payment machines.

9. Do not install, replace or return devices on, or within, the payment machine without verification.
10. Cellular modems used by the payment machines will not be used for any other purpose than originally intended by the vendor.
11. Report suspicious behavior, or indications of, payment machine, or credit card accepting device, tampering/substitution to Assistant Director, Infrastructure and Capital Projects.
12. Perform an Annual Review of this policy and relevant training with employees in Infrastructure and Capital Projects unit.