

J. Sargeant Reynolds
Community College



PARKING ENFORCEMENT POLICIES MANUAL

RULES AND REGULATIONS

**J. SARGEANT REYNOLDS COMMUNITY COLLEGE
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RULES AND REGULATIONS

STATEMENT OF POLICY

The motor vehicle procedures and regulations have been developed by the College and are applicable to all individuals who operate motor vehicles on the campuses of J. Sargeant Reynolds Community College ("JSRCC"). For the purpose of these regulations, motor vehicles include all self-propelled vehicles, which may or may not require state licenses. All College roads and grounds come under the jurisdiction of the procedures and regulations set forth in this policy. The Chief of Police and Security Services, JSR Police/Security officers, and Parking Enforcement officers, as designated, are authorized to enforce these procedures and regulations in the interest of the safety of individuals and property. The operation of motor vehicles on the campus of J. Sargeant Reynolds Community College is a privilege granted by the College. This privilege is extended to faculty, staff, students, and authorized visitors to the campus. Failure to adhere to these regulations as well as the laws of the Commonwealth of Virginia may result in a warning or citation and may result in the loss of parking privileges on the campuses of J. Sargeant Reynolds Community College.

The official motor vehicle procedures and regulations of J. Sargeant Reynolds Community College as set forth in this document, supplement, but do not supersede, the regulations established by the Division of Motor Vehicles of the Commonwealth of Virginia. These procedures and regulations supersede all previously published College parking procedures and regulations and shall remain in effect until revised or rescinded by the College. These procedures and regulations compliment, and may therefore refer to, other published College documents. All affected parties should carefully read this document and become familiar with its contents. Additional parking information is available to JSR students in the Student Handbook, issued by the Office of Student Affairs. The College reserves the right to amend this document, and publish any changes to these regulations that it deems are in the best interest of public safety and security, and in compliance with the rules and regulations mandated by the Commonwealth of Virginia, the Virginia Community College System and the Executive Cabinet of J. Sargeant Reynolds Community College.

The parking program of the College operates as an Auxiliary Enterprise and the fees have been developed to support all costs associated with the program's administration. Requests for special parking needs, which are not discussed herein, should be directed to the Chief of Police and Security Services, and/or his designees for assessment based on merit and space availability. The Vice President of Finance and Administration shall be the final authority on matters of parking policy as it relates to parking on the campus of J. Sargeant Reynolds Community College. Parking violations may be appealed directly to the Chief of Police & Security Services and subsequently to the College Appeals Officer whose decision is final. The College is not responsible for damage to vehicles while parked on J. Sargeant Reynolds Community College property. This document further provides information relevant to guests of faculty, staff, and students.

PARKING DECALS

All vehicles parked on campus must display a valid College parking decal or permit. Vehicles operated by visitors who have been issued a "Handicapped" permit by the Commonwealth of Virginia. These vehicles should be parked in spaces provided throughout the campus specifically marked for the handicapped. All lots have at least one handicapped space, strategically located to ease movement by the individual. All employees who display a handicapped parking permit must display a JSRCC employee decal.

There are two types of permanent parking decals required on all vehicles parked on College campus on a continual basis: (1) Faculty/Staff parking decal and (2) Student parking decal. The difference among these decals is the Parking Decal design, (see Appendix A).

PARKING PASSES

A "Parking Pass" (or Temporary Permit) may be issued only to visitors and/or non-traditional employees (consultants, contractors, vendors, and temporary employees, such as manpower or other employees from temporary agencies) of the College who will be visiting or working on campus for thirty (30) days or less to perform College related duties. Holders of a Parking Pass may park in all JSRCC parking lots with the exception of those designated for visitor, short-term and/or reserved parking. A Parking Pass will only be issued when a JSRCC Parking Registration Application is submitted with a letter from the affected Department defining the length of the assignment/contract. In the case of a vendor, the letter should be submitted by the responsible person on the purchase order (P.O.) and it should reference the P.O. number.

■ Special and Invited Guests Pass

A Guest Pass will be issued only to special and invited guests of the academic schools or the major administrative units of the College. This pass allows the holder to park in any available space except those restricted for administrators, service vehicles and/or handicapped spaces, which are located on each campus. This pass would typically be issued to persons who participate in conferences or workshops, or who come to campus for a single occasion or who come infrequently, over a period of time for specific scheduled activities, or services of five (5) or fewer events. This pass is not valid unless signed by the President, Executive Vice President, Vice-President of Finance & Administration, Chief of Police and Security Services or the Director of Facilities Management & Planning and/or their designees.

