PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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

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

RELATED POLICY AND PROCEDURES: **4-8-1010.3 Comprehensive Emergency Operational Plan**

DIVISION OF RESPONSIBILITY: **Business and Finance**

May 17, 2013	**October 26, 2016**	**October 26, 2016**
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

It is the overall responsibility of the Director of Facilities to maintain this procedure with the assistance of the Campus Police and Security Director.

Procedure

A. Procedural Responsibilities

1. The Campus Police and Security Director is responsible for implementing and supervising the management of this procedure.

2. The Director of Maintenance is responsible for the maintenance requirements associated with this procedure.

3. Library staff on the Lex Walters (Greenwood) Campus are responsible for issuing PTC photo identification cards to employees, and maintaining identification information. In addition, library staff are also responsible for issuing parking decals to full time employees. Part-time employees on the Lex Walters Campus should visit Campus Police and Security office to receive parking decals. Employees assigned to County Campuses receive parking decals and PTC photo identification cards from staff on the assigned campus.

4. 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 Library 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. When necessary, officers are instructed to use the radio and ask for assistance to ensure that situations do not get out of control.

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. 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 affect 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 of the 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 their directions.

F. Parking Decals

1. All employees, students and other persons specifically designated by the President of Piedmont Technical College are required to register their vehicles by completing a Vehicle Identification card obtained from the Lex Walters Campus (Greenwood) Library or the County Campus where assigned. This information is collected and electronically maintained by the staff of Lex Walters Campus Library to be used in case of vehicle fire, accidents, or other emergencies and as a record in traffic violations investigations.

2. Parking decals are free and issued by the Library or County Campus staff during normal College operating hours. Decals are to be displayed on the rear window, driver's side of each registered vehicle.

3. Employees are required to register their vehicle by the first day of employment. Full-time employees will receive permanent parking decals for display. Part-time employees receive parking decals which expire December 31st of each year.

4. Students apply for parking decals during their first semester of attendance. This decal expires annually on December 31st. Student vehicle registrations are renewable annually in January before classes begin for the spring semester.

5. 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 Library staff before parking on PTC properties.

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

G. Written Citations

1. The following list of violations of College rules and regulations and State laws result in citations and carry fines ranging from $25.00 to $100.00 depending on the violation:

a. No Parking Permit
b. Parking in Yellow Zone
c. Parking in No Parking Zone
d. Parking in Faculty Area
e. Parking in Visitor's Space
f. Blocking Other Vehicles
g. Speeding on Campus
h. Reckless Driving on Campus*
i. Parking on Landscape
j. One-way traffic
k. Improper Parking
l. Handicap Area Violation
m. Noise Violations
n. Litter Violations
o. Emergency Communications System (ECS) Violations
p. Disruptive Behavior (Profane Lang.)
q. Graffiti on campus property
r. Tobacco Use

*Reckless Driving: Any person who drives any vehicle in such a manner as to indicate either a willful or wanton disregard for the safety of persons or property is guilty of reckless driving.

2. When issuing traffic or parking citations, Campus Police and Security Officers give the blue copy to the violator or if the violator is not available, place the original (blue) copy on the windshield of the vehicle.

3. During the first five days of the semester, warnings are issued for a minor parking violation. Severe situations that warrant such action due to safety concerns or handicap access could result in a citation and/or towing of vehicle at the owner's expense.

4. Persons receiving citations have a five-day grace period to pay the fine or make an appeal. This appeal process is discussed in section H of this document.

5. All citations, regardless of the campus received, are paid through the Business Office.

H. Citation Appeal Procedure

1. Any person receiving a citation has a right to appear before the Campus Police and Security Director within five school days of receiving the citation for a hearing.

a. The Campus Police and Security Director or designee may void the citation if the citation was issued in error.
b. Appeals or questions concerning a citation require an appeals form to be submitted along with a copy of the citation for review by the Traffic Appeals Committee.
c. Appeals forms may be picked up from the Campus Police and Security office.
d. The Campus Police and Security Director or designee meets with the committee to address any questions concerning the appeal and to present the department's position.

2. Traffic Appeals Committee is made up of a representative from the following areas: Campus Police and Security, Business and Finance, Student Affairs, Facilities Management, and the Inter-Club Council.

a. Committee members are approved by the President of Piedmont Technical College.
b. The committee consists of five members, one of which is appointed chairperson.
c. A quorum of three persons must be in attendance to render decisions. All decisions are determined by a majority vote.
d. The committee has the option of:
    i. Granting the appeal
    ii. Denying the appeal,
    iii. Reducing the fine amount of the citation.
e. The committee meets at request of the chairperson as necessity demands.

3. Action on Unpaid Fines:
    a. The amount of the unpaid fine is added to the subsequent registration period for continuing students.
    b. A hold is placed on grades, transcripts, and/or diploma withheld until payment is made for graduating or students who do not enroll for the subsequent semester.
    c. The Business Office collects fines from cited parties according to their collection procedures as follows:
        i. Unpaid fines of $25.00 dollars or greater block registration
        ii. Delinquent, non-paid fines of $25.00 or more are submitted to the State for collection.

I. Vehicle Towing

1. Piedmont Technical College reserves the right to boot, tow, or impound vehicles suspected of being involved in serious or repeated violations on campus.

2. Automobiles abandoned in excess of 48 hours without prior approval may be towed at the owner's expense.

3. Vehicles involved in a crime may be subject to being towed and/or impounded for evidence.

J. Citation Issuance

1. Uniform Traffic Citations (Traffic Tickets) may be issued or criminal charges may be brought by a Law Enforcement, Campus Police, or Security Officer acting within their jurisdictions for serious criminal activity.

2. The Coordinator of each of the County Campuses or designee may issue Piedmont Technical College traffic parking citations to violators on their local campuses. The Coordinator or designee receives training from the Campus Police and Security staff on the recognition of violations and associated citations.

K. Procedures for Managing Emergency Situations

The Campus Police and Security Department plays a key role in protecting the campus and its occupants during emergency or crisis situations. Such situations include natural acts and those which may be created by the actions of persons. The Comprehensive Emergency Operations Plan (CEOP) articulates specific procedures to be observed on each campus, as circumstances require. The CEOPs are located on the Campus Police and Security webpage and PTC Procedure 4-8-1010.3 Comprehensive Emergency Operational Plan.