



**TITLE:** Campus Control, Traffic, and Parking Management

**PROCEDURE NUMBER:** 4-8-1010.2

**RELATED POLICY AND PROCEDURES:** 4-8-101.3 Comprehensive Emergency Operational Plan

**DIVISION OF RESPONSIBILITY:** Business and Finance

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May 17, 2013  
Date Approved by President

November 15, 2022  
Date of Last Review

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Date of Last Revision

### **Administrative Responsibilities**

It is the overall responsibility of the Director of Campus Police to maintain this procedure.

### **Procedure**

#### **A. Procedural Responsibilities**

1. The Campus Police and Security Director is responsible for implementing and supervising the management of this procedure.
2. Campus Police on the Lex Walters (Greenwood) Campus are responsible for issuing PTC photo identification cards to employees and maintaining identification information. In addition, Campus Police is also responsible for issuing parking decals to full and part time employees. Employees assigned to County Campuses receive parking decals and PTC photo identification cards from staff on the assigned campus.
3. All employees, students, and visitors to Piedmont Technical College are responsible for complying with this procedure.

## **B. Identification**

1. All employees and students are expected to obtain their PTC photo identification from the Lex Walters campus or assigned campus and to have the PTC identification on their person at all times while on campus.
2. The Campus Police and Security Department is authorized to ask for identification from any person on campus at any time. Individuals refusing to identify themselves will be asked to leave the campus.

## **C. Campus Control**

1. Excessive noise, generated vocally, with equipment such as music devices, drumming on items, or created by vehicles, of such a nature as to be disruptive to the campus environment may result in a citation when the noise being generated causes a complaint by the occupants of the campus and/or is found to be of a disruptive type or volume by the officer issuing the citation.
2. Disruptive behavior, including the use of profane/abusive language, is not tolerated at Piedmont Technical College. An officer answering a complaint and/or observing such disruptive behavior may issue the offender a citation.
3. Recreational behavior, such as stunts, skateboarding, parkour, and any other unsafe acts are prohibited on campus unless such activities are part of an approved college function or program.
4. Campus control violations may result in citations and fines. Fines range from \$25.00 to \$100.00 and may include restitution for damages and repairs. Citations and fines associated with campus control violations are listed in Section G, Written Citations.

## **D. Arrest Procedures**

Campus Police and Security Officers have the authority to effect an arrest if it is necessary for the safety and security of the campus.

## **E. Parking**

1. Certain areas within the campus perimeter are designated as reserved parking spaces for employees, College owned vehicles, and visitors. The other spaces are unrestricted and are authorized to College employees, visitors, and students on a first come, first served basis.
2. All employees and students shall exercise complete control of their vehicles during operation on all campuses. A ten (10) mile per hour speed limit, (unless otherwise posted) will be enforced. Campus Police and Security Officers of the College have the authority to direct or stop traffic on the Campuses as conditions dictate. All personnel are obliged to comply with sign directions.

## **F. Parking Decals**

Parking decals are free and issued during normal College operating hours. Decals are to be displayed on the rear window, driver's side of each registered vehicle. Alternate decal locations must be approved by the Campus Police Department.

Any change in information on the vehicle registration card to include change of address, license plate number or the purchase of a new vehicle must be reported to the department in which your decal was received before parking on PTC properties.

Temporary parking passes are issued for thirty (30) days or less through the Campus Police and Security Office.

### **Employees**

1. All Employees are required to register their vehicle by the first day of employment and will receive permanent parking decals for display.
2. All employees, and other persons specifically designated by the President of Piedmont Technical College are required to register their vehicles by presenting their driver's license and vehicle registration to the Campus Police Department or the County Campus where assigned. This information is collected and electronically maintained by the Campus Police Department to be used in case of vehicle fire, accidents, or other emergencies and as a record in traffic violations investigations.

### **Students**

1. All students are required to register their vehicles at the Enrollment Center Lex Walters (Greenwood) campus or the county campus where assigned in order to receive a parking decal.
2. Students apply for parking decals during their first semester of attendance. Student decals are valid by the dates printed on the decal. Students must renew decals each academic year.