Faculty and staff members who host workshops or conferences, or individual department directors are responsible for obtaining parking passes for guests from the Department of Police and Security Services. It is the responsibility of the host faculty/staff member to ensure that the Guest Pass is issued only to the specific guest(s) for whom it is requested. These passes may be processed and mailed in advance for the convenience of the persons for whom they are issued. Reproduction of these passes is prohibited.

■ Contractor/Vendor Pass

Contractors and/or vendors providing temporary services to the College may park in all JSRCC parking lots with the exception of spaces designated for visitor, short-term and/or reserved parking. Temporary service for the purpose of this pass is defined as any time period greater than five (5) days and less than thirty (30) days. Contractor vehicles parked on campus must display a pass and/or the vehicle itself must identify the name of their company. Vendors and/or contractors driving their personal vehicles to the job site must

display a valid pass. The pass must stipulate the name of the company and indicate the name and telephone number of the College office where they can be reached. Requests for these passes should be faxed to the Chief of Police and Security Services for approval five (5) business days prior to the date services are to begin. Prior notice on the issuance of this pass should be given to the Department of Police and Security Services by the affected college department or office. The Contractor/Vendor Pass will be faxed to the requesting employee.

■ Handicapped Permit/Pass

Any individual who has been issued a "Handicapped" permit by the Commonwealth of Virginia can park their vehicle in any handicapped designated space, in any parking lot on. The Police Department will honor any valid, state issued permit, sticker, placard or pass that is authorized for a handicapped person, so long as it is displayed on the vehicle appropriately.

Unauthorized vehicles parked in a handicapped space are subject to being ticketed and/or towed at the owner's expense.

■ Special Events

Special events are those occasions, which require one-time parking privileges. These occasions include, but are not limited to: Fall/Spring Convocation, College-sponsored cultural events, athletic events. Parking for these occasions will be open and free to the public.

■ Other

Faculty and/or Staff requiring temporary parking privileges should report to the Police Department for registration and issuance of a temporary parking pass. Any and all vehicles left overnight on College premises should be coordinated through the Department of Police and Security Services.

OBTAINING A PARKING DECAL

All motor vehicles parked on campus by students and employees must be registered in accordance with the regulations in this Parking Enforcement Policies Manual. Students and employees may obtain a copy of this document at each campus at the Department of Police and Security Services. All persons obtaining a parking decal must complete a parking decal request form and sign acknowledgement that they are familiar with the Parking Enforcement Policy and regulation. The Parking Enforcement Policies Manual can be viewed and printed in its entirety online at <http://www.jsr.vccs.edu/security/> (Police Department/Parking Services website).

The appropriate parking decal may be obtained at the campus Police & Security Services office between 8 A.M. and 5 P.M. and/or campus ID card locations during scheduled operating hours. In order to obtain a vehicle parking decal(s) you are required to be a currently enrolled student or currently employed faculty or staff member, as well as, provide specific information pertaining to yourself including your emplid number, social security number, vehicle make, model and license plate number, etc.

All questions concerning the issuance of parking decals should be directed to the Department of Police and Security Services or Parking Services.

Persons registering their vehicle must provide evidence of association with the College as a student or employee of the form of college ID, current class schedule, or emplid.

No decal(s) will be issued to a student, staff or faculty member unless that individual agrees to the Terms and Conditions section of the registration form including acknowledgement that they have been informed of the Parking Enforcement Policies Manual along with where this manual may be obtained.

No more than a total of three (3) decals may be issued to any employee and no more than two (2) decals may be issued to a student. Individuals seeking to obtain decals exceeding these limits must request approval to do so from the Chief of Police and Security Services. The College is not responsible for damage to vehicles whiled parked on J. Sargeant Reynolds Community College property.

All employees must clear any parking citations due in order to complete the separation process and receive their final paycheck. Payment made upon separation must be in the form of cash, money order, credit card, cashiers check, or other certified funds. No personal checks will be accepted.

The decal must be displayed by the adhesive substance on the left rear bumper or the rear driver's side window of the vehicle. On motorcycles, the decal must be attached to the flat surface on the left side of the vehicle. Registration of a vehicle is not complete until the decal is affixed consistent with the instructions described above. Transfer of a decal from one vehicle to another is a violation and will result in a citation being issued. It is the driver's responsibility to ensure the decal is placed in a visible location.

REGISTRATION FEES

■ Parking Decals

Decals are issued beginning in the fall semester of a calendar year beginning August 1st and are valid until August 31st of the following year.

