

## **PARKING ENFORCEMENT AUTHORIZATION ON THE CLC CAMPUS:**

To: All Central Lakes College Employees:

Purpose: This policy is issued to provide all CLC Employees and the Safety and Security personnel with guidelines concerning parking enforcement on the Central Lakes College campus.

### I. Authority to adopt regulations, issue citations, and collect fines:

On July 1, 1985, legislation (MN Statute 169.966) was passed that authorizes Minnesota State College and Universities to:

1. Adopt and enforce parking regulations on property owned or leased by the college/university.
2. Assess and collect fines, rents, charges, or fees for a violation of a parking regulation.
3. Establish procedures to resolve a dispute arising from enforcement of a parking regulation.

### II. Personnel authorized to issue parking citations:

A. Only designated employees of Central Lakes College, Safety and Security Department shall be authorized to issue parking citations on the CLC campus. Those authorized to issue citations are:

1. Director of Safety and Security
2. Student Safety and Security Officers
3. Selected Maintenance Personnel

B. Those personnel listed above will be issued a badge number for ticket writing purposes.

### III. Parking Appeals Board:

A. A parking appeals board has been established to review written appeals from individuals challenging citations received for violation of campus parking regulations.

B. The appeals board will consist of a representative from excluded personnel who will serve as a chairperson and representative from each of the following organizations:

1. Financial Aid
2. Records and Registration
3. Administration

4. Faculty
5. TRIO
6. Business Services
7. Other's as needed

**Parking Enforcement Policy:**

To: Central Lakes College Employees:

Purpose: This policy is issued to inform Central Lakes College Employees and the Safety and Security personnel of the hours of parking enforcement on the Central Lakes College campuses.

I. Who may park where:

All parking spots on both the Brainerd Campus and the Staples Campus are open to everyone on a first-come, first-served basis with the following exceptions:

1. There will be set aside handicapped parking as required by law (MN Statute 169.345 and 169.346).
2. There will be set aside parking for the College's fleet of state vehicles.
3. There will be set aside visitor parking.
4. There will be limited number of parking spots reserved and paid for by the Business and Industry Center on the Brainerd campus.

II. Who Must Pay:

a. Students

1. Will be charged per credit.
2. Students in work-based management programs (Farm Business, Computerized Small Business, and Small Business), off-campus courses and web-based programs are exempt unless the courses are taken on campus.

b. Staff and Faculty:

1. Employees will be charged per year according to the percentage of their yearly assignment. (NOTE: Employees who are also taking CLC classes **must** inform the Business Office of the classes they are taking so the Student Parking Fee can be waived on their student account and be charged full employee parking fees.)
2. Brainerd Business and Industry Center will be charged per parking spot, per year.
3. Employees who teach or work only off campus are exempt.
4. Employees on leave of absence or sabbatical for at least one full academic term or six months will have their parking fee prorated.

III. Enforcement:

- a. Since everyone on the campuses will be charged up front for parking there will be no need for parking permits and/or heavy enforcement.
- b. Safety and Security personnel are responsible for making routine checks to see that no one parks in any unauthorized places. Parking is prohibited in areas where:
  1. The curbing is painted yellow,
  2. Designated visitor parking areas,
  3. Delivery areas,
  4. Service areas,
  5. No-parking areas,
  6. Fire lanes and
  7. No Overnight parking in College Parking Facilities (2300 – 0700 hours).
- c. Vehicles that are parked in these areas will be ticketed by the Safety and Security Department.
- d. A parking stall is valid when there are lines on both sides of the vehicle. If you fail to correctly park within the parking stalls you may receive a parking citation.
- e. "SIGNED" areas are enforced (e.g. 30 minute, disability, State Vehicle, etc.) are ENFORCED 24 hours a day, 7 days a week.
- f. During an emergency, however, in order to respond in a quick and efficient manner, the parking of a vehicle with flashers on will be permitted in prohibited areas; but must be moved at the earliest convenience.
- g. Business and Industry Center parking is restricted to Business and Industry Center clients only.
- h. Parking for students with disabilities is provided in designated areas.

