

5.7 Parking Enforcement Authorization on Central Lakes College Campuses Policy and Procedure

Purpose: This policy is issued to provide all CLC employees, students, and visitors with guidelines concerning parking at Central Lakes College, including but not limited to the parking authority, parking fee, parking enforcement and overnight parking.

- 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 Colleges and Universities to:
 - A. Adopt and enforce parking regulation on property owned or leased by the college/university.
 - B. Assess and collect fines, rents, charges, or fees for a violation of a parking regulation.
 - C. 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 and the Security Department shall be authorized to issue parking citations on the CLC campus. Those authorized to issue citations are:
 1. Director of Safety & Security
 2. Student Security Officers
 3. Selected Maintenance Personnel
 - B. Those personnel listed above will be issued a badge number for ticket writing purposes.
- III. Appeals Committee:
An appeals committee has been established to review written appeals from individuals challenging citations received for violation of campus parking regulations.

Parking Enforcement Policy:

- I. Who may park where:
All parking spots on both the Brainerd campus and the Staples campuses are open to everyone on a first-come, first-served basis with the following exceptions:
 - A. There will be set aside handicapped parking as required by law (MN Statute 169.345 and 169.346).
 - B. There will be set aside parking for the College's fleet of vehicles, including college departmental vehicles.
 - C. There will be set aside visitor parking.
 - D. There will be a limited number of parking spots reserved and paid for by the Business and Industry Center on the Brainerd campus.
 - E. There will be set aside permit parking spaces.
 - F. There will be set aside Community Dental Clinic parking spaces.
 - G. There will be a designated parking space at the front of the drop off zone in the Brainerd campus north lot for the CLC security vehicle.
- II. Who Must Pay:
 - A. Students
 1. Will be charged per credit.
 2. Students in management programs, i.e. Farm Business, off-campus courses and web-based (online) programs are exempt unless the courses are taken on campus.
 3. Students who do not commute by vehicle or motorcycle (walkers, bicyclists, and bus riders) or who carpool or use public transit may apply for a waiver of the parking fee by completing a Parking Fee Waiver Request Form.
 - B. College Employees:
 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. Dental Community Clinic will be charged per parking spot, per year.
4. Employees on leave of absence or sabbatical for at least one full academic term or six months will have their parking fee prorated or may apply for a waiver.
5. Employees who teach or work exclusively off campus may apply for a waiver.
6. Employees who do not commute by vehicle or motorcycle (walkers, bicyclists, and bus riders) or who carpool or use public transit may apply for a waiver of the parking fee by completing a Parking Fee Waiver Request Form.

III. Enforcement:

- A. There is no need for parking permits for display in vehicles, as the fee is charged upfront.
- B. Security/maintenance personnel are responsible for making routine checks to ensure that no one parks in unauthorized places.

Parking is prohibited in areas designated as:

1. Visitor parking
2. Permit parking, without a college issued permit (for temporary disabilities)
3. Handicapped parking, without a proper state permit
4. Deliveries only
5. Service areas
6. Fire lanes
7. No Parking

Parking is also prohibited:

8. On the grass,
9. Where the curbing is painted yellow
10. When blocking a driving lane,
11. When vehicle is in improper position (taking up two parking spaces by parking over the yellow line),
12. Overnight without prior approval from Security.

- C. Vehicles that are parked in these areas will be ticketed by the Security Department or an authorized maintenance employee.
- D. During an emergency, the parking of a vehicle with flashers on will be permitted in prohibited areas; but must be moved at the earliest convenience.
- E. Business and Industry Center parking is restricted to Business and Industry Center clients only.
- F. Parking for students with disabilities is provided in designated areas.
 1. In compliance with Minnesota Law, use of an accessible parking space is restricted only to those vehicles bearing state issued accessible license plates or a displayed state issued certificate.
 2. Handicap Parking Spaces are enforced 24 hours a day.
 3. Temporary parking arrangements are available for employees and students. Requests to obtain a temporary permit must be accompanied by a physician's statement defining reason for requesting a temporary parking permit.
 - a. Students with temporary disabilities should apply for a temporary parking permit through the Disability Coordinator.
 - b. Employees or members of the general public may apply for a temporary parking permit through the Disability Coordinator.
- G. CLC parking lots are checked periodically by student security officers and/or maintenance staff. An escort service for parking lot access is provided by the college during the evening hours and is secured by contacting the Security Department at (218) 828-6050 on the Brainerd campus or contacting Facilities at (218) 232-1004, (218) 232-1005 or (218) 270-0150 on the Staples campus.

IV. Disabled Vehicles:

- A. 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, security/maintenance 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 space 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 the security or maintenance department and will be handled on a case-by-case basis.
 - 3. Failure to notify security/maintenance may cause a vehicle to be ticketed and/or towed at the owner/operator's expense.
- B. College security or maintenance staff can assist with contacting an appropriate towing service or repair shop if a car is disabled in a college parking lot.

V. Overnight Parking:

- A. Overnight parking is permitted only in the West Parking lot at the Brainerd campus in the marked "Overnight/Extended Parking Spaces," in or adjacent to the Wood Chip building at the Staples campus, and in the back parking lot at the West Campus. All overnight parking for non-state vehicles must be pre-approved through the information desk and security/maintenance at each campus.
- 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 security/maintenance.
- D. Any one leaving their vehicle in the overnight parking areas must inform the information desk and the security/maintenance department and provide them with the make, model, and license plate number on the vehicle and a contact number for emergency purposes.
- E. All state vehicles must be parked in the designated state vehicle parking spots, not in the CLC general parking lots.

Parking Appeals Committee Procedures:

- I. You must file an appeal within five (5) business days of the ticket issue date. An appeal form may be obtained online at <http://www.clcmn.edu/general/security.html>
- II. An appeals committee has been established to review written appeals from individuals challenging citations received for violation of campus parking regulations. The decision of the appeals committee is final. Failure to pay parking fees and/or fines may result in the debt being turned over to a collection agency.

Fee Collection:

- I. Parking fees will be collected by the Business Office.
 - A. Students:
 - i. Students pay their parking fee (per credit) with their tuition/fees in the Business Office each semester.
 - ii. Student parking tickets and fines must be paid at the Business Office.
 - B. Permanent Full-time and Part-time Employees:
 - i. Permanent full-time and part-time employees are required to sign a payroll deduction form to have the parking fee deducted on a pre-tax basis from their paycheck each fiscal year.

- ii. Employee parking tickets and fines must be paid at the Business Office.
- C. Adjunct / Part-Time Faculty Employees:
 - i. Adjunct and temporary part-time faculty are required to sign a payroll deduction form to have the parking fee deducted on a pre-tax basis from their paycheck each fiscal year.
 - ii. Employee parking tickets and fines must be paid at the Business Office.

Use of Collected Fees and Fines:

- I. Parking fees are deposited into a dedicated parking fund where funds are appropriated for college purposes to maintain and operate parking lots, sidewalks and parking facilities.
- II. Parking ticket revenue and fines are deposited in the parking fund.

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Author: Kari Christiansen, Vice President Administrative Services

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Signature of College President

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