User Group	Decal Type	Registration Fee
Student (Full-Time)	Student	No Charge
Student (Part-Time)	Student	No Charge
Faculty	Faculty/Staff	No Charge
Adjunct Faculty	Faculty/Staff	No Charge
Staff (Full-Time)	Faculty/Staff	No Charge
Staff (Part-Time)	Faculty/Staff	No Charge
Executive Administrator	Faculty/Staff	No Charge
Decal Replacement Fee	Student	\$10.00
Decal Replacement Fee	Faculty/Staff	\$10.00
Third Vehicle Fee	Student	\$20.00
Fourth Vehicle Fee	Faculty/Staff	\$20.00

DEFINITIONS:

Student - These decals will be issued only to students that are officially enrolled. This decal allows the holder to park in any space and in any lot, on a first come, first served basis, with the exception of those designated for visitor, short-term and/or reserved parking.

Faculty/Staff – These decals will be issued only to faculty, adjunct faculty and staff employees currently under contract with or employed by JSRCC and the Commonwealth of Virginia. This decal allows the holder to park in any lot, on a first come, first served basis, with the exception of those designated for visitor, short-term and/or reserved parking.

Executive Administrator - The President, Executive Vice President, Vice-President's, etc. are incorporated within this definition and will also be issued a Faculty/Staff decal. These positions may or may not have designated parking spaces in the parking lots and may include a sign designating the space as being reserved for that person by official title only. Example: "Reserved - President."

■ Visitor or Daily Parking

Daily parking is available for VISITORS ONLY in designated areas. These lots are designated for guests and short-term visitors of the College between the hours of 7:00 a.m. - 7:00 p.m.

LOSS OR DESTRUCTION OF DECALS OR CHANGE OF REGISTERED VEHICLE

If a decal is stolen or damaged, it should be reported immediately to the Department of Police and Security Services. The College will not be held responsible for lost or stolen decals.

A replacement decal will be provided if a vehicle is sold, traded or is no longer being parked on the campus. If an individual disposes of a vehicle, the decal should be removed. If a decal is desired for a replacement vehicle, an identifiable portion of the decal, which was removed, must be taken to the Department of Police and Security Services and a new decal will be issued. Failure to present an identifiable portion of the decal or other evidence may result in the registrant being required to pay for a replacement decal.

PARKING AREAS

Vehicles may park in any space not designated as a reserved parking space for handicapped or marked as a fire lane.

Downtown Campus

Vehicle may park in parking spaces in the parking deck, as well as lots A and B located on 7th Street north of the College. A valid college ID/parking access card may be used to gain entry and exit the parking deck. Individuals without a college ID/parking access card must have their parking ticket validated or pay for parking in the deck area.

Parham Campus

Vehicles may park in any of the parking spaces and lots on campus grounds.

Western Campus

Vehicles may park in any of the parking spaces and lots on campus grounds.

CAB

Vehicles may park in any of the parking spaces and lots on campus grounds.

NOTE: PARKING ON GRASS IS STRICTLY PROHIBITED.

■ Student Parking

Any vehicle with a College student decal may park in a lot designated as "Student Parking". It is permissible for a vehicle with a faculty/staff decal to park in the student parking lots, if the need arises.

■ Executive Administrator Parking

Specially designated spaces in the lots may be reserved for executive administrators who have been issued a specific reserved space for their vehicle. There are no reserved spaces for faculty or staff. Unauthorized vehicles parked in these spaces will be TICKETED AND TOWED. Authorized vehicles parked in these spaces must have a "Faculty/Staff" decal and must be registered by the appropriate individual.

■ Special and Invited Guest Pass

A vehicle with a "special and invited guest pass" (or temporary hangtag) may park in any available space except those spaces restricted for service vehicles, handicapped, or reserved spaces for a specific individual.

PARKING VIOLATIONS AND SANCTIONS

■ Tickets/Citations

The Department of Police and Security Services is authorized to issue citations for violations of College parking regulations. The College reserves the right to issue tickets for violations in addition to those shown on the actual ticket.

■ Wheel Locks (or Boots) and Towing

To facilitate the enforcement of regulations pertaining to parking, the Department of Police and Security Services may use wheel locks on vehicles that are in violation of three (3) or more unpaid parking citations. To have wheel locks removed; the owner or driver of the vehicle must go to the Business Office located on campus between the hours of 8:30 a.m. and 3:30 p.m. and pay the designated parking fines and wheel lock removal fee. Payments must be in the form of cash, money order, credit card, cashiers check, or other certified funds. (No personal checks). The removal fee is \$35.