1. In compliance with Minnesota Law, use of accessible parking stalls is restricted only to those vehicles bearing state issued accessible license plates or a displayed state issued certificate.
  2. Handicap Accessible Stalls are enforced 24 hrs. every day.
  3. Individuals with disabilities should apply to the Office of Disabilities. Temporary arrangements are available for employees and students. Requests to obtain a temporary permit must be accompanied by a physician's statement defining reason for request of temporary handicap parking.
- i. CLC parking lots are checked periodically by Student Safety and Security Officers. An escort service for parking lot access is provided by the college during the evening hours and is secured by pushing the red button on the emergency phones at the main exits or by contacting the Safety and Security Department.

IV. Disabled Vehicles:

- a. Safety and Security Officers can assist with "dead battery" concerns, by providing a "jump start" to a vehicle's battery. This service is provided at "no charge" to any vehicle parked on-campus. If such an attempted assistance is unsuccessful, the on-scene Officer can assist with contacting an appropriate towing service or repair shop.
- b. If a vehicle is determined to be inoperable and appropriate assistance is not immediately available, and it is not necessary for current parking concerns to have that disabled vehicle immediately removed from its parking space, Safety and Security personnel may grant an exemption (maximum of 24 hours) for that vehicle. Specific time frames for which temporary parking permits may be issued are as follows:
  1. Persons who have disabled vehicles parked in a parking stall may be given an exemption up to a maximum period of 24 hours.
  2. All other circumstances of disabled vehicles parked on campus must be addressed with Safety and Security Department and will be handled on a case-by-case basis.
  3. Safety and Security will not accept descriptive information over the telephone, and failure to notify Safety and Security may cause a vehicle to be ticketed or towed at the owner/operator's expense.

V. Overnight Parking:

- a. Overnight parking is permitted only in the North Parking lot - State vehicle parking (if you have taken a state vehicle), two (2) rows lower half just west of the state vehicle parking and the row east of the state vehicle parking next to the disability parking stalls.
- b. Overnight parking is strictly prohibited in ALL CLC parking lots for any vehicle that is specifically designed, equipped and/or used for sleeping and/or overnight accommodations (i.e. personal vehicle, camper, motor home) Sleeping and/or staying overnight in any vehicle on campus, by anyone is not permitted.

- c. Vehicles associated with a specific commercial vendor assigned to do business with the College, may park overnight in the designated areas; however, as stated, there is no overnight staying or sleeping permitted in these vehicles on-campus. All vendors' vehicles must obtain permission from Safety and Security.
- d. Vehicles associated with those involved in Central Lakes College sponsored events which require them to be away from their vehicle are allowed to leave their vehicle in the designated overnight parking areas.
- e. Any one leaving their vehicle in the overnight parking areas must inform the Information Desk and the Safety and Security Department, they will be leaving a vehicle overnight. You must provide the Information Desk and Safety and Security with the Make, Model, License Plate number and a contact number for emergency purposes.

#### **Parking Appeals Committee Procedures:**

- I. You must file an appeal within 5 business days of the ticket issue date. An appeal form may be obtained online at [www.clcmn.edu/security/parking.htm](http://www.clcmn.edu/security/parking.htm). This form is in a fillable format and must be submitted online.
- II. The Appeals Committee (AC) is comprised of volunteers consisting of faculty and staff. The decision of the AC is final. Failure to pay fines may result in legal or other action to ensure the debt is satisfied, i.e. hold on records, transcripts, and revocation of class registration privileges.

#### **Fee Collection:**

- I. Parking fees and fines will be collected along with tuition by the Business Office each semester.
  - a. Permanent / Full-time Employees:
    - i. 12 month employees who have signed a payroll deduction form for their parking fees will have the parking fee deducted from their paycheck the first full payroll period each fiscal year.
    - ii. 12 month employees who have not signed a payroll deduction form for parking fees will receive a billing the first full payroll period each fiscal year.
  - b. Adjunct / Part-Time / Seasonal Employees:
    - i. Employees who have signed a payroll deduction form for their parking fees will have the parking fee deducted from their paycheck on the first full payroll each September.
    - ii. Employees who have not signed a payroll deduction form for parking fees will receive a billing the first full payroll each September.

#### **Use of Collected Fees and Fines:**

- I. Parking fees will go into a dedicated fund that can only be used for repair and maintenance of existing lots or paving of new lots.
- II. Parking fines will be deposited in the College activity fund and is appropriated for state college purposes and to maintain and operate parking lots and parking facilities.