1. Removal of the wheel lock by unauthorized personnel is subject to a \$115.00 fine in addition to the \$35.00 removal fee to be paid to the College. *****Note: This is a criminal offense and may also be subject to criminal prosecution.*****
2. In certain circumstances and at the owner's expense, vehicles may be towed in lieu of being wheel locked.
3. Failure to pay all fines within 24 hours of having wheel locks applied will result in the towing of the vehicle.

■ **Towing**

Vehicles may be towed at the owner's expense under the following circumstances:

1. When a vehicle is illegally parked and restricting traffic.
2. When a vehicle is illegally parked in a Handicapped Zone or Fire Lane.

Fire lanes are prohibited parking areas. Yellow curbing and the 15-foot space on corners are prohibited parking areas. Fire hydrants are prohibited parking areas. Vehicles will be ticketed and towed for parking against the flow of traffic and parking on the left side of one-way streets.

3. When three or more unpaid tickets have accumulated.
4. When a vehicle is violating DMV Motor Vehicle Operational Codes.

If a tow truck is already in route, the person responsible for the vehicle will still be required to pay towing costs before being permitted to move the vehicle. A ticket for illegal parking will also be issued.

If a vehicle is towed, the owner or person responsible must report to the Department of Police and Security Services to arrange recovery of the vehicle. Vehicles towed for nonpayment of multiple violations must pay their fines to the college before towing costs are paid and authorization to release the vehicle is granted. To have a vehicle hold released by the towing company, the owner or driver of the vehicle must go to the Business Office located on campus between the hours of 8:30 a.m. and 3:30 p.m. and pay the designated parking fines. Payments must be in the form of cash, money order, cashiers check, or other certified funds. (No personal checks).

■ **Revocation of Parking Decal**

Upon receipt of five (5) parking citations, the registrant will forfeit the privilege of parking on campus for the remainder of the academic year. Parking a vehicle for which the decal has been revoked on College grounds shall result in the implementation of a wheel lock or tow sanctions.

VIOLATIONS

DESCRIPTION	INITIAL FINE	AFTER 15 BUSINESS DAYS
Parking in Handicapped Space	\$50	\$65

Parking in Reserved Space	\$20	\$35
Parking an Unregistered/Unauthorized Vehicle on University Property	\$20	\$35
Parking in Fire Lane/Within 15 Ft. of Fire Hydrant	\$20	\$35
Parking on Sidewalk, Crosswalk, Driveways or Grass	\$20	\$35
Official Removal of Wheel Lock Devices	\$35	\$50
Parking in Faculty/Staff Lot	\$20	\$35
Parking in a Restricted Space	\$20	\$35
Improper/Double Parking	\$20	\$35
Blocking Normal Flow of Traffic	\$20	\$35
Parking against Flow of Traffic	\$20	\$35
Blocking Another Vehicle	\$20	\$35
Parking in a Loading Zone	\$20	\$35
Illegal Removal of Wheel Lock	\$100	\$115

■ **DMV Violations**

Virginia Uniform Traffic Summons issued by the Department of Police and Security Services for parking violations must be adjudicated in the General District Court in the appropriate jurisdiction of the occurrence of the offense, depending on the campus location. Parham Road Campus – Henrico County, Western Campus – Goochland County and Downtown Campus – City of Richmond.

PAYMENT OF FINES

Parking fines must be paid within fifteen (15) days in the Business Office, Monday through Friday; between the hours of 8:30 a.m. and 3:30 p.m. Failure to pay within fifteen (15) days will result in a late payment penalty of \$15.00 per violation unless the citation is appealed within the 15 calendar day payment period. Failure to file an appeal within 15 calendar days from the date of the citation constitutes a waiver of the right of appeal. No appeal may be filed after the 15 calendar day period. Note: Three or more citation payments require the payment be made in certified funds (cash, money order, cashier's check, etc.)

Parking privileges will be suspended and vehicles will be towed for failure to pay outstanding citations within a thirty (30) calendar day time period. Further, employees and students who fail to pay outstanding parking fines within the thirty (30) days, will be subject to the collection procedures mandated by the Commonwealth of Virginia for past due accounts. Students with unpaid parking fines cannot register for subsequent terms nor receive services from the College to include issuance of transcripts.

Upon termination of employment with the College, all faculty and/or staff, to include hourly employees and contractual or temporary staff, must gain clearance signatures from the Business Office for parking violations in order to receive their final paychecks. Payments made upon separation must be in the form of cash, money order, credit card, cashier's check or other certified funds. No personal checks will be accepted.

APPEAL PROCEDURES

Persons issued citations for J. Sargeant Reynolds Community College parking violations shall be afforded the right of appeal to the College's Appeals Officer provided that no more than fifteen (15) calendar days have elapsed since the issuance of the ticket, inclusive of the date on which the citation was written. The Appeals Officer will investigate to determine whether or not a violation has occurred and if there were significant mitigating circumstances surrounding the alleged violation to warrant excusing the fine.

The billing process will be suspended pending a decision.

- Appeal forms must be submitted within fifteen (15) calendar days from the date of the ticket.
- An appeal form may be obtained on the website at <http://www.jsr.vccs.edu/security/> or on campus at the Department of Police and Security Services (see attached form "Right of Appeal" Application).
- The appeals process is an administrative process; therefore, a hearing will not be conducted.
- Appellants will be notified in writing of the disposition of the appeal within two to three weeks.
- The decision of the Vice President is final and binding.
- In order for your appeal to be processed in a timely manner, all requested and pertinent documentation should be submitted when the appeal is filed.
- If the appeal request is denied, appellants will have fifteen (15) calendar days from issuance of denial letter to make payment of fine.
- Parking citations not paid within fifteen (15) calendar days of issuance of denial letter will become past due and a late fee will be assessed.
- Parking citations not paid within sixty (60) calendar days of issuance of denial letter will be turned over to a Collection Agency.

A request for reinstatement of revoked parking privileges within a decal period is subject to approval of the College's Parking Appeals Officer.

COLLECTION OF PAST DUE FINES/FEES

Parking Services, with the assistance of the Business Office under the Department of Financial Operations (Finance and Administration), is charged with the collection of all past due fines and citation fees. In accordance with Commonwealth guidelines, they will use all "reasonable" methods of collection. Any unpaid debt owed to the College referred to the Collections Section of Student Accounts is subject to a full range of collection actions. This includes, but is not limited to, the use of: payroll deduction, collection agencies, State Debt Set-Off, processes placing holds on student accounts, withholding the issuance of a student refund, and reporting the debt to a credit reporting agency. A financial hold prevents registration, receipt of grades and transcripts, and receipt of a diploma upon graduation.

These collection procedures will be applied to the owners of the vehicles to which the parking citation was issued and/or to the registrants of those vehicles, to include any employee or student of the College. Any debtor to the College will be liable for ALL costs incurred in the collection of the debt including reasonable attorney's fees.

AUTHORIZATION TO VOID PARKING TICKETS

The issuance of parking citations on the JSRCC campus is a civil responsibility of the Department of Police and Security Services. Therefore, the Chief of Police is the only individual assigned authority to administratively void, or rescind, an issued parking citation. The Chief's discretion in this matter is subject to the review of the Vice President of Finance & Administration and the College Internal Auditor. The Chief of Police shall retain documented records of all "voided" parking citations that he authorizes, and shall make a monthly report available to the College and the Auditor. Any request to void an issued parking citation shall be made IN WRITING to the Chief of Police, with appropriate justification(s) included therein.

QUESTIONS OR CONCERNS

Questions concerning the parking regulations of the College may be forwarded to the Parking Services Manager via the following website at <http://www./jsr.vccs.edu/security/>. The website can be accessed through the JSRCC web page. In addition, general parking inquiries may be made by calling 523-5471. Questions regarding payment of fines/fees should be made to the campus Business Office at the following numbers; (i) Downtown Campus – 523-5285; (ii) Parham Road Campus – 523-5212 and (iii) Western Campus – 523-5404.



Lost/Stolen Decal Form
Academic Year 2005-2006

Date: ____/____/____

Name: _____

Social Security Number: _____

Decal Number: _____

License Plate Number: _____

I, _____, verify that my decal number _____ was lost/stolen. I understand that if I find the decal, I am to return it to the Department of Police and Security Services office on campus immediately. I also understand that if the decal is found being used, the vehicle using the decal will be booted or towed and may face additional actions.

Signature: _____ Date: _____

PARKING PASS

J. SARGEANT REYNOLDS COMM. COLLEGE TEMPORARY PARKING

NAME: _____

DATE ISSUED _____ **EXPIRES** _____

LICENSE PLATE NUMBER: _____

DEPARTMENT OR PERSON VISITING: _____

DEPARTMENT PHONE NUMBER: _____

COMMENTS: _____

SIGNATURE: _____

J. Sargeant Reynolds
Community College



*6 digit pass number
